

February 12, 2025  
(items repeated from cancelled meeting in January)

### SEA/GP Merged Executive Committee Minutes

#### Student Equity and Success Advisory Committee Charge:

- Draft from ChatGPT – Combined Language
  - The Student Equity and Success Advisory Committee is responsible for strengthening equity outcomes and student success through the continuous assessment, design, and implementation of goals aligned with Ventura College's Educational Master Plan and Student Equity Plan. The committee serves as a hub for communication, coordinating equity initiatives, and monitoring progress on key student success metrics. It works through cross-functional workgroups and equity action teams to drive actionable improvements, ensuring that recommendations made to the College and initiatives for future Student Equity Plans help close equity gaps and support the success of all students, especially those from historically excluded groups.
- Workgroups are assigned as needed for activities such as implementing and evaluating elements of the Student Equity Plan (SEP), advancing SEP and institutional equity work, preparing reports for the institution and state reporting, and drafting subsequent versions of the SEP
- Meets monthly during the academic year.

#### SEAS Leadership:

##### Chair Structure:

- Admin: Brook
- Faculty: Corey
- Classified: Raquel

#### SEAS Executive Members:

- Eric (on sabbatical for Spring 2025), Corey, Nenagh, Tatiana, Veronica, Brook, and consultation with Coach Al Solano

#### Leads from Each Workgroup:

- Access & Enrollment
  - Tatiana
  - Kenya J.
- Transfer Level English & Math
  - Eric
  - Nenagh
- Persistence & Retention
  - Oscar
  - Brook
- Completion & Transfer
  - Corey
  - Adrianna

**Attendance: Brook M., Dr. Marian CN, Nenagh B., Al S., Phil B., Rachel J., Alma R., Tatiana LS., Sergio G., Veronica A.,**

#### 1. Welcome

##### 1.01 Welcome

#### 2. Adoption of Agenda

##### 2.01 Review of Agenda

#### 3. Public Comments

##### 3.01 Public comments

#### 4. Approval of SEAS Minutes

##### 4.01 December 11<sup>th</sup>, 2024

- [SEA-GP Minutes 12-11-2024.docx](#)

## 5. Participatory Governance Handbook

### 5.01 Review of Committee Charge and Membership (TBD: formal committee per the PGH?)

- Review, edit, approve charge (Brook)

### 5.02 Chairs (Brook)

- Admin: Brook Masters
- Faculty: Corey Wendt; Eric for 25/26
- Staff: Raquel De Los Santos

## 6. Discussion and Action Items

### 6.01 Call to Action: Expanding Counselor and Staff Participation – Letter from SEAS Advisory Council (Brook)

- Draft of proposal – time bound attachment
- Two changes – looking forward added item creative solutions
- Discuss with solution oriented mindset – barrier to SEP creation
- What are we expecting in response? Meetings with executive team

### 6.02 Spring Semester Meeting Times for Workgroups

- Continue Action Plan Implementation
- Document in workgroup folder – add meetings dates to doc
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- SEP 2022-2025 Reporting (See item 8)

## 7. Workgroup Updates – Standing Item

### 7.01 Workgroup Reports in Brief will continue this semester

- Completion and transfer update: ready to launch
- Sending out Tuesday but if we send today, we have extra day to help
- Two diff ways of contacting students – lengthy email explaining ed plan and how to complete it. 270 students in arts and hum and 676 in stem. – text message other way of contact with hyperlink for comprehensive ed plan
- Book with counselors
- Targeting 270 to send email & text
- Within next week by next meeting, we can review how many students were able to themselves log on and book appt or contacted back via email for more information and still book appt
- Marketing send out today or tomorrow
- Strategy: students after they receive 15 units are supposed to put together ed plan to structure out rest of 2 years and students are not completing this
- Al: retreat: teams prioritized strategies and C&T did that high praise for C&T – scripts and step by step instructions to doing it
- Brook: in EP reporting, metrics how many students have ed plans? Tracked at chancellors office
- Retention and persistence did live outreach phone calls for registration and what is preventing it. High praise for C&T for scripts for those phone calls
- Sergio: data: Phil pulled numbers and we increased advising visits with counselors – transitioning from walk ins to 45 min appts to complete ed plan
- Extended hours for counselors
- Nenagh: 3 of the groups are wanting to text students but thought we were not allowed. How do we get approved for this?
- Sergio: depends on credits and if it's a one way message – costs less and quicker process. We are trying it out. If students opt out, they opt out of every single text from school. Trying to not bombard students with texts. Then its targeted.
- Brook: mentioned to Adrianna will there be more time to look at numbers
- Sergio: looking at first 48 hours then looking again. Taking it to another level – resend message then go to phone calls
- Brook: sharing what R&P outreach efforts. Phil pulled 400 names and students who were enrolled in fall but had not registered for spring. What can we do to retain and step in before we lose from first semester to second. Student researchers stepping in as mentors. Cut list in half – control group and treatment group. Had scripts and asked questions if there were barriers related to registration or if they weren't going to do it, what were contributing factors. 187 called, 67 answered the phone. Asking students who were planning to return if they were interested in mentor group. Responses: employment, financial, transfer, and misalignment of goals. Some were taking a pause, family concerns, job security, financial, gap semester, difficulty getting access to support services
- Do you have to be registered in 12 units to be student worker? No
- Rachel: exploring at CDC work study. There are limitations on EC units . process for applying is long. Docs from HR are a lot and getting them processed is long. One person doing it. Also have very limited on funds. 300 applicants and can only hire 65.
- Alma: can you send data so I can know how many of those students have applied for financial aid?
- Tatiana: A&E: met 3 or 4 times. Looking at onboarding process as a whole and separating into 3 or 4 sections. Big project. Asking folks to fill out application to test, set up portal and add class then drop class. Low

participation rate but info valuable. Too long, too frustrated, too complicated. Lots of reasons why the onboarding is an issue. Starts with app. We don't do a great job of helping them to become students.

- Is app an open ccc issue or VC?
- Workgroup members are not participating or available
- Issues are really district related
- Nenagh: did we change and its not enough? Or did we not change?
- Tatiana: it was changed, but if its changed at the district, they aren't in the conversation and they don't know what's going on. They never talked to us about what we were doing vs what they were doing. So, yes and no.
- On Deck for Next Meeting:

## 8. Student Equity Plan Work (Brook)

### 8.01 SEP Author Workgroup

- Admin: Brook Masters; Jefferey Alexander
- Faculty: TBD in consultation with Rachel
- Staff: Looking for volunteer

### 8.02 Timeline for SEP

- [ESLEI 24-72 Student Equity Plan 2025-2028.pdf](#)
- Due in NOVA on November 30, 2025
- [2025-28-student-equity-plan-template-allly.pdf](#)

### 8.03 Potential Writing Structure

- Action Teams Contributions via Tracker
- [SEP Action Items.xlsx](#)

### 8.04 Goal to establish author team and begin work by February 1st

## 9. Next Meeting

### 9.01 February 12th, 2025 – 2 to 3:30

- March 12th – look at SEP drafting and planning
- Counselor retreat on March 6<sup>th</sup> please try to be there!!
- Brook needs to send out info on summer meetings – look at compensation and information for those

## 10. Adjourn

### 10.01 Adjourn