



Imperial Valley College
Integrated Student Success Committee
Adopted Minutes
Wednesday, September 13, 2017
Board Room, Building 10
12:50 p.m. – 1:50 p.m.

Purpose: The Student Success & Equity Committee will provide a platform for collaboration and communication across the college that will result in a shared vision for the college’s categorical funding sources. It will provide direction for student success, equity, and basic skills efforts.

Membership:

	Administrative Representatives:		Academic Senate Representative:
√	Dr. Martha Garcia, VP Student Services (Co-Chair)	√	Mary Lofgren, President
	Dr. Nicholas Akinkuoye, VP Academic Services (Co-Chair)		Classified Staff Representatives:
	David Zielinski, Dean of Arts, Letters, and Learning Services		Alexis Ayala, Student Success Specialist
	David Drury, Dean of Math and Sciences		Vacant, Classified Staff
√	Dr. Lennor Johnson, Dean of Student Services and Special Projects		Student Representative:
	Vacant, Associate Dean of Workforce Preparation and Community Special Projects	√	Matthew Limon
	Student Success & Support Program Rep:		Consultants:
√	Norma Nuñez, SSSP Director	√	Allyn Leon, Math Department Chair
	Student Equity Coordinator:	√	Bettsie Montero, Sr. Programmer/Systems Analyst
√	Bianca Bisi		Frank Hoppe, Reference Librarian
	Faculty Basic Skills Coordinator:	√	Jeff Cantwell, Director of Application Services
√	Audrey Morris, Basic Skills Coordinator	√	Jose Carrillo, Institutional Researcher
	Student Services Coordinators:	√	Josue Verduzco, Learning Support Services Coord.
√	Dolores Diaz, Student Support Services Director	√	Lisa Seals, Director of Financial Aid
√	Kristen Gomez, Articulation Office/Transfer Center Coord.	√	Michael Heumann, English Department Chair
	Faculty Representatives:	√	Sydney Rice, ESL Department Chair
√	Alex Garza, Professor, ESL Department	√	Vikki Carr, Director of Admissions and Records
√	Christina Shaner, Professor, English Department	√	Xochitl Tirado, Distance Education Coordinator
√	Diana Barrios, Non-Credit Counselor		
√	Rick Castrapel, Professor, Math Department	√	Guests: Sergio Pesqueira, Norma Nava, Dean Efrain Silva, Oliver Zambrano
	Faculty Non-Basic Skills Representatives:		
√	Dr. Cynthia Spence, Assistant Professor, English Department		
√	Zhong Hu, Math Lab Tutorial Services	√	Recorder: Mabel Vargas

A. Call to Order

- Co-Chair Dr. Garcia called the regular meeting of the Integrated Student Success Committee to order at 12:50 p.m.

Welcome and Introductions: Dr. Garcia began by thanking members for being willing to participate in the committee. The work and impact that the committee will have in the institution and students is magnificent. The members’ expertise and commitment to our students is critical and is needed to make a difference. Dr. Garcia informed the committee that Dr. Akinkuoye will Co-chair this committee.

Changes to the Agenda:

Added: **Questions/Comments** and **Action Items**; item number three and section C respectively.

B. Discussion Items.

Committee's responsibilities and a brief overview of each Initiative/program:

- Committee's responsibilities:
 - Provide a platform for collaboration and communication across the college that will result in a shared vision of three specific categorical programs: Student Success & Support Program (SSSP), Student Equity (SE) and Basic Skills Initiative (BSI).
 - Monitor, update, guide and assess the use of the program funds.
 - Use data and research to inform college.
 - Create expenditure guidelines.
 - Review and approve the Integrated Plan.
 - Provide oversight regarding the activities and the plan;
 - Modifications to the plan must be approved by the committee.
 - The committee reports to the Academic Senate.
- Initiatives/Programs:

Dr. Garcia addressed the committee regarding transparency and each program's main responsibilities; allocations for each funding source (SSSP, SE and BSI) were presented.

Action: Presentation will be uploaded to the website; Mabel will e-mail link to website.

 - Basic Skills Initiative
 - Student Equity
 - Student Success and Support Program

Integrated Student Success Plan was implemented due to the California Community Colleges Chancellor's Office (CCCCO) research and recommendations. CCCCO's findings reflect that all three programs overlap regarding some of the services provided to students.

Norma Nuñez asked what CCCCO means by *Orientations*. Norma stated that the Orientation provided by SSSP encompasses the whole college. Dr. Garcia mentioned that there are orientations provided to students enrolled in other programs. For example, the Inside/Out College Program offers an orientation about the program and its regulations. Dr. Garcia stated that there might be a misunderstanding; even though programs provide orientations, it does not mean that they are providing the SSSP Orientation. Dr. Garcia emphasized that the college needs to abide by the initiatives' (SSSP, SE & BSI) regulations.

Dr. Garcia notified the committee that due to the strict deadlines, three absences during the academic year will result in member's removal from the committee.

1. Integrated Plan Timelines.

- Dr. Garcia emphasized the importance to start working on the plan.
 - This is a two year plan (2017-2019). Even though this plan will reflect 2017-2018 allocations, activities and goals will be related to a two year plan.
 - At this point, the CCCCO will require that the institutions submit an annual fiscal report.
- Deadline to submit development of plan to the Chancellor's Office is December 15, 2017.
 - Fourteen day extension granted from original date.
 - Committee will submit plan to Academic Senate for Review on November 15, 2017.

- Committee will submit plan and present to the Board of Trustees for approval on December 13, 2017.
 - Policies and procedures.
 - Goals need to be created to serve the general student population; minimum number of goals is five. At a minimum, one from SSSP, SE & BSI. Committee will decide two or more goals that be will implemented.
 - Dr. Garcia emphasized to the committee that if the three programs' funding were to be combined, especially for professional development, it will be significant. She recommended to develop professional growth seminar services at the Institutional level that will serve faculty, staff and administrators.
 - Committee will create expenditure guidelines and post on Institution's website.
 - Identify student groups; underrepresented student groups.
 - Analyze data & develop goals keeping policies and procedures in the forefront.
2. Expenditure Guidelines
- Dr. Garcia will provide a draft and information according to the Education Code and Title 5 Regulations. Final expenditure guidelines will be decided by the committee.
 - Action:** Members will e-mail Mabel any ideas for expenditure guidelines.
 - Decisions will be made locally.
 - Refer to Travel Restrictions AB 1887 for Out of State Travel.
 - Dean Silva recommended to plan out-of-state travel in advance, preferably 4-6 weeks due required Board of Trustees approval.
 - Norma Nuñez mentioned that tutoring cannot be provided under current SSSP regulations.
 - Per Dr. Garcia, as long as it is not cited as an exception and/or not allowable on the Ed Code, the committee will make that determination.
 - Audits will be conducted by the CCCCCO
 - Reference Ed. Code for expenditure policies.
 - Expenditure policies may be amended by the committee as the program evolves.
3. Questions/Comments:
- Norma Nuñez recommends to work in groups to set up goals.
 - Dr. Garcia would like to meet with Coordinators (SSSP, SE & BSI) to discuss Integrated Plan development.
 - Jose Carrillo recommended a presentation by the Research team to discuss procedures on data analysis and allow time for them to collect data.
 - Bianca Bisi shared a website for available resources: Professional Learning Network: <https://prolearningnetwork.cccco.edu/>
4. Meeting days, times and consistency
- Dr. Garcia asked if the committee would like to meet once or twice per month
 - Committee agreed to once per month; the 2nd Wednesday of the month.
 - A discussion of dates availability of the Board Room emerged;
 - Except October 11, 2017 and May 9, 2018; meetings will take place in room 2131 for the months of October 2017 and May 2018.

C. Action Items

- Basic Skills Initiative Coordinator, Audrey Morris presented two travel requests for approval:
 - i. **Action Item:** Request four English faculty to attend the California Acceleration Project's Design and Development Institute.
 1. Goal is to redesign developmental sequence and curriculum in English
 2. Conference location: San Diego, CA

Motion to approve by Member Castrapel, Second by Member Johnson.
Travel Request to the California Acceleration Project's design unanimously approved.

- ii. **Action Item:** Request ESL Department Chair to attend the CATESOL Convention.
 1. Presenter on AB 05: College Level Reading
 2. Bring back information on program design and curriculum
 3. Conference location: Santa Clara, CA

Motion to approve by Member Castrapel, Second by Member Johnson.
Travel Request to the CATESOL Convention unanimously approved.

D. Next Scheduled Meeting

- Meetings will be held the 2nd Wednesday of the month; next meeting will be held October 11, 2017 in Room 2131.

E. Adjournment

- Meeting was adjourned at 1:50 p.m.