October 09th, 2024

## SEA/GP Merged Executive Committee Minutes

### SEA/GP Charge:
• TO BE DETERMINED
• 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.

### SEA/GP Leadership:
Chair Structure:
• TO BE DETERMINED

### SEA/GP Executive Members:
• TO BE DETERMINED

### Members from Each SEA/GP Workgroup:
• Access & Enrollment
  • Tatiana
  • Alma
  • Vane
  • Sheehan
  • Gaby
  • Kenya J.
• Transfer Level English & Math
  • Eric
  • Nenagh
  • English and Math Department Chairs
  • ESL Program Lead
  • Eng/Math Gateway Facilitators
  • Eng/Math Tutoring facilitators
  • IE researcher?
• Persistence & Retention
  • Raquel
  • Gema
  • Oscar
  • Brook
  • Fin Aid?
• Completion & Transfer
  • Czarina
  • Sergio
  • Corey
  • Rachel
  • Felicia
  • Erika
  • Veronica

**Attendance:**

### 1. Welcome
1.01 Welcome
1.02 Veronica added to completion and transfer

### 2. Adoption of Agenda
2.01 Review of Agenda

### 3. Public Comments
3.01 Public comments

## 4. Approval of SEA/GP Minutes
4.01 September 11th, 2024


## 5. Participatory Governance Handbook
5.01 Review of Committee Charge and Membership (Will this be a formal committee per the PGH?)
5.02 Chairs – TBD


## 6. Discussion and Action Items
6.01 Proposed working title for Committee (Tatiana)
- Student Equity and Success Advisory Committee
- New name approved

6.02 Discuss Steering Committee Charge (Brook)
- Committee that advances, assess, implements, and designs actions to move our goals forward – include equity plan
- Keeping campus informed – getting word out about equity work
- Housing webpage – resource for equity efforts
- Publicity angles
- Hub for communicating and publicizing equity efforts
- https://www.venturacollege.edu/committees/student-success-committee has wording – integrate the two
- Add communicating to charge
- Add in about workgroups and make more specific
- GP charge – long
- Chat GPT to reduce language that would fit on a t-shirt – 5 sentences or less; notebook LM also to be used
- Fresno one shared

6.03 Recap of Planning with Al Solano (Eric)
- Al has been great coach
- Building in accountability and questioning
- Formed FIATs – look at data and explore changes in classrooms
- Work together to develop materials
- Practical tools to keep groups moving forward
- VP aid supported subs to attend workgroup meetings
- Reach out to faculty/classified necessary for workgroup teams

- Retreat Agenda and Activities (Brook)

6.04 Review of Workgroup members and current RSVPs for Kickoff (Brook)
- RSVP for retreat
- Continue to add people to workgroups
- Went over RSVPs
- "Don't rely on email, talk to person in hallway; send text. Make it personal"

6.05 Timeline of Action Items Before Next Meeting (Eric)
- October 17th – Kickoff Retreat
  - Determine Workgroup Meeting Schedule
- October 18th – November 12th – Workgroups meet twice
- November 13th – Workgroup Reports at Steering Committee meeting
- November 14th – December 10th – Workgroups meet twice
- December 11th – End of Semester Workgroup Action Plans for Spring 2025 reported at Steering Committee Meeting
- Try to hold meeting for end of semester


## 7. Workgroup Updates – Standing Item
7.01 For future meetings


## 8. Additional Standing Item?
- Backward design a student equity plan – steering committee
- Closing disproportionate discounting gaps
- Use ed master plan to guide
- Think of spring retreat
- Hanover research
  - 30-35 participants
  - 6 focus groups
  - 65 students
- Split meetings – half workgroups and half how are we moving forward
- Have one of workgroup report out in more detail for part of meeting
- Connect dots and work together

- Workgroups drafting their section of the student equity plan i.e. writing teams
  - Committee puts whole draft together
- Can just make bullet points does not need to draft perfectly
- Workgroups can do the planning with A1 and then implement parts
- Podcast: https://notebooklm.google.com/notebook/3e14c1fc-ee99-4f1e-b063-feabd06a9375/audio
- Workgroups put together docs and work and put together a podcast to put it on website
- SEA funding annual budget reports are due January 1st, 2025 – double check with Jeff (https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Student-Service/What-we-do/Student-Equity)
- Find out more
  - This is the responsibility of VPs not the Student Equity and Success Advisory
- The equity plan every three years – due June 30th, 2025?

## 9. Next Meeting
9.01 November13th, 2024

## 10.    Adjourn
10.01 Adjourn