



Student Success Committee (SSC) Minutes

October 26, 2016

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*	Michelle Kone	✓	VP Student Affairs Co-chair	Damien Peña	✓
2	Workforce and Economic Development	Robin Douglas	✓	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*	Angeline Gonzales	✓	Academic Senate President	Alex Kolesnik	✓
5	Student Services	Paula Muñoz	✓	Student	Tatiana Juarez	✓	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	
							Administrator	Tim Harrison	
Guests									
	Rick Trevino ✓	Brenda Griego ✓		<i>*alternate classified</i>	Veronica Allen	✓	Administrator	David Bransky	✓
	Emily Bartel ✓	Victoria Jimenez ✓			Richard Torres	✓	Administrator	Kathleen Schrader	
	Rosie Stutts ✓				Kaifeng Liang		President	Greg Gillespie	

Agenda Items	Discussion Notes	Action	Date	Who
1. Call to Order	D. Peña called the meeting to order at 2:03 p.m. and conducted roll call.			
2. Public Comments	None			
3. Approval of Minutes for 9/28/16	<p>P. Muñoz made a motion to approve the minutes for 9/28/16, second by L. Wright.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, R. Douglas, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, C. Wendt, M. Kone, M. Dominguez, A. Gonzales, T. Juarez, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p> <p>Abstention: F. Torres</p>			
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<p>4. Report from SSC Charge Task Force</p>	<p>P. Muñoz provided a handout with the following text: “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.” The charge was received positively. D. Peña entertained a motion to approve the updated charge. W. Cowen made a motion to approve the updated charge, second by L. Wright. Discussion ensued that included clarification on the process and flow for recommendations. P. Muñoz called to question. Final Resolution: Motion was approved. Yes: W. Cowen, R. Douglas, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, C. Wendt, M. Kone, M. Dominguez, F. Torres, A. Gonzales, T. Juarez, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p>			
<p>5. Budget Report (DP) Handout SSSP Handout Equity</p>	<p>D. Peña began with noting that the handouts addressed funding guidelines and expenditures to date for SSSP and Equity. He noted that BSI has a budget of \$90K and would be postponed to the next meeting. He expressed appreciation to R. Trevino and A. Rodriguez for their work with SSSP and B. Griego and F. Torres for their work with Equity. He noted the responsibility of committee members to know the funding guidelines. He reviewed both handouts. D. Peña highlighted the balance of equity funds (\$137K) and noted that those funds would need to be expended by the end of this calendar year or be forfeited. B. Griego noted that anything purchased with these funds would have to arrive and be used this fiscal year. A discussion ensued that touched on financial aid reporting, accountability measures, focus group data, and professional development. Co-Chairs D. Peña and C. Wendt were in agreement to charge the Equity Advisory Group to convene and provide a strategy how best to implement the remaining funds. The SSC would reconvene in 2 weeks (11.09.16) to review and prepare a recommendation for the Executive Team. Consensus of the committee was to move forward with plan as set forth by co-chairs.</p>	<p>BSI Report</p> <p>Convene Equity Advisory</p> <p>Convene SSC</p>	<p>11.23.16</p> <p>Prior to 11.09.16</p> <p>11.09.16</p>	<p>L. Wright</p> <p>D. Kumpf</p> <p>D. Peña/ C. Wendt</p>
<p>6. Creation of Request for Proposal (RFP) Task Force</p>	<p>D. Peña noted the need to create a task force to create an RFP process. A discussion ensued that touched on deadlines, parameters, modality, budget(s), communication, and relation to program review. A question was posed regarding how bound we are to the SSSP and Equity reports that were already submitted to the state. R. Trevino responded that we</p>	<p>Convene RFP Task Force</p>	<p>Prior to 11.23.16</p>	<p>R. Trevino</p>

	<p>can make changes as long as they are communicated to the state, highlighted how they vary from the original plan.</p> <p>P. Muñoz made a motion to create a RFP Task Force, second by K. Algiers.</p> <p>Discussion included determination of RFP Task Force membership as: R. Trevino (chair), P. Muñoz, K. Algiers, W. Cowen, R. Torres, A. Rodriguez, and T. DeClerck.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, R. Douglas, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, C. Wendt, M. Kone, M. Dominguez, F. Torres, A. Gonzales, T. Juarez, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p>			
<p>7. Updates from Campus Initiatives:</p> <ul style="list-style-type: none"> a. Basic Skills b. Student Equity c. 3SP d. Faculty Academy (handout) e. Beacons of Success f. Sail to Success g. Velocidad 	<ul style="list-style-type: none"> a. L. Wright provided an update on the activities of the Basic Skills Advisory Group. b. D. Kumpf noted the Equity Advisory Group hasn't met to date, but will meet soon. c. R. Trevino provided a report on 3SP activities, specifically Pirates Cove. d. K. Algiers provided a handout for Faculty Academy and reviewed it with the committee. It was noted that there is a need to evaluate the program to identify how it benefits students and the campus as a whole. e. D. Peña provided an update on Beacons of Success including highlighting which beacon is encompassed in various campus announcements. T. Harrison noted that communication can be sent via blackboard connect. f. L. Wright noted that Sail to Success is tied into the transformation grant and working with FYE students with a goal to ramp up to all incoming freshmen. g. B. Hart provided an update on Velocidad. 			
<p>8. Invitation to the ATD Annual Institute on Student Success</p>	<p>D. Peña noted that the Achieving the Dream Conference is scheduled for Feb. 21-24, 2017 in San Francisco. He noted that President Gillespie would like a team of 15 to attend, including members of SSC and faculty from English and Mathematics. If interested, notify O. Long. Questions arose regarding funding and connection of conference to campus.</p>	<p>Convey interest in attending Dream 2017 to O. Long</p>	<p>11.04.16</p>	<p>All interested SSC members</p>
<p>9. Open Comments/Announcements</p>	<p>A. Gonzales passed out a flyer for a Nov. 2nd Dia de los Muertos event.</p> <p>A. Rodriguez shared the cash for college event planned for the evening at VC Santa Paula.</p>			
<p>10. Adjournment</p>	<p>Motion to adjourn made by P. Muñoz, second by L. Wright.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, R. Douglas, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, C. Wendt, M. Kone, M. Dominguez, F. Torres, A. Gonzales, T. Juarez, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.</p>			

	Meeting adjourned at 3:21 pm.			
	Next Meeting: November 9, 2016			

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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