



## Student Success Committee (SSC) Minutes

February 28, 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      |   | VP Student Affairs Co-chair | Damien Peña                    | X |
| 2              | Career Education I   | Rachel Johnson                           | X | Classified*                     | Veronica Allen     | X | VP Academic Affairs         | Kim Hoffmans                   | X |
| 3              | Career Education II  | Vacant                                   |   | Classified*                     | Dora Hartman       | X | Equity/Effect Dean          | Phillip Briggs                 | X |
| 4              | English, Math and Learning Resources                       | <del>Lisa Anderson</del><br>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 | Interim – Gaby Wood            | X |
| 6              | Student Services   | Paula Muñoz                              |   | Administrator                   | Lynn Wright        | X | Administrator               | Gwendolyn Lewis Huddleston     |   |
| 7              | Visual Arts, Behavioral and Social Sciences, and Languages | Vacant                                   |   | 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 |                             |                                |   |
| <b>GUESTS</b>  |  |  |   |                                 |                    |   |                             |                                |   |
|                | Eric Martinsen   | Emily Bartel                             | X | *Classified Alternate           | Carol Smith*       | X | Administrator               | Debbie Newcomb                 |   |
|                | Angeles Rodriguez  | Jeanine Day                              | X |                                 | Rick Trevino       | X | Administrator               | David Bransky                  | X |
| X              | Adrianna Cunningham  | Brenda Griego                            | X |                                 | Lt. G. Beckley     | X | President                   | David Keebler                  |   |
| X              | Ralph Hernandez  |  |   |                                 |                    |   |                             |                                |   |

| Agenda Items   | Discussion Notes   | Action      | Date | Who |
|--|--|-------------|------|-----|
| <b>1. Call to Order</b>  | Called to order at 2:03pm.   |             |      |     |
| <b>2. Public Comments</b>  |  |             |      |     |
| <b>3. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• 1/17/18</li> <li>• 1/24/18</li> </ul> | Correction in minutes to Heather Aguailar for 1/17/18<br>Motion to approve 1/17/18, 1/24/18 by B. Herrera, second by J. Perez<br>All: Yes<br>Abstent: Shuba Simhan | <b>Vote</b> |      |     |

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| <p><b>4. Review RFP Process</b></p> <ul style="list-style-type: none"> <li>• <b>Presentation deadline for currently funded initiatives</b></li> <li>• <b>Review rubric used by Advisory Groups</b></li> </ul> | <p>Charts made to decide:</p> <ul style="list-style-type: none"> <li>• Existing presentations for currently funded advisory groups: Currently funded initiatives will need to be reviewed. For specifics, equity: faculty academy, tutoring, transfer center services, VRC. Template has been created. Evaluation of currently funded initiatives is crucial prior to the funding of new initiatives. Handout give as a progress report for currently funded initiatives. 3SP reports would come from Pirates Cove, Assessment, Corrections needed for handout, would like to delineate the difference between Progress Report from the RFP. Needs to be past tense and ask for years of funding (FY 16-17, FY 17-18) with quantifiable data to show students reached currently. Initiatives that are being funded need to align with our Integrated Plan and have back up to support. Questions need to be added for budget and funds requested also previous budgets. Need to provide source for backup data you're providing. RFP will be attached to progress report awarding letter alerting funded initiatives that presentations and updates will be expected.</li> </ul> <p>Presentations are going to the advisory groups by March 14. Advisory groups will report back to SSC. Equity voted that currently funded initiatives will report to advisory groups after progress reports are reviewed by advisory groups. Recommendation to move March 14th meeting to March 21st. Advisory groups will report to SSC on March 21st. Skype option will be available to call in. SSC will vote March 21st on currently funded initiatives.</p> <ul style="list-style-type: none"> <li>○ Reviewing RFPs – Due by March 1, 2018</li> <li>○ Voting on new RFPs – DP will send out all newly submitted RFPs for SSC and advisory groups</li> <li>○ Voting on currently funded programs for 2018/2019</li> <li>○ Use of rubrics in determining funding Handout by R. Trevino with rubrics used by advisory</li> </ul> | <p><b>Discussion</b></p> |  |  |

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|  | <p>groups. Note the need to address questions regarding fiscal year, add FY 18-19.</p> <ul style="list-style-type: none"> <li>• Need to specify if 5 is low or high. Highlight the “evaluation rubric” since forms look similar. Add to question 7 with an option if yes, link to what campus initiatives. Add list of (Beacons, Sails, etc). Add name and date of evaluator.</li> </ul> <ul style="list-style-type: none"> <li>○ Finalizing process</li> <li>○ Determine agendas for 3/14, 4/11, 4/25</li> </ul> <p>March 22nd the Executive team will be presenting their recommendations to CPC.</p> <p>Voting members will be regular group members in attendance of regularly scheduled meetings and those included in the meeting invitation. Recommendation to rank new RFPs and existing RFPs. D. Kumpf recommends that Equity voting be opened up campus wide. Question regarding if votes will be limited to those attending the meeting. Blair will work with P. Clinton on ranking option for committee. Rubrics will be submitted to advisory groups for criteria on ranking initiatives. Rankings will then be provided to SSC.</p> <p>If member of SSC disagrees with ranking by advisory groups, decision will be reviewed further by SSC.</p> <p>All RFPs need to be voted on by April 25th meeting. Advisory groups will know budget by meeting April 11th as they will have already ranked currently funded initiatives. Questions regarding how rankings will be determined amongst initiatives funded by multiple advisory groups</p> <p>Rubrics will be submitted to Blair prior to meeting. RFPs submitted that met March 1st deadline will have the opportunity to re-review and revise according to newly revised rubrics by deadline of March 14th. Decided that SSC will keep meeting on March 14th in addition to adding a meeting on March 21st.</p> |  |  |  |
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|   | Advisory groups will rank new initiatives by April 11th.<br><br>Recommendations made to SSC which will in turn recommend to Executive team. Bea recommends to keep March 14 meeting to discuss process and rubrics used. Alma recommends members review initiatives and Integrated Plan prior to scoring RFPs. |                             |  |  |
| <b>5. Hiring Practices and Diversity</b><br><ul style="list-style-type: none"> <li>• Instructional/Non-instructional handout from P. Briggs</li> <li>• Ad-Hoc Update</li> </ul> | Tabled   | <b>Vote/<br/>Discussion</b> |  |  |
| <b>6. Reports from Advisory Groups (5 min)</b><br>a) Basic Skills<br>b) Student Equity<br>c) 3SP  | Tabled   | <b>Report</b>               |  |  |
| <b>7. Open Comments/Announcements</b>   | Tabled   |                             |  |  |
| <b>8. Adjournment</b>   | Adjourned 3:32pm   |                             |  |  |
|   | Next Meeting: 3/14/18<br>Future Meetings: 3/21/18, 3/28/18, 4/11/18*, 4/25/18, 5/9/18*, 5/23/18<br><i>*if need be</i>  |                             |  |  |
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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*