



Student Success Committee (SSC) Minutes

March 14, 2018 @ 2-3:30 pm in Campus Center Conference Room (CCCR)

Charge: *The Student Success Committee (SSC) 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 to the SSC 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	Health, Kinesiology, Athletics, and Performing Arts	Will Cowen	X	Classified*	Kaifeng Liang	X	VP Student Affairs Co-chair	Damien Peña	X
2	Career Education I	Rachel Johnson	X	Classified*	Veronica Allen	X	VP Academic Affairs	Kim Hoffmans	
3	Career Education II	Vacant		Classified*	Dora Hartman	X	Equity/Effect Dean	Phillip Briggs	X
4	English, Math and Learning Resources	Lisa Anderson Shuba Simhan	X	Classified*	Tatiana Lawler	X	Academic Senate President	Phillip Clinton, ASVP	X
5	Sciences	Vacant		ASVC (Dir. Of External Affairs)	Jessica Perez	X	Classified Senate President	Sebastian Szczebiot	
6	Student Services	Paula Muñoz	X	Administrator	Lynn Wright		Administrator	Gwendolyn Lewis Huddleston	
7	Visual Arts, Behavioral and Social Sciences, and Languages	Andrea Horigan	X	Administrator	Dan Kumpf	X	Administrator	Vacant (Dean/Student Services)	
8	Faculty	Heather Aguailar	X	Supervisor	Alma Rodriguez	X	Administrator	Tim Harrison	
9	Faculty Co-Chair	Bea Herrera	X	Supervisor	Arlene Reed	X			
GUESTS									
	Eric Martinsen	Emily Bartel	X	*Classified Alternate X	Carol Smith*	X	Administrator	Debbie Newcomb	
	Angeles Rodriguez	Jeanine Day	X		Rick Trevino	X	Administrator	David Bransky	X
		Brenda Griego	X		Lt. G. Beckley	X	President	David Keebler	

Agenda Items	Discussion Notes	Action	Date	Who
1. Call to Order	B. Herrera called meeting to order 2:03pm			
2. Public Comments				
3. Approval of Minutes <ul style="list-style-type: none"> 2/14/18 2/28/18 	W. Cowen moves to approve both Minutes, second by B. Herrera, Abstention from 28 th P. Munoz, abstention from both: A. Horigan Yes: All	Vote		
4. Review and Finalize Process for New RFPs	P. Clinton walked committee through ranking process used prior. Rankings were sent prior to meeting, rankings then posted on	Vote/ Discussion		

	<p>screen and tallied up during meeting. Discussion was had if rankings varied on specific rubrics.</p> <p>P. Clinton recommends committee members use spreadsheets of rankings from advisory groups as a tool to rank requests on their own. P. Munoz hopes that committee members can reach consensus on ranked requests as recommended by advisory group. D. Kumpf urges for transparency when discussing and displaying rankings on screen. B. Herrera recommends committee members come prepared with itemized rankings for all 25 initiatives. B. Herrera states there was confusion over what is being approved.</p> <p>R. Trevino discussed rankings and rubrics being recorded in the minutes. W. Cowen outlines potential process of, rankings and rubrics go to Blair, rankings would then be sent out to committee members, advisory recommendations would be sent out with the new RFPs. Members express the need for transparency in the process the whole way through advisory, committee, and president. H. Aguilar recommends rejected requests or denied requests will go back to advisory as a report out. Same goes with Executive team's decision. If equity advisory group states RFP does not meet equity guidelines but is passed by SSC, there needs to be a reason as to why.</p> <p>Are rubrics revised while ranking and scoring initiatives or are they referenced following or prior to the ranking so as to align with plans and goals. Questions regarding scoring of rubric. A. Rodriguez urges the need for justification when scoring/ranking low. Standards of scoring should be based on the individual who will then be ready to report back as to scoring levels.</p> <p>If questions arise during ranking/rubric, referring back to 3SP, BSI, and Equity guidelines to see if initiatives meet specific guidelines. P. Briggs would create rubric and convert to survey monkey and add RFPs so they can be ranked and electronic data comes back. Due Monday by April 9 by NOON. Motion by L. Horigan motions to approve survey monkey ranking, second by B. Herrera. Yes: All P. Briggs needs: Titles of RFPs, rubric used, names of voting members, due date.</p>			
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	<p>Rankings would be provided to Committee on April 11th after rubrics have already been ranked. Rankings of advisory and SSC will be sent out Monday, April 9 by 5:00PM.</p> <p>L. Horigan states if advisory and committee is in agreeance there should not be much discussion on item unless it differs in rankings. Question raised regarding how currently funded initiatives being ranked prior to new and if that will continue in the future years. R. Trevino raises the concern in that some RFPs are actual individuals, not events so how can we rank with unknown ideas or events. If we hire someone we need to have weight in that decision and have that not be at the mercy of the committee members every year. New ideas would be submitted earlier but funded initiatives would continue via program review.</p> <p>B. Herrera raises the question regarding amount of funds we are able to use for these RFPs. A.Rodriguez raises the concern that we need to deliver the services to students that we promise.</p> <p>At March 21st meeting, SSC will look at rankings of currently funded initiatives from Advisory groups. SSC members will also bring their filled out evaluation rubrics for the <i>four</i> currently funded initiatives which will then be tallied up at meeting. Discussion will be had regarding rankings of 4 initiatives.</p>			
5. Rankings and Report on Rubrics from Advisory Groups on Currently Funded Initiatives		Vote/ Discussion		
6. Hiring Practices and Diversity <ul style="list-style-type: none"> • Instructional/Non-instructional handout from P. Briggs • Ad-Hoc Update 	Tabled	Vote/ Discussion		
7. Proposed 2:30 Meeting Start Time	Tabled			
8. Open Comments/Announcements	Tabled			
9. Adjournment	B. Herrera made motion to adjourn at 3:29pm, second by V. Allen			

	Next Meeting: 3/21/18 Future Meetings: 3/28/18, 4/11/18*, 4/25/18, 5/9/18*, 5/23/18 *if need be			
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Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the committee 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

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