



Student Success Committee (SSC) Minutes

November 4, 2020 @ 2:00-3:30 pm Zoom Meeting

Charge: The Student Success Committee (SSC) is the operational committee responsible for student success, equity/racial equity, and related initiatives. The SSC integrates and aligns student success efforts into a cohesive strategy through on-going evaluation of data and effective sharing of information campus-wide. SSC makes recommendations to the Executive Team via the College Planning Committee to identify and close equity gaps while continuously improving student success outcomes in accordance with State guidelines, the Student Equity Plan, and the Ventura College Master Plan.

ADMINISTRATOR CO-CHAIRS (Non-Voting): Jennifer Kalfsbeek-Goetz and Damien Peña

Membership: Representative College Governance Committee-- 9 Faculty + 9 Non-Faculty (1, Student; 4 Classified; 2 Supervisors, 2 Administrators) as voting members

Voting Members						
1	Health, Kinesiology, Athletics, and Performing Arts	Mary McDonough	X	Classified	Jordana Ybarra-Telias	X
2	Career Education I	Heather Aguilar	X	Classified Co-Chair	Veronica Allen	X
3	Career Education II	Ralph Fernandez	Absent	Classified	Victoria Nielsen	X
4	English, Math and Learning Resources	Eric Martinsen	X	Classified	Jamie Birkett	X
5	Sciences	Hafez Alawdi & Daniel Clark	X X	ASVC (Director of Equity and Inclusion)	Vacant	
6	Student Services	Bea Herrera	X	Administrator	Jennifer Kalfsbeek-Goetz	X
7	Visual Arts, Behavioral and Social Sciences, and Languages	Vacant		Administrator	Damien Peña	X
8	Faculty	David Young	Absent	Supervisor	Alma Rodriguez	X
9	Faculty Co-Chair	Paula Muñoz	X	Supervisor	Gabriella Asamsama-Acuna	X
GUESTS						
	Kim Hoffmans					
	Robert Preston					

Recorder: Tricia Bergman

Agenda Items	Discussion Notes	Action	Date	Who
1. Call to Order	Meeting called to order at 2:05 p.m.			
2. Public Comments	No public comments			

<p>3. Approval of Minutes from 10.28.20 meeting.</p>	<p>V. Allen motioned to accept the Minutes from the 10.28.20 SSC meeting. J. Ybarra-Telias 2nd the motion. Motion passed unanimously.</p>			
<p>4. Vote on the Charge and Committee Goals for 2020-2021</p>	<p>Following discussion the Charge of the SSC was revised as follows: The Student Success Committee (SSC) is the operational committee responsible for student success, equity/racial equity, and related initiatives. The SSC integrates and aligns student success efforts into a cohesive strategy through on-going evaluation of data and effective sharing of information campus-wide. SSC makes recommendations to the Executive Team via the College Planning Committee to identify and close equity gaps while continuously improving student success outcomes in accordance with State guidelines, the Student Equity Plan, and the Ventura College Master Plan.</p> <p>B. Herrera moved to accept the Charge as written. E. Martinsen 2nd the motion. Committee voted: Ayes: 9, Nay: 0, Abstain: 0. Motion passed.</p> <p>Following discussion the Committee Goals for 2020-2021 were set as follows: Effectively inform the campus about the Student Equity Plan (SEP) efforts and successes, in plain language that is accessible and understandable to all, by developing an executive summary and explanatory narrative of the SEP that outlines how the college defines and addresses equity by:</p> <ol style="list-style-type: none"> 1. Integrating and aligning student success efforts into a cohesive strategy by defining an equity-minded and student-centered rubric to assess programs and initiatives to avoid duplication, simplify services, and increase efficiency; 2. Evaluating disaggregated data related to student success on an on-going basis with a focus on closing equity gaps for disproportionately impacted student groups in the five areas as outlined in the approved Ventura College SEP; 3. Working to create a culture of equity-mindedness, we will engage the campus in our SEP work by bringing together campus efforts and integrating 			

	<p>and aligning the SEP with other campus plans and initiatives (e.g., guided pathways plan); and</p> <p>4. Making recommendations to close equity gaps and continuously improving student success.</p> <p>B. Herrera moved to accept the Committee Goals for 2020-2021. P. Munoz 2nd the motion. Committee voted: Ayes: 9, Nay: 0, Abstain: 0. Motion passed.</p>			
5. Discuss Integrating the Program Review Process into our Activities		Tabled to next meeting		
6. Review of the 2019-2020 Equity Plan	<p>A relevant and informative discussion ensued concerning Equity Plan review. Some of the topics discussed were:</p> <ul style="list-style-type: none"> • Safety nets in mid- and end-term classes. Helping students regroup and refocus during these times – addressing the stress and anxiety students are going through now. Build in programmed support with these pauses/back on course workshops. Assist faculty in integrating these opportunities into their classes. • Seek out (Hispanic serving institutions) HSI grants to support equity initiatives. • Develop and support a culturally-proficient ESL program. • Assess success rates in classes to determine barrier classes or to assess previously identified barrier classes. • Students want to be connected with their professors! Find ways to connect professors with students more directly. This relationship is critical – many believe that this cannot happen in online classes. Also, language matters – students hang on our words, especially those of their faculty. This could be highlighted in a Professional Development training meeting. • Professional Development needs to be equity and antiracism focused. • Hiring more diverse and culturally proficient faculty. 			

	<ul style="list-style-type: none"> • Safety nets ... they are 2/3 through the term and they are close to done. If we call students, we should do it earlier in the term and not wait so deep into the semester. • We need instructional faculty to raise flags (via Starfish) to let the campus know when and where they need assistance. • We have great student service capacity – can we improve how we deliver the services without duplication? <p>J. Kalfsbeek-Goetz also highlighted in orange several topics that could be discussed during an Equity Summit Event scheduled sometime in January as follows:</p> <p>Equity summit event ... for instructional faculty to come together to learn what they need for support – to ask faculty what they need and to provide PD.</p> <ul style="list-style-type: none"> ○ Instructional support. Equity driven PD. Teaching and Learning Center focused on equity. Supplemental instruction / embodied tutors. PD for faculty will take a while to see results. PD on racial inequity for everyone is critical now. This needs to be a charge given to the PD committee. ○ POSSIBLE EQUITY SUMMIT GOALS <ul style="list-style-type: none"> ▪ Include ways to continue the equity work (not just at the summit, but well beyond) ▪ Embedded tutoring program will require more staffing support. (Tutoring supervisor?) <ul style="list-style-type: none"> • Students falling behind due to DE in COVID ... we need to consider short term plans as well. Embedded tutors. Faculty paid study sessions – study jam session via Zoom maybe? Science courses need support, like embedded tutors and possibly other methods and 			
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	<p>strategies to assist students in succeeding in these challenging classes.</p> <ul style="list-style-type: none"> ○ Tutoring needs to be more “professionalized” rather than relying too much on student tutors. ● Closing the loop when we learn students need assistance. ● Check in with students – call center. Regularly, not just as a one off like we did at the beginning of the semester. Connect students with services that exist already. ● Support with relevant technology – internet, etc. <p>G. Asamsama-Acuna provided the Dashboard link to the committee members below: https://www.venturacollege.edu/departments/administrative/institutional-effectiveness/facts-and-dashboards/course-success-rate</p> <p>J. Ybarra-Telias pointed out how critical the relationship is between instructor and students. Many students do not want to do Distance Ed and would rather attend classes on campus. Faculty need to be reminded that their words could be detrimental to students. Be mindful of speech. Faculty need to find ways to connect with students to make learning easier.</p>			
<p>7. Review of the SEA Budget (with line items) and the status of AY 19-20 Funded Projects</p>	<p>The question was asked why the committee still had not received the SEA Budget (with line items), nor given the status of AY 19-20 Funded Projects. K. Hoffmans shared that Cathy Bojorquez and Jeanine Day have both been out of the office due to family challenges. She said the Accounting Technician position in the SBO only has one employee currently working so the request needed to be deferred. She went on to say that D. Cassis from the District Office as well as B. Griego from Oxnard College have been donating their time to help us with the current workload. E. Martinsen said the committee would work more diligently and focused if they were given the SEA budget so they could consider what the scale of initiatives are so as not to</p>			

	<p>be doing a theoretical exercise. B. Herrera commented that if the committee does not have the SEA budget before the December 2nd meeting, the December meeting should be postponed.</p>			
6. Closing Comments	<p>J. Kalfsbeek-Goetz said the co-chairs of the committee will meet to discuss the December meeting's agenda, and would keep the sea budget on the agenda, along with evaluating the program planning process.</p> <p>By consensus it was agreed that the next SSC meeting would be held on December 2nd at 2:00 p.m.</p>			
7. Adjournment	<p>Meeting adjourned at 3:38 p.m.</p>			