



## Student Success Committee (SSC) Minutes

September 13, 2017 @ 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                       | ✓ | Classified*                     | Kaifeng Liang  | ✓                  | VP Student Affairs Co-chair | Damien Peña                    | ✓ |
| 2              | Career Education I   | Rachel Johnson                   | ✓ | Classified*                     | Veronica Allen | ✓                  | VP Academic Affairs         | Kim Hoffmans                   |   |
| 3              | Career Education II  | Vacant                           |   | Classified*                     | Dora Hartman   |                    | Equity/Effect Dean          | Phillip Briggs                 | ✓ |
| 4              | English, Math and Learning Resources                       | Lisa Anderson                    |   | Classified*                     | Pamela Yeagley |                    | Academic Senate President   | Phillip Clinton, ASVP          |   |
| 5              | Sciences   | Vacant                           |   | ASVC (Dir. Of External Affairs) | Mark Huff      | ✓                  | Classified Senate President | Pamela Yeagley                 |   |
| 6              | Student Services   | Paula Muñoz                      | ✓ | Administrator                   | Lynn Wright    | ✓                  | Grants                      | Bill Hart                      | ✓ |
| 7              | Visual Arts, Behavioral and Social Sciences, and Languages | Vacant                           |   | Administrator                   | Dan Kumpf      | ✓                  | Administrator               | Gwendolyn Lewis Huddleston     |   |
| 8              | Faculty  | Heather Aguailar/<br>Sumita Lall | ✓ | Supervisor                      | Alma Rodriguez | ✓                  | Administrator               | Vacant (Dean/Student Services) |   |
| 9              | Faculty <i>Co-Chair</i>                                    | Bea Herrera                      | ✓ | Supervisor                      | Arlene Reed    | ✓                  | Administrator               | Tim Harrison                   |   |
| <b>Guests</b>  |  |                                  |   |                                 |                |                    | Administrator               | Debbie Newcomb                 |   |
|                |  | Emily Bartel                     | ✓ | *Classified Alternate           | Tatiana Lawler | ✓                  | Administrator               | Felicia Duenas                 |   |
|                |  | Brenda Griego                    | ✓ |                                 | Rick Trevino   | ✓                  | Administrator               | David Bransky                  | ✓ |
|                |  |                                  |   |                                 | Lt. G. Beckley | ✓                  | President                   | David Keebler                  |   |

| Agenda Items                             | Discussion Notes  | Action | Date | Who |
|--|---|--------|------|-----|
| <b>1. Call to Order</b>                  | D. Peña opened the meeting at 2:03 pm and conducted roll call.  |        |      |     |
| <b>2. Public Comments</b>                | P. Muñoz inquired about alternate voting members. D. Peña responded that committee membership originates via the senate(s).   |        |      |     |
| <b>3. Committee Co-Chair Nominations</b> | D. Peña opened the item with noting that the co-chair be a voting member.<br><br>P. Muñoz nominated B. Herrera to be the SSC Co-Chair. B. Herrera accepted the nomination. There were no other nominations. D. Peña called for a vote to approve B. Herrera as the SSC Co-Chair.<br><br>Final Resolution: B. Herrera voted in as SSC Co-Chair |        |      |     |

|  |   |                           |               |                         |
|--|---|---------------------------|---------------|-------------------------|
|  | Yes: W. Cowen, P. Muñoz, H. Aguilar, B. Herrera, V. Allen, T. Lawler, M. Huff, L. Wright, D. Kumpf, and A. Rodriguez.   |                           |               |                         |
| <p><b>4. Approval of Minutes for</b></p> <ul style="list-style-type: none"> <li>• <a href="#">04/26/17</a></li> <li>• <a href="#">05/17/17</a></li> <li>• <a href="#">08/23/17</a></li> </ul>                | <p>D. Peña reminded the group that comments intended for inclusion in minutes, be prefaced with a statement to the effect of, “for the record...” He noted that due to lack of Brown Act Compliance for the August 23, 2017 meeting, they would be reflected as meeting notes instead of meeting minutes.</p> <p>D. Peña called for a motion to approve the meeting minutes for April 26, 2017 and May 17, 2017.<br/>W. Cowen made a motion to approve the minutes for April 26, 2017 and May 17, 2017, second by L. Wright.<br/>Final Resolution: Motion was approved.<br/>Yes: W. Cowen, P. Muñoz, H. Aguilar, V. Allen, T. Lawler, M. Huff, L. Wright, D. Kumpf, and A. Rodriguez.<br/>Abstain: B. Herrera.</p> <p>P. Muñoz requested that the notes for the August 23, 2017 meeting reflect that she inquired about the BSI/Equity/3SP advisory groups meeting during the 17-18 academic year and the response from D. Peña and D. Keebler was in the affirmative.</p>        | <b>Vote</b>               | 9/13/17       | Voting members          |
| <p><b>5. Discuss <a href="#">Integrated Plan</a> (BSI, Equity &amp; 3SP)</b><br/><i>R. Trevino, L. Wright, and D. Kumpf</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Timeline</a></li> </ul> | <p>D. Peña turned the meeting over to the 3 Integrated Plan Leads.<br/>R. Trevino referenced the <a href="#">timeline</a> and noted that feedback continued to be received and compiled. Discussion ensued that included the process and criteria used in creation of draft plan.</p> <p>R. Trevino noted that the plan reflects where we are and incorporates the <a href="#">Educational Master Plan</a> (EMP) goals. L. Wright noted that the plan is an overview and emphasized the descriptive nature of the plan as opposed to prescriptive. D. Kumpf concurred with the other 2 leads and added that the plan listed activities that had been occurring but not a commitment to continue the activities listed.</p> <p>B. Herrera stated for the record, that in fall 2018 if this group recommends a change in the activities, it is possible. D. Peña responded in the affirmative that the activities could change, and noted that the goals would remain the same.</p> | <b>Presentations from</b> | Oct. 25, 2017 | L. Wright<br>R. Trevino |

|   |  |   |                      |                                  |
|---|--|---|----------------------|----------------------------------|
|   | <p>D. Peña called for a motion to request presentations from the 3 advisory groups (BSI, 3SP, and Equity) regarding process for funding current and future activities.</p> <p>B. Herrera made a motion to call from presentations from the 3 advisory groups and include information (if available) regarding the criteria, process, and evaluation, second by V. Allen.</p> <p>Discussion: W. Cowen commented on the RFP used last academic year and noted the program review process; together there is an opportunity for improvement. Discussion ensued that focused on the 3 advisory groups meeting and reporting back to SSC. B. Griego noted that she could do a budget presentation to the SSC in October.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, P. Muñoz, H. Aguilar, B. Herrera, K. Liang, V. Allen, T. Lawler, M. Huff, L. Wright, D. Kumpf, and A. Rodriguez.</p> | <p><b>BSI/3SP/Equity – re: process, criteria, evaluation for funding activities</b></p> <p><b>Budget Presentation</b></p> | <p>Oct. 25, 2017</p> | <p>D. Kumpf</p> <p>B. Griego</p> |
| <p><b>6. Review of the Committee Charge (16-17)</b></p>   | <p>D. Peña reviewed the SSC Charge.</p> <p>B. Herrera made a motion to reconfirm the charge, with the addition of “to the SSC” before “through”... (reflected on this document in red italics), second by M. Huff.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, P. Muñoz, H. Aguilar, B. Herrera, K. Liang, V. Allen, T. Lawler, M. Huff, L. Wright, D. Kumpf, A. Reed, and A. Rodriguez.</p>   |   |                      |                                  |
| <p><b>7. 2017-18 Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• Add meeting Sept. 20, 2017</li> </ul>  | <p>B. Herrera made a motion to add a meeting on September 20, 2017, second by L. Wright.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: W. Cowen, P. Muñoz, B. Herrera, K. Liang, V. Allen, T. Lawler, M. Huff, L. Wright, D. Kumpf, A. Reed, and A. Rodriguez.</p>   |   |                      |                                  |
| <p><b>8. Updates from Initiatives on Campus</b></p> <ul style="list-style-type: none"> <li>a. <i>Basic Skills</i></li> <li>b. <i>Student Equity</i></li> <li>c. <i>3SP</i></li> <li>d. <i>Velocidad Closeout</i></li> </ul> | <ul style="list-style-type: none"> <li>a. L. Wright noted that BSI met off cycle on Monday, reviewed the draft Integrated Plan, feedback was to be provided in writing, next regular meeting was scheduled for October 2, 2017.</li> <li>b. D. Kumpf was absent at this time.</li> <li>c. R. Trevino noted that the 3SP group would be meeting regularly on the third Monday of the month, from 1-2:30pm in the CCCR. Their first meeting took place September 18, 2017.</li> <li>d. B. Hart noted that 17 days remained until the grant was finished. The last project is Writing Across the Curriculum being facilitated by Coleen Coffey and Michael Callahan.</li> </ul>   |   |                      |                                  |

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|---------------------------------------|--|--|--|--|
| <b>9. Open Comments/Announcements</b> | A. Rodriguez referenced the <a href="#">Press Release from the State Chancellor's office regarding DACA scholarship</a> opportunity and requested everyone get the word out.                             |  |  |  |
| <b>10. Adjournment</b>                | Motion to adjourn made by P. Muñoz, meeting adjourned at 3:14pm  |  |  |  |
|                                       | Next Meeting: September 20, 2017<br>Future Meetings: 9/27/17, 10/11/17*, 10/25/17, 11/8/17*, 11/29/17, 1/24/18, 2/14/18*, 2/28/18, 3/14/18*, 3/28/18, 4/11/18*, 4/25/18, 5/9/18*, 5/23/18<br>*if need be |  |  |  |

*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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