Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council	
OBJECTIVE OF MEETING: Placeholder	
DATE: 02/07/2023 **TIME:** 1:00pm	**LOCATION/ROOM #:** https://lrccd.zoom.us/j/99419487724 **CALL-IN NUMBER:**1 669 900 6833 **CALL-IN CODE:** 994 1948 7724
FACILITATOR(S): Derrick Booth and Marianne Harris	
TIMEKEEPER:	
ASSISTANT: Mary Goodall	
MEMBERS PRESENT: Eliza Arata, Derrick Booth, Sharon Gott, Marianne Harris, Allyson Joye, Veronica Lopez, Caroline Prieto, Cesar Reyes, Tera Reynolds, David Shrope-Austin, Robert Snowden, Nimo Ali, Anthony Carter, Mary Goodall, Jennifer Laflam, Nicole Porter, Jeff Stephenson,	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Check In The question "What is your work super-power?" was posed to the group.	Derrick Booth	`Valuable feedback.`

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Executive Summary	Chris Olson & Jen Laflam	- The presenters went over the documents that were attached to the agenda. - The final outcomes will be published in Beaver Bites once completed. - Previously used semester metrics. - Moving to retention in 2nd semester, persistence rate. - Will be looking at pre-Covid and post-Covid numbers.
Learning Communities - Priority Registration	BJ Snowden & Parrish Geary	- The presenters went over the LRCCD Regulation for Priority Registration (R-2211 and P-2211). - There are things that have been attempted similar to this in the District (by CRC) and tracking did not go well. - District sign-off is necessary for moving forward. - The presenters (and their areas) will be looking at all of the possibilities to get this put through.
		Please see description under question posed for more

Strategic Plan ARC is engaging in a new cycle of Strategic Planning during the 2022-23 academic year. During the Fall 2022 semester, we reaffirmed our Strategic Goals for 2023-2030. In January and February, the Office of Equity, Institutional Effectiveness, and Innovation held community forums to gather community input to 1) identify critical strategies our College will use to make progress toward achieving our Strategic Goals over the next seven years and 2) determine how we will measure our progress using metrics for District and College indicators of achievement. During this agenda item, we will share the critical strategies and indicators of achievement that emerged through this process and seek consensus on our 2023-30 Strategic Plan.	Jen Laflam & BJ Snowden	information: - The reaffirmation process ran though all governance entities and all were in full agreement to continue to finalize our previous goals. - We've looked at the previous metrics used to measure our work and where we want/need to improve how we reach these goals. - There have been five college forums to define our approach, once the draft is cleaned up it will be shared out to all governance groups. - Plan to annually see where we are meeting the goals and how we might need to pivot to reach others. The District is also working on their Strategic Plan. - They are working on 5 goals. - Using priority indicators of achievement. - All four research deans are working together to bring unity to the district plan. - We will bring our strategies to DO by March 1st.
Refund Policy	Sharon Gott & Jeff Stephenson	Concerns were brought up about how the refund policy works: - The timing of the refund request deadline and the semester are too close. - Students don't realize that refunds aren't automatic. - This was taken to the VP and then to Fiscal at DO. - There would need to be a change to Regulation 2254. - Title V states that we need to send refunds to students that ask for them.
Petitions Redesign - Questions from SSC Will redesign be looking at providing online and on the ground assistance for students? How will petitions be made available? Fillable PDF? One member shared their experience filling out a travel authorization form and described it as "frustratingly wonky" and is hoping the petitions form will be more user friendly. Are there plans to hold any usability testing prior to the release of the final product? If so, will students be involved in the process? Staff? Do we know populations of students DI impacted by petitions process so we can be intentional about design? Has the process involved contacting folks who work in a variety of different offices and may be able to speak to the potentially unique issues the students they work with have encountered. And here are some Dean specific issues: Deans don’t have ability to view the status of a petition and can’t search a petition unless it’s actively awaiting Dean approval Recommendation: Create search option for petitions that will enable users to check their progress/status Deans receive only one notification. Accounting for human error and the fact that we’ve all dropped emails, this is problematic. Recommendation: Send a reminder or elevation email (where Dean receives a notice that x-petition is in a faculty member’s inbox) Some petitions are sent to faculty who are no longer employed, and as a result, those petitions are sent to an inbox that doesn't exist.	Jason Ralphs	The presenter went over the questions that had been put forth by SSC. - There are security concerns in the digital process. - Will be using PeopleSoft moving forward. - DO utilized a student design team. - A draft to answer all questions to come. - Working with a new vendor to establish a new process.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
Add an update on the refund policy to a future agenda when finalized.	Jeff Stephenson

OTHER INFORMATION: Commencement - Thursday, May 18th - 7pm - Stadium - Primarily organized by Operations.