

November 13th, 2024

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 advancing student equity and 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 central 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:

- TO BE DETERMINED

SEAS Executive Members:

- Eric, Corey, Nenagh, Tatiana, Veronica, Brook in consultation with Al

Leads from Each Workgroup:

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

Attendance: Eric M., Alma R., Tatiana L., Brook M., Al S., Gregory A., Corey W., Phil B., Kenya J., Raquel D., Sergio G., Vanessa S.,

1. Welcome

1.01 Welcome

2. Adoption of Agenda

2.01 Review of Agenda

2.02 Eric moved to adopt, Kenya second

3. Public Comments

3.01 Public comments

4. Approval of SEAS Minutes

4.01 October 09th, 2024

5. Participatory Governance Handbook

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

- Review, edit, approve charge (Brook)

- Chat GPT suggested Charge
- Gregory: word “advancing” is too vague. What does it mean? Does it mean make better? Do more?
- Brook: does one advance goals? Initiatives? Efforts?
- Eric: integrating? Strengthening? Supporting? Equitable Outcomes and Student Success? “This committee is responsible...”
- Gregory: central hub is redundant – central can be deleted
- Eric: monitoring progress feels passive – drives actionable improvements is strong – choose monitor over navigate
- Brook will take suggested edits and tweak for December meeting for finalization
- GP embedded into SEP – Corey
- No report on progress made
- In request for SEP there is language about GP
- Here's another version of the charge: The Student Equity and Success Advisory Committee (SESAC) creates and leads implementation of the Student Equity Plan to transform equitable outcomes at Ventura College. The committee measures key success metrics including enrollment, persistence, completion, and transfer rates to direct plan implementation. Through cross-functional workgroups and equity action teams, SESAC launches initiatives, builds improvements, and drives recommendations to eliminate equity gaps and maximize success for all students, especially those from historically excluded groups.
- For future discussion - Eric

5.02 Chairs (Corey)

- Discuss Tri or Quad Chair Model – practice for VC
- We have been using Tri Chair Model
- Is it requirement? Or policy or practice? – Default
- Phil: for most of shared governance it is model
- Academic senate on final say on nominations
- Classified senate – same
- Say who we want and send it over to senates
- Eric for 25-26
- Request volunteers from Academic senate
- Eric can do it until sabbatical
- Raquel volunteering
- Brook will send to presidents
- When do we have decision on formal committee? We don't know. Opportunity to recommend an actual participatory governance committee with governance changes
- We are reviewing the entire committee structure this year. The current handbook/structure runs through 2025.

Eric Lars Martinsen 2:30 PM

Here's the handbook: https://www.venturacollege.edu/sites/venturacollege/files/committees/college-planning-committee/participatory_governance_handbook_draft_4-26-2019.pdf

- Value in organic development – how are we functioning and how should we be functioning?
- Admin: Brook
- Faculty: Eric until sabbatical then Corey if no one else volunteers
- Staff: Raquel

6. Discussion and Action Items

6.01 Recap of Planning with Al Solano (Eric)

- Counselor participation – there's a concern that we won't have broad counselor involvement in our workgroups and this committee because we are defined “extra college service” rather than core mission. Limited to 5 hours per month of this work. If we don't change the structure, we will remain the same - change through stipends? (also applies to classified)
- At other meeting – action item for this to be approved. We need to formalize it – request from this group. No guarantees but it could work to get resources
- Could we come to counselors if they can't come to us?
- Alma: common issue for classified staff. Needs to be understanding for classified staff to attend meetings and committees. Advocate for classified engagement especially with student facing – collegewide
- Not about managers saying yes or no, it's an understanding that it needs to come from top down and how can we work creatively as a campus to get this done while also getting our work done too. Campus still needs to run
- A staff of one at a student facing position doesn't get to participate and we want that participation
- Next step: alma eric and brook to formulate a clear proposal of an action item and propose it to this group for approval
- Group still finding its way – in order to achieve Charge it is going to need dedicated time from all parts of the college across campus. Rather than informal discussion, comes out as a formal thing. Bring to top proposal that has been voted and approved – carries more weight and more likely to earn resources

- Meeting on Dec 11 we hope to have our action plans for 2025 ready (workgroups)
- Brook -
I contacted Gema (and Sergio) with a request to drop in and/or present at counselor collaborative meetings to involve their feedback and input
- Spring meetings plan at next action group meetings
 - Set up the spring schedule of meetings – “getting your settings in place”
 - Feel free, Leads, to put the meetings on our meeting schedule document in the SEAS Workgroups Folder

6.02 Timeline of Action Items Before Next Meeting (Brook)

- November 14th – December 10th – Workgroups meet twice
- December 11th – End of Semester Workgroup Action Plans for Spring 2025 reported at Steering Committee Meeting

7. Workgroup Updates – Standing Item

7.01 Workgroup Reports in Brief

- Leads from each: Access: Tatiana & Alma: everyone do an application and apply. Get info and feedback from everyone. Send to admin team to do the same. Met with AI and we have our dates set through May. collecting data from CCC application. 5000 backlog of students who needed ESL support and now there is a report. Push deadline back because of fires.
- Retention: Brook & Phil: action plan made. Building a cohesive retention outreach – possible peer mentor program. Address melt happening in term to term. How do we do outreach to those students? What are we already doing? Explore websites and talk to colleagues what are we already doing for outreach for retention? Informative: <https://www.venturacollege.edu/departments/student-services> do we need a spreadsheet of all campus services. Don't have spring meetings scheduled yet.
I would include financial aid, Dreamers, and Basic Needs as additional departments who do outreach and retention efforts.
- Transfer: Eric: moving toward how can we work together? What better support can we do for students who do not pass English or math on their first attempt? When students don't pass first time around, they just leave the college. Very few reattempt. To catch the students who are falling through safety net we need to develop action plan around that. More to report soon. Math – implanting calculus course – prereqs are being removed. English 1A not working for students at lowest GPA model. Growth Mindset. Many faculty have seen more students turning in assignments – creates “glue” to keep students.

7.02 Workgroup deep dive – 20 minutes (rotating)

- Leads: Completion and Transfer (Corey, Adrianna): action plan: increase # of students with CEP. Will determine spring schedule. Look at the data – GP had good data tools. Doesn't really help persistence and retention. Comprehensive plan is from entry to exit – its lacking. There is impact with students who have plans. Certain students have to have a plan. Look at different majors and analytics for success with plans. What can we do with the funding that we have? Can we replicate with out it being fiscally not feasible? Working with the counseling dept. we can do work there to increase what we're doing in the classrooms. Talk about communication a lot. Building into planning – how do we continue to involve the college as a whole.
- Identifying the obstacles can be disheartening, but identifying early on we can seek solutions rather than being surprised.

8. Student Equity Plan Work (Brook)

9. Here's a proposed timeline for the Student Equity Plan: https://vcccdventura-my.sharepoint.com/:w:/g/personal/bmasters_vcccd_edu/ES4RSzuX_rJDpziwDG-KYAUBbpIR8UrhOhNJP9dOBHLYw9w?e=du66X5

10.

10.01 Establish timeline for SEP drafting

10.02 Getting started before template

- Ready in March for this committee
- Ready in Senate in April
- Second read in May

10.03 Potential Writing Structure

10.04 Report on what we said we would do and where we were to be focused

- Four teams would drive the writing of the plan, base of the plan
- Draft bullet points, report out on progress from last plan, what is still ongoing, what next needs to be done
- We know in these four areas what we said we would do and where
 - Coordination with Institutional Effectiveness to examine whether we moved the needle on our populations of focus
 - Men of Color and Part-time students
 - Are these still primary focus? Data drives new focus
- Going forward for next plan:
 - Let the data determine which populations of focus

- Template may be more directive, granular
- May might have specific populations that are different for each workgroup
 - Hispanic men of color for EMAST, for example
 - Black students for (different focus area)
 - If we don't wait for top down guidance from state, will allow us to craft something very specific to VC
 - Each metric could be unique and different
- Should have this starting input be end of the semester
 - Leading to the board in June
 - From Eric: I imagine the initial ideas starting in the workgroups for each SEP metric. The steering committee would vet the plan before passing it on to CPC. But we probably need an intermediary writing group. Maybe one person from each workgroup with a lead author. This could be a stipend opportunity.
 - Develop the draft as co-authors but consulting with each workgroup
 - Putting it in, giving a cohesive voice
 - Larger committee becomes sounding board
 - The current action teams' strategies should definitely be considered for the plan. Your current EMP doesn't include any strategies—it's goals with measurable objectives only (for now).
 - This committee will meet 4 times before we need to have a draft done for senate
 - Last meeting of spring we will have everything ready to go for summer approval from board
 - Bring in more data analysis (Jan)
 - Lead authors attend multiple workgroups
 - Feb – drafts of each metrics & consolidate into a single document
 - No template or timeline so far
 - Chancellors office provided data before
 - Little wiggle room for Eric's timeline
 - **Equity Gaps Analysis:** Colleges must identify and analyze equity gaps in student outcomes, including:
 - Completion rates (degrees, certificates, and transfer)
 - Persistence rates (fall-to-fall and fall-to-spring)
 - Course completion rates
 - GPA distribution
 - **Student Groups:** Colleges must report on the following student groups:
 - African American/Black
 - Asian
 - Filipino
 - Hispanic/Latino
 - Native Hawaiian/Pacific Islander
 - American Indian/Alaska Native
 - White
 - Multiracial
 - Unknown/Other
 - Male, Female, and Non-Binary
 - Foster Youth
 - Homeless/Unaccompanied Youth
 - Students with Disabilities
 - English Language Learners
 - Low-Income Students (based on financial aid stat
 - We really need to get this done by end of spring
 - Less meaningful when theres a ton to approve.
 - How do we fit in to our meetings? All meetings?
 - Continue conversation later?
 - Significant decision deserves a larger discussion with more people – bummer that we will have to wait a month
 - i think we had a task force the last 2 times that did the bulk of the plan.
 - We want to gather input of what weve done by end of semester
 - Create checklist from 22-25 plan – did these things happen and to what extent?

11. Next Meeting

11.01 December 11th, 2024

12. Adjourn

12.01 Adjourn