



Student Success Committee (SSC) Minutes

January 11, 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	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*	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	✓		Rick Trevino	✓	Administrator	Kathleen Schrader	
		Jack Bennett	✓		Victoria Nielsen	✓	President	Greg Gillespie	✓

Agenda Items	Discussion Notes	Action	Date	Who
1. Call to Order	D. Peña opened the meeting at 2:02 pm and conducted roll call.			
2. Public Comments	Dr. Gillespie addressed the committee and expressed appreciation for the work of the committee. He noted the upcoming Achieving the Dream Conference, integration of SSSP/Equity/BSI plans, the VC educational master plan and the goal to be in the top 5 in specific student success measures. He emphasized the importance for committee members to disseminate the work of the committee to their respective constituency groups to gain understanding and support and be a driver for making change happen on our campus.			
3. Approval of Minutes for 11/30/16	D. Peña called for a motion to approve the minutes. P. Muñoz requested the minutes be amended to reflect that she had repeatedly asked about students of color. D. Peña noted the requested amendment.			

	<p>T. DeClerck inquired about Item 8, third sentence from the bottom, “D. Peña clarified that a funding request would need to come back to the committee for approval.” O. Long recapped the conversation around that item and noted that the quotes that had been received were not final. The concept was approved to move forward, however, the dollar amount and final quotes needed to be affirmed.</p> <p>W. Cowen made a motion to approve the minutes with noted amendment for 11/30/16, second by L. Wright. Final Resolution: Motion was approved. Yes: W. Cowen, E. Martinsen, P. Muñoz, T. DeClerck, C. Wendt, K. Liang, M. Dominguez, F. Torres, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, , and A. Reed. Abstain: A. Rodriguez, S. Lall, and K. Algiers.</p>	<p>Final Quotes to SSC (culturally responsive training)</p>	<p>When avail.</p>	<p>T. DeClerck</p>
<p>4. RFP Proposal Discussion/Action</p>	<p>D. Peña reviewed the concept of the RFP and turned the meeting to R. Trevino, Chair for the RFP workgroup. R. Trevino noted that the workgroup consisted of P. Muñoz, A. Rodriguez, T. DeClerck, W. Cowen, and R. Torres. He expressed appreciation to the members of the workgroup.</p> <p>R. Trevino handed out printed copies of the proposed RFP. He facilitated a discussion on the proposed RFP and received feedback that included: adding page numbers; adding the title on each page; adding questions about sustainability, duplication of service(s), and connection to other initiatives; including the Educational Master Plan with the Mission, etc.; removing the word “targeted” from the populations question; removing the word “some” from “some other race”; Adding language indicating “check all that apply” for race options; removing “personnel” from the Funding page; adding contact people for each initiative at the end. During the robust and collegial discussion inquiries were made regarding the timeline and deadline for proposals. A request was made for a flow chart to represent the process. It was determined that a rubric was needed to facilitate voting on submitted RFPs.</p> <p>P. Muñoz called the question. P. Muñoz made a motion to approve the proposed RFP including the feedback noted during discussion, second by W. Cowen. Discussion included an inquiry regarding the deadline for a final RFP, constraints of the Brown Act, increasing the frequency of the committee meetings to twice monthly, and confirmation of the RFP workgroup membership. Final Resolution: Motion was approved.</p>			

	Yes: W. Cowen, E. Martinsen, K. Algiers, P. Muñoz, T. DeClerck, S. Lall, C. Wendt, K. Liang, M. Dominguez, F. Torres, V. Jimenez, L. Herrera, L. Wright, D. Kumpf, A. Rodriguez, and A. Reed.			
5. Adjournment	<p>Announcements:</p> <p>K. Algiers announced that she received the "What the Best College Teachers Do" books authored by Ken Bain. She stated that those interested in receiving a copy to see her after the meeting.</p> <p>D. Peña noted the request for presentations (Pirate Fridays/R. Torres; Pirates Cove/W. Cowen; AB540 Resources/P. Muñoz) for the Jan. 25th SSC meeting. He shared that a speaker (Josie Ahlquist) has been selected for the next VC Retreat March 31st and that a survey will go out soliciting input on which sessions you would like to have. He noted that he would like to see more instructional faculty at the next retreat.</p> <p>A. Rodriguez noted that the next Cash for College event is planned for Feb. 11th. Flyers coming soon. She also noted that Financial Aid has free planners for students and that if you request some for your class or division they will be provided to you.</p> <p>Motion to adjourn made by P. Muñoz, meeting adjourned at 3:10pm</p>			
	Next Meeting: January 25, 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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