



## Student Success Committee (SSC) Minutes

March 1, 2017 @ 2-3:30pm in Campus Center Conference Room (CCCR)

**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	✓
<b>Guests</b>							Administrator	Tim Harrison	
✓	Rick Trevino	✓ Erica Hurtado		<i>*alternate classified</i>	Richard Torres		Administrator	David Bransky	
✓	Emily Bartel						Administrator	Kathleen Schrader	
✓	Cynthia Salas						President	Greg Gillespie	

Agenda Items	Discussion Notes	Action	Date	Who
<b>1. Call to Order</b>	D. Peña opened the meeting at 2:02 pm and conducted roll call.			
<b>2. Public Comments</b>	D. Peña noted that Black History Month came and went without any campus event. He stated that the onus is on all of us and emphasized the importance of our actions matching our words. He emphasized the importance of communicating with each other. Noting that in his review of the RFPs, it was evident that communication was lacking. A discussion ensued that touched on guided pathways, integrated planning (SSSP/BSI/Equity), and the RFP process.			
<b>3. Approval of Minutes for</b> <ul style="list-style-type: none"> <li>• <a href="#">01/25/17</a></li> <li>• <a href="#">02/08/17</a></li> </ul>	D. Peña called for a motion to approve the minutes. L. Wright made a motion to approve the minutes for Jan. 25 <sup>th</sup> and Feb. 8 <sup>th</sup> , second by V. Jimenez.			

	<p>Final Resolution: Motion was approved.          Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.          Abstain: T. DeClerck</p>			
<p><b>4. RFP Proposal Review</b></p> <ul style="list-style-type: none"> <li><a href="#">Rubric</a></li> </ul>	<p>D. Kumpf requested clarification regarding the RFP process and the funding year. It was confirmed that the funding year was the current fiscal year (FY17; ending June 30, 2017) and that the RFP proposals would need to be complete within this timeframe.</p> <p>E. Martinsen made a motion to consider RFPs that fit within this fiscal year and to postpone action on those that do not, second by D. Kumpf. Discussion: A discussion ensued that included the integrated plan, dredging up the past, and the deadlines for this fiscal year.          L. Wright called the question, second by P. Muñoz.          Final Resolution: Stop Debate and vote on pending motion.          Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.          Final Resolution: Motion was approved.          Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">A&amp;R Document Imaging - Sp17</a>          P. Muñoz made a motion to approve the A&amp;R Document Imaging RFP, second by A. Reed.          Discussion: R. Trevino noted to be cognizant of the funding source.          Final Resolution: Motion was approved.          Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Applied Sciences Completion Project RFP - Sp17</a>          P. Muñoz distributed written opposition, on behalf of the counseling department, to the RFP.          K. Engelsen provided a brief justification for her proposal. A brief discussion ensued that included an agreement on principles for student success such as decentralized vs. centralized counseling, more campus wide discussion, and alternative methods to meet the need as stated in the RFP.          P. Muñoz made a motion to deny the Applied Sciences Completion Project RFP, second by L. Wright.</p>			

	<p>Final Resolution: Motion was approved.  Yes: P. Muñoz, S. Lall, M. Dominguez, L. Wright, A. Rodriguez, and A. Reed.  No: W. Cowen, D. Kumpf, and H. Aguilar  Abstain: E. Martinsen, T. DeClerck, K. Algiers, L. Herrera, V. Jimenez, and K. Liang.  D. Peña made a commitment to work with the counseling department to meet the student needs.</p> <p><a href="#">Basic Skills Writing Handbooks RFP - Sp17</a>  P. Muñoz made a motion to approve the Basic Skills Writing Handbooks RFP, second by M. Dominguez.  Discussion: R. Trevino inquired what funding source. L. Wright responded Basic Skills Initiative (BSI.) She noted that by using the BSI funding the handbook could only be used for the two basic skills courses.  P. Muñoz amended the original motion to be contingent upon using BSI funds, second by M. Dominguez.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, and A. Reed.  Abstain: A. Rodriguez and P. Muñoz</p> <p><a href="#">Computer Science Video Game Development RFP - Sp17</a>  A brief discussion ensued regarding the timeline for this RFP.  E. Martinsen made a motion to postpone consideration of the Computer Science Video Game Development RFP, second by M. Dominguez.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">English Outreach to Complete Transfer Level RFP - Sp17</a>  A brief discussion ensued regarding the logistics of this RFP. It was noted that Institutional Research is already supported with Equity dollars and that the Pirates Cove could assist with the Outreach efforts.  E. Martinsen made a motion to approve the English Outreach to Complete Transfer Level RFP without the funding, second by P. Muñoz.</p>			
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	<p>Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguailar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Math Summer Bootcamp RFP - Sp17</a>  L. Wright made a motion to postpone the Math Summer Bootcamp RFP due to the timeline, second by V. Jimenez.  A brief discussion regarding the timeline ensued.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguailar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Microbiology Lab Peer Instruction for Tutorial Video RFP - Sp17</a>  P. Muñoz made a motion to approve the Microbiology Lab Peer Instruction for Tutorial Video RFP, second by M. Dominguez.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguailar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Microbiology Lab Tutorial Video RFP - Sp17</a>  P. Muñoz made a motion to approve the Microbiology Lab Peer Instruction for Tutorial Video RFP, second by M. Dominguez.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguailar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">One Book One Campus Science Event RFP - Sp17</a>  E. Martinsen made a motion to approve the One Book One Campus Science Event RFP in the amount of \$210,000, second by L. Wright.  Discussion ensued including support of the event and a question posed regarding how this event would aid in closing equity gaps. It was concluded that other funding sources should be sought for the event.  R. Trevino stated he would follow up with the RFP author.  K. Algiers made a second motion to approve the One Book One Campus Science Event RFP without the funding, second by P. Muñoz.  Final Resolution: No vote on the original motion. The second motion was approved.</p>			
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	<p>Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Pirates Cove Counseling RFP - Sp17</a> RFP author W. Cowen withdrew his proposal.</p> <p><a href="#">Pirates Cove Field Day RFP - Sp17</a> A brief discussion ensued regarding the mission of Pirates Cove. During the discussion support was expressed for the concept of the RFP, and it was suggested that it would be a good fit for the ASVC Voyages program. D. Peña agreed to share the concept with ASVC. M. Dominguez made a motion to approve the Pirates Cove Field Day RFP without the funding, second by V. Jimenez. Final Resolution: Motion was approved. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed. Abstain: P. Muñoz</p> <p><a href="#">Pirates Cove Tutoring RFP - Sp17</a> RFP author W. Cowen withdrew his proposal.</p> <p><a href="#">Professional Development RFP - Sp17</a> D. Kumpf made a motion to approve the Professional Development RFP, second by E. Martinsen. Discussion ensued that included requesting clarification for how the funds would be spent. The response was that the funding would be spent to support 4 events, partially for advertising and food &amp; refreshments. K. Algiers called the question, second by A. Rodriguez. Final Resolution: Stop Debate and vote on pending motion. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed. Abstain: P. Muñoz Final Resolution: Motion was approved. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, S. Lall, K. Liang, V. Jimenez, L. Wright, and D. Kumpf. No: M. Dominguez Abstain: P. Muñoz, A. Rodriguez, L. Herrera, and A. Reed.</p> <p><a href="#">Teaching Men of Color RFP - Sp17</a></p>			
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	<p>P. Muñoz made a motion to approve the Teaching Men of Color RFP, contingent upon completion this fiscal year, second by L. Wright. Discussion ensued that included confirmation of the dates and accolades for the presenters.</p> <p>P. Muñoz called the question, second by A. Rodriguez. Final Resolution: Stop Debate and vote on pending motion. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, P. Muñoz, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p>Final Resolution: Motion was approved. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, T. DeClerck, P. Muñoz, S. Lall, K. Liang, M. Dominguez, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Transfer Center SoCal University Tour RFP - Sp17</a> L. Herrera made a motion to approve the Transfer Center SoCal University Tour RFP, funding split 50% equity/50% SSP, second by L. Wright. Final Resolution: Motion was approved. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, S. Lall, K. Liang, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed. Abstain: T. DeClerck</p> <p><a href="#">Transfer Center Transfer Achievement Program RFP - Sp17</a> P. Muñoz made a motion to postpone the Transfer Center Transfer Achievement Program RFP, second by L. Wright. Final Resolution: Motion was approved. Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, S. Lall, T. DeClerck, K. Liang, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Tutoring Developmental Math Support &amp; Retention RFP - Sp17</a> A brief discussion ensued regarding the intent of this RFP. It was noted that a larger conversation was needed to address how to best support our students. P. Muñoz made a motion to approve the Tutoring Developmental Math Support &amp; Retention RFP, second by W. Cowen. Further discussion ensued that included the number of students and funding source. The tutoring would be available for all students and</p>			
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	<p>could be funded through both equity and SSSP. RFP author C. Salas agreed to provide an update at the next meeting.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, K. Liang, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.  No: T. DeClerck  Abstain: S. Lall</p> <p><a href="#">Tutoring Peer Assisted Learning Sessions RFP - Sp17</a>  W. Cowen made a motion to approve the Tutoring Peer Assisted Learning Sessions RFP, with funding from Velocidad if available, with funding from Equity if not, second by A. Reed.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p><a href="#">Tutoring Support at VCSP RFP - Sp17</a>  L. Wright made a motion to approve the Tutoring Support at VCSP RFP, second by L. Herrera.  Final Resolution: Motion was approved.  Yes: W. Cowen, H. Aguilar, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, K. Liang, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p>			
<p><b>5. Updates from Initiatives on Campus</b></p> <ul style="list-style-type: none"> <li>a. Basic Skills</li> <li>b. Student Equity</li> <li>c. 3SP</li> <li>d. Velocidad</li> <li>e. Beacons of Success</li> <li>f. Sail to Success</li> </ul>	Postponed.			
<p><b>6. Open Comments/Announcements</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Achieving the Dream Conference (2/21/17-2/24/17)</a></li> </ul>	Postponed			
<b>7. Adjournment</b>	Motion to adjourn made by P. Muñoz, meeting adjourned at 4:02pm			
	<p>Next Meeting: March 22, 2017  Future Meetings: April 12, 2017, April 26, 2017, and May 10, 2017</p>			

*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.*

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Affairs, Ventura College, 4667 Telegraph Road ,Ventura, CA 93003 (805) 289-6464*