



Student Success Committee (SSC) Minutes

April 12, 2017 @ 2-3pm in Multidisciplinary Center West (MCW-312)

Charge: *The Student Success Committee is a governance committee responsible for making recommendations for student success to the Executive Team. To continuously improve student success outcomes, the SSC integrates and aligns student success efforts into a cohesive strategy that optimizes the use of available college resources. Student success initiatives may be proposed through the college planning and program review processes; by the Basic Skills Initiative, Student Equity and SSSP advisory workgroups; or by other stakeholders in the campus community.*

Membership: Representative College Governance Committee-- 9 Faculty + 9 Non-Faculty (1, Student; 4 Classified; 2 Supervisors, 2 Administrators) as voting members

Voting Members						Non-Voting Members			
1	Athletics, Health, Kinesiology & Applied Science	Will Cowen	✓	Classified*	Kaifeng Liang	✓	VP Student Affairs Co-chair	Damien Peña	✓
2	Workforce and Economic Development	Heather Aguilar	✓	Classified*	Margaret Dominguez	✓	VP Academic Affairs	Kim Hoffmans	
3	English and Math, Communications & Learning Resources	Eric Martinsen	✓	Classified*	Felicia Torres	✓	Equity/Effect Dean	Phillip Briggs	✓
4	Sciences	Kammy Algiers		Classified*	Victoria Jimenez	✓	Academic Senate President	Alex Kolesnik	✓
5	Student Services	Paula Muñoz	✓	Student	Leslie Herrera	✓	Classified Senate President	Pamela Yeagley	
6	Visual Arts, Behavioral and Social Sciences, and Languages	Tania DeClerck	✓	Administrator	Lynn Wright		Grants	Bill Hart	
7	Faculty	Sumita Lall	✓	Administrator	Dan Kumpf		Administrator	Gwendolyn Lewis Huddleston	
8	Faculty	Joey Ramirez		Supervisor	Alma Rodriguez	✓	Administrator	Vacant (Dean/Student Services)	
9	Faculty Co Chair	Corey Wendt	✓	Supervisor	Arlene Reed	✓	Administrator	Karen Engelsen	
Guests							Administrator	Tim Harrison	
✓	Emily Bartel			<i>*alternate classified</i>	Richard Torres		Administrator	David Bransky	
✓	Brenda Griego						Administrator	Kathleen Schrader	
							President	Greg Gillespie	

Agenda Items	Discussion Notes	Action	Date	Who
1. Call to Order	D. Peña opened the meeting at 2:05 pm and conducted roll call.			
2. Public Comments	<p>D. Peña inquired how the Diversity in Culture Festival was proceeding. The response was an overwhelming success with more events planned for the day and next.</p> <p>M. Dominguez shared that FYE had received 700 applications thus far and were planning a mailer to go out to 2,200 incoming students.</p> <p>E. Bartel noted that a FYE Faculty Request flyer was sent via email to all users soliciting faculty members to present their program offerings to the FYE students in June and requested committee members encourage faculty and staff to participate.</p> <p>A. Rodriguez passed out a flyer for the upcoming Financial Aid Resource Fair planned for April 25, 2017.</p>			

<p>3. Approval of Minutes for</p> <ul style="list-style-type: none"> • 03/01/17 	<p>Postponed</p>															
<p>4. RFP Proposal Process</p> <ul style="list-style-type: none"> • Feedback on Spring 2017 • Discussion for Fall 2017 • Rubric 	<p>D. Peña solicited feedback on the RFP Proposal Process for Spring 2017.</p> <p>B. Griego provided an update on the RFPs that were approved but for which no requisitions were submitted, they included the Math Summer Bootcamp, Teaching Men of Color, Transfer Center SoCal University Tour, Tutoring Peer Assisted Learning Sessions, and Tutoring Support at VCSP. She also noted that follow up was need for the Professional Development RFP.</p> <p>Discussion ensued that included various information regarding the above.</p> <p>D. Peña inquired how professional development was funded prior to equity and SSSP. A. Kolesnik noted that it was funded via a Title V cooperative grant for five years and that the campus administration should have institutionalized it but did not. D. Peña noted that moving forward, in order to right a wrong, Professional Development will have their own budget.</p> <p>A discussion regarding issues with tutoring and let to the challenge of hiring tutors, including the hiring paperwork and the time to process, and the board policy being an obstacle with the unit requirement. It was suggested that the SSC was not the appropriate venue to discuss this issue. D. Peña respectfully disagreed and noted that the SSC has the power to make change happen and facilitate student success, and noted that it will be on a future agenda for further discussion.</p> <p>D. Peña solicited feedback on the RFP Proposal Process for Fall 2017. A thorough and robust discussion ensued that included use of the rubric, a timeline, improvements to the RFP form, and the suggestion for training during fall flex week.</p> <p><u>Two Track Timeline:</u></p> <table border="0"> <tr> <td>April 12</td> <td>May 5</td> <td>May 17</td> <td>July 1</td> </tr> <tr> <td>/Aug. 9</td> <td>/Sept. 15</td> <td>/Oct. __</td> <td>/Oct. __</td> </tr> <tr> <td>RFP out</td> <td>RFPs DUE</td> <td>Vote on RFPs</td> <td>Process Reqs.</td> </tr> </table> <p>W. Cowen made a motion to approve the timeline, second by F. Torres Final Resolution: Motion was approved.</p>	April 12	May 5	May 17	July 1	/Aug. 9	/Sept. 15	/Oct. __	/Oct. __	RFP out	RFPs DUE	Vote on RFPs	Process Reqs.	<p>Follow-up w/RFP authors</p>	<p>4/26/17</p>	<p>E. Bartel (bootcamp and SoCal) P. Muñoz/ D. Peña (Men of Color) W. Cowen (Tutoring) D. Kumpf (Prof. Dev't)</p>
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	Yes: W. Cowen, H. Aguilar, E. Martinsen, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, F. Torres, V. Jimenez, L. Herrera, A. Rodriguez, A. Reed, and C. Wendt.			
5. Updates from Initiatives on Campus a. Basic Skills b. Student Equity c. 3SP d. Velocidad e. Beacons of Success f. Sail to Success	Postponed.			
6. Open Comments/Announcements	T. Harrison commented in concurrence with providing information.			
7. Adjournment	Motion to adjourn made by T. DeClerck, meeting adjourned at 3:02pm			
	Next Meeting: April 26, 2017 Future Meetings: May 10, 2017			

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

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