Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council	

OBJECTIVE OF MEETING: Discuss agenda items

DATE: 10/05/2021 **TIME:** 1:00pm	**LOCATION/ROOM #:** https://lrccd.zoom.us/j/94341903565 **CALL-IN NUMBER:**+1 669 900 6833 **CALL-IN CODE:** 943 4190 3565

FACILITATOR(S): Frank Kobayashi, Sarah Lehmann

TIMEKEEPER:

ASSISTANT: Beth Madigan

MEMBERS PRESENT: Nimo Ali, Sharon Gott, Marianne Harris, Carina Hoffpauir, Allyson Joye, Adam Karp, Frank Kobayashi, Jennifer Laflam, Sarah Lehmann, Jessica Nelson, Adam Windham, Raquel Arata, Ruby Dean, Beth Madigan, Jeff Stephenson

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome & Check in: What is something you like to do to manage stress?	Sarah Lehmann	Check in completed.
Funding allocated to support Open Educational Resources at ARC	Sarah Lehmann	Available funds of $1,000,000 in carryover from HEERF funding have been allocated to the four colleges. ARC's allocation is $372,000. It is the state's intention to lower textbook costs for students by utilizing these funds for Open Educational Resources (OER), a free and openly licensed option for textbooks. Suggestions for allocating ARC's funding included: 1) faculty stipends to pay for conversion time (CRC and many other colleges are doing this); 2) hire classified specialists to research and find resources for faculty (CRC); 3) those who have already adopted OER could be paid to provide coaching or mentoring; 4) tap into our other community college's expertise (College of the Canyon); 5) add a "reduced textbook costs" filter to the course search function; 6) research $10,000 state grants to pay for OER writers; 7)OER should reflect student experiences.
What is the update from the Forms and Process Improvement team?	Sarah Lehmann	Forms & Processes Group met recently. As lead, Koue Vang solicited all suggestions on which forms and processes to tackle. One long list became three categories: instructional, counseling and business practices. The group identified the #1 priority in each category including the Non-Employee Access (NEA) process, the .5 regulation counseling forms, and the Limited Purchase Order. A group of three were assigned to each of the three priorities: a super user, a regular user and a non-user or novice user. Each group's assignment is to review and provide documentation of the current process, identify the actual process, and make recommendations. The scope is limited to campus forms & processes.
Vaccination Implementation Update	Frank Kobayashi or Jeff Stephenson	Hearing from both the Vice President, Instruction and the Vice President, Student Services, the consensus is that the vaccine mandate implementation went well overall; the mid-semester roll out had a few challenges. Some confusion was reported in the nomenclature of "cleared" and "not cleared." A huge tent is now located at the opening of the Welcome & Support Center to check student vaccination status. If "cleared" the student may enter the building; if not, the student may use a computer station provided to upload missing documents. If "uncleared" the student may not enter the building. The Learning Resource Center has a similar protocol. From previously reported 1,000 "uncleared" ARC students, ARC now reports 400 - 500.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

Do we need to make any changes to the notes from the previous meeting?	Sarah Lehmann	5	Notes were approved by consensus with no changes.
Do we approve the Bias Response Project Team Charter? Background from last meeting's agenda: this semester, the Student Success Council will "sponsor" a project team who will research and make recommendations on how to respond effectively to bias incidents at the College. Please review the attached draft charter. Do you have any questions or suggestions for changes/additions? Feel free to add comments directly to the draft charter, or you can share them at the meeting or email them to Frank or I.			The Bias Response Team Charter was edited by members of the Council. All edits in GoogleDocs will be accepted into the Charter including an addition regarding implicit bias. A request was made that the timeline be postponed for this Team to start its work from a lack of staff capacity due to the vaccine mandate implementation process.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What is the update from the Accreditation Team?	Adam Karp	No report given.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person