

VENTURA COLLEGE

STUDENT SUCCESS AND SUPPORT PROGRAM COMMITTEE

STUDENT SERVICES CONFERENCE ROOM

MARCH 19, 2014

Present: Susan Bricker, Margaret Dominguez, Guadalupe Guillen, Karen Harrison, Victoria Lugo, Corinna McCoy, Kay Snow

Absent: Gloria Arevalo, Barbara Barajas, Sabrina Canola, Leslie Drayton, Kim Karkos, Alex Kolesnik, Stephen Manriquez, Kelly Peinado, Eric Martinsen, Dan Walsh

Guests: Dr. Patrick Jefferson, Jenna Garcia, Heather Aguailar

Recorder: Tricia Bergman

Meeting Called to Order: 3:06 p.m.

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
OLD BUSINESS				
APPROVAL OF MINUTES	By common consensus the minutes of the January 22, 2014 meeting were approved.			
FOLLOW UP ON MY-MATH-LAB TESTING PREP	Margaret passed out a color-coded flyer that Matriculation and Assessment have created to explain the pre-req requirements step-by-step. She said Steve, Angeles and she were open to suggestions on simplifying the format of the handout. Discussion followed. Victoria asked if Matriculation and Assessment was keeping track of the students that are taking the My-Math-Lab prep test online. Margaret replied that Alex Kolesnik told her he would do the tracking for the math students. Victoria questioned that procedure and said she would feel more comfortable if we were able to keep track of the student testing rather than	Further discussion at next meeting.		Margaret Dominguez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>having the math department do the tracking. Margaret said Dan Kumpf had told her that because the pre-test is done through Pearson Publishing that any type of testing results could not be put on the web as it would be a copyright infringement. Susan Bricker said that she feels My-Math-Lab is not an effective tool for the students as it is currently set up as she tried accessing the lab while this discussion was going on and said that the access code was too long and instructions were too complicated on how to access the lab. Victoria said her concern is that there are too many steps in the program for the students. Kay asked if a hyperlink could be set up on the website for the students to access. Karen shared that more than 4 clicks on any website and students will just leave it. Susan said her take on it is that we need something much more streamlined to hand to our students and suggested we go back to the Math department and ask them to see if Pearson has an easier way for our students to get into the My-Math-Lab program. Susan also suggested having Grant Jones and IT look at the My-Math-Lab test to see if there is something they could set up to help students get into program. Victoria asked if a student would have to do all the steps each time they want to get into the prep program. Margaret said that once a student logs in, they only have to do it one time. More discussion followed.</p>			
PILOT WITH BASIC SKILLS COMMITTEE ON DIRECTIVE COUNSELING	<p>Jenna and Karen shared that academic counselors Jose Gutierrez and Corey Wendt had visited their classes and gave various handouts to the students pointing out the many types of services that are available to them. They both shared that their students were very enthusiastic about the classroom visits and that the students responded positively to the visits and information given.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Corina reminded the committee about the importance of tracking and quantifying everything we do with the students. Guadalupe said that Jose has a draft of the Integrated-Counseling Group survey that is serving that purpose.			
NEW BUSINESS				
FOCUS GROUPS	Dr. Jefferson discussed the Scorecard results that were emailed out to committee members and asked the committee members to choose 2 out of the 10 items. He wants to begin focus group settings with students from the Scorecard results. He asked the committee to identify the types of challenges students are having in classes and what kind of interventions can we begin implementing to help them reach their goals. He stressed that we need to be finding out the “why” by asking students what they need in order to solve their conflicts and challenges. Following discussion the question arose as to whether there should be a breakdown by gender and/or ethnicity (i.e.; latino/a). Dr. Jefferson pointed out that there is a big disparity with equity work plans and we will need to figure this out with every sub-group. He shared that the concept of the focus groups are to 1) identify problems; 2) talk to students; 3) look at data and see what the data tells you and compare it to what the students tell you; and 4) come up with a solutions to the problems. It was pointed out that Michael Callahan would be able to provide any data the focus groups may need (days/times/emails) for setting up the meetings with the students. Dr. Jefferson asked for 2 volunteers who would be willing to head the focus groups as this program expands. Jenna Garcia, Heather Aguilar and Karen Harrison volunteered to head the groups.			
ADJOURNMENT	Meeting adjourned at 3:58 p.m.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEXT MEETING	April 23, 2014 @ 3:00 p.m. in the CCCR Conference Room			