

VENTURA COLLEGE

Matriculation Advisory Committee (MAC) - Minutes

CCCR Conference Room

September 18, 2013

Attendees: Victoria Lugo, Susan Bricker, Margaret Dominguez, Guadalupe Guillen, Kelly Peinado, Alex Kolesnik, Karen Harrison, Sabrina Canola, Leslie Drayton, Corinna McCoy, Eric Martinsen

Recorder: Tricia Bergman

Meeting Called to Order: 3:08 p.m.

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Old Business	<p>The March 20, 2013 minutes were reviewed. It was noted that Bill Hart should be listed as “Guest” rather than being listed under “Attendees” on the minutes. Kolesnik moved to accept the minutes as submitted; Peinado 2nd the motion. Passed unanimously.</p> <p>Kelly Peinado requested that she be able to continue to attend the meetings, along with Eric Martinsen. Agreed by consensus.</p>			
New Business	<p><i>New Format</i> Lugo pointed out the new format of the minutes, which are currently being used campus-wide.</p> <p><i>Name Change from MAC to SSSA</i> Following discussion, a motion was made by Peinado to change the name of the Matriculation and Advisory Committee to Student Success, Support and Advisory committee. Harrison 2nd the motion. Passed unanimously.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>Guthrie Hall</i> Lugo shared that she will be submitting a relocation request with this year's Program Review for Matriculation and Assessment to move permanently to Guthrie Hall, which will be set-up as a multi-student support center. Since Guthrie Hall has now been wired with smart technology, a computer lab will be provided for student testing and will allow assessment testing during non-peak times. She pointed out that over 3,000+ students were served in Matriculation and Assessment from May to August of this year and it is obvious they have outgrown their current location. Positive discussion followed.</p> <p><i>Student Success Act</i> Lugo reviewed the major requirements of the Student Success Act. The following topics and ideas were discussed:</p> <ul style="list-style-type: none"> ▪ Ensure counselors availability to students during peak enrollment periods, which would include a financial aid specialist. ▪ Students are being notified on an on-going basis of losing their priority enrollment when they are on academic probation. Harrison shared that many of the ESL students are being included in this process when they should not be. Bricker asked her to forward her their information so she could prevent this from occurring. ▪ Increase dialog across all disciplines for better collaboration, furthering student success in establishing tangible goals to help students through the process. ▪ Math and English departments setting specific completion goals and guidelines for students. ▪ Implement peer mentoring programs. ▪ Include a special flex day for all faculty members, providing them with inclusive information on all the available resources for students on campus. ▪ Create a campus-wide scavenger hunt for students to help them locate the services available to them at Ventura College. Harrison shared that she makes this a 	Follow-up 10/16/13 meeting		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>classroom assignment each semester which proves to be extremely helpful to the students.</p> <p>Student Success Scorecard Kolesnik went over the Student Success Scorecard, pointing out that Ventura College is currently 56% Hispanic and that the goal of the Student Success Scorecard is aggregated through ethnicity. He asked the committee to consider what our goals are for Hispanic students' successful completion of their educational goals compared to the goals set for the higher achieving students. Lugo pointed out that this is the basis for the student equity and matriculation plan. It was unanimously agreed that this topic would be addressed in further committee meetings.</p> <p>Mission Statement Lugo asked the committee to begin developing a mission statement and to bring ideas to the next meeting. Bricker offered the following: <i>The Student Success and Support Advisory Committee collaborates with instructional and student services faculty and staff to advance the goals for student success by promoting practices that engage students, as well as enhancing communication between staff, faculty and students.</i> Discussion followed. Lugo pointed out that the accreditation goals that were established for 2013-2014 should be incorporated into the Mission Statement. More information on this topic will be submitted at next month's meeting following Bricker's, Guillen's and Lugo's attendance at the Student Success and Support Program Implementation Summit conference being held September 22-24, 2013.</p> <p>Miscellaneous Following two years of development the online orientation is now live. By consensus it was agreed that the committee would look at the Prep Test currently online and discuss at the next meeting.</p>	<p>Follow-up 10/16/13 meeting</p> <p>Follow-up 10/16/13 meeting</p> <p>Follow-up 10/16/13 meeting</p>		
Next Meeting	Wednesday, October 16, 2013			

