

December 11th, 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 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:

#### Tri-Chair Structure:

- Administrator
- Faculty
- Staff

### SEAS Executive Members:

- Eric, Corey, Nenagh, Tatiana, Veronica, Brook and in consultation with AI

### 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 Masters, Al Solano, Corey Wendt, Tatiana Lawler-Sweeney, Eric Martinsen, Ornpawee Duangpun, Phil Briggs, Raquel De Los Santos, Sergio Gonzalez, Rachel Johnson**

### 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 November 13<sup>th</sup>, 2024

### 5. Participatory Governance Handbook

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

- Pushed to future meeting: Review, edit, approve charge (Brook)

#### 5.02 Chairs (Brook)

- Confirmed no vote needed:
  - Admin: Brook
  - Faculty: Corey by default but crunched for time, Eric ok for this semester but on sabbatical so Corey as replacement if no other faculty volunteers; Eric for 25/26; welcoming faculty volunteers
  - Staff: Raquel volunteering
- Brook sent above to Rachel and Michael (Acad and Class Senate Presidents)

### 6. Discussion and Action Items

#### 6.01 Recap of Planning with A1 Solano (Eric)

- Counselor participation
  - Eric: brook alma and eric met twice, good meetings, alma shared great insight from supervisor side when someone is out of office – so looking at need but also have options for supervisors to have coverage or close doors for a couple hours. Balancing act – certain number of hours to invest in things and if investing 5 hours in workgroup helps i.e. financial aid, its worth it. Supervisors could work on rotation so its not the same person whos always out.
  - Brook: this is really sensitive and complex issue. Call to action – asking exec leadership to help by exploring creative solutions that might allow. For example, could we close student services one Friday a month and have a campus service day? Trying to keep it brief and succinct
  - Corey: if you take a couple counselors away a couple times a month its not a big deal. Contract doesn't need to be an issue. Its not optional work. Equity plan is something that is mandated so we should allow counselors to help an hour or so a month. This shouldn't be something we have to ask for.
- Spring meetings set?
  - All have spring schedule
  - Feel free, Leads, to put the meetings on our meeting schedule document in the SEAS Workgroups Folder

#### 6.02 Timeline of Action Items for Next Meeting (Brook)

- Develop timeline for Action Groups for Spring
- We need to talk about assessing previous equity plan and planning for new one. Worked with VPSA on SEA report. How can our workgroups report out on what has been done so far? Content from equity plan comes from action groups. Smaller is better, but have more contributors.
- A1: some campuses have someone working on programs and half courses aren't even offered. Is there anyone else working on catalog? Corey: things don't change unless students make enough noise. A1: when you're nonSTEM you can see too much math. NonSTEM should only see statistics.

#### 6.03 Confirm Spring Meeting Days/Times for Adv Council

- Second Wednesday of every month (continued) from 2 to 3:30 pm; beginning January 15th
- Outlook invitations sent already by Brook/LEAP Staff

### 7. Workgroup Updates – Standing Item

#### 7.01 Workgroup Reports in Brief

- Leads: Retention and Persistence (Brook, Oscar)
  - Small implementation with an outreach phonecall campaign starting Monday/tues next week student researcher making phone calls to first term men of color who are not registered for spring. Have script to be caring student voice. We noticed... is there anything we can do to support?

### 8. Student Equity Plan Work (Brook) (Minutes kept from November meeting)

#### 8.01 Three Volunteers for SEP Author Workgroup

- VP AA may need to tap folks on the shoulder for that?
- Tri Chair Model? (Admin, Fac, Classified)
- Brook consult with Rachel for a faculty member to join?
- Stipend for Faculty

#### 8.02 Establish timeline for SEP drafting

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

#### 8.03 Potential Writing Structure

- 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
- 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

## 9. Next Meeting

9.01 Jan 15, 2025

- We have 4 meetings in spring to do student equity plan
- A1: might want to develop small action group for equity plan. Would be authors.

## 10. Adjourn

10.01 Adjourn