



**Imperial Valley College**  
**Student Success & Equity Committee**  
**Adopted Minutes**  
 Tuesday, November 10, 2015  
 Administration Building Board Room  
 12:50 P.M. – 1:50 P.M.

**Membership:**

	<b>Administrative Representatives:</b>		<b>Student Services Program Coordinators:</b>
	Sergio Lopez Interim VP Student Services		Trini Arguelles, Counseling Chair
√	Ted Ceasar, Dean of Counseling	√	Lilia Sandoval, CalWORKs Coordinator
√	David Zielinski, Dean of Arts and Letters		Norma Nava, DSP&S Director
			Olga Artech, EOPS Coordinator
	<b>Student Success &amp; Support Program Rep.:</b>	√	Veronica Soto, Transfer Center Director
√	Norma Nunez, SSSP Director (Chair)		Dolores Diaz, Student Support Services
	<b>Faculty Representatives:</b>		<b>Classified Representatives:</b>
√	James Patterson, Professor, English Department		Diana Melissa Barrios, Student Success Specialist
	Alex Cozzani, Assoc. Professor, SM&E Department	√	Josue Verduzco, Learning Support Services Coordinator
√	Alex Garza, Assoc. Professor, ESL Department		
			<b>Consultants:</b>
	<b>Faculty Non-Basic Skills Representatives:</b>		Jose Carrillo, Institutional Researcher
	Andrew Chien, Professor, SM&E Department		Jeff Cantwell, Application Services
	Todd Hansink, Professor, Business Department		Lisa Seals, Director of Financial Aid
			Gloria Hoisington, Admissions & Records Director
	<b>ASG Representative:</b>		Allyn Leon, Math Professor
	Edalaine Joy Tango An		Martha Garcia, CTE Coordinator
			Frank Hoppe, Reference Librarian
	<b>Recorder:</b> Adriana Sano		Ashok Naimpally, Dean of Math & Science

**A. Call to Order**

The regular meeting of the Student Success & Equity Committee was called to order by Chair Nunez at 1:00 p.m. Chair Nunez made a motion to begin with Acton item #1 Student Equity Plan at the start of the meeting.

**B. Approval of Minutes**

1. Approval of the October 14, 2015 Minutes.
  - The approval of the Minutes was postponed to the next regularly scheduled meeting.

**C. Discussion and Information Items**

**1. Student Equity Coordinator Job Description**

- This agenda item was postponed to the next regularly scheduled meeting.

**2. Embedded Tutor Program**

- Josue Verduzco gave an overview of the SEP Embedded Tutor Program that has been implemented on a small scale. The results have been promising, data shows that the number of student who drop decreased.
- Would like to offer on a larger scale with the coordination of the Basic Skills, Student Equity and the Student Success & Support Program.

- The Cost per class can range from \$1,500.00 to \$1,800.00.
- Classes must follow certain criteria to participate.
- Tutors would receive 18 hours of training. Training is divided into two sessions, content and tutor training provided by qualified instructors.
- For the spring 2016, 15 Instructors have signed up for a total of 35 courses.
- Total cost for spring semester would be \$63,350.00. Target courses include Basic English, ESL and Math Classes.
- The group discussed how to coordinate the benefits between Student Equity Funds and Basic Skills.
- The committee agreed to fund \$40,000.00 for the Embedded Tutoring Program. Chair Nunez asked to bring back this item for approval at our next regular scheduled meeting.

#### **D. Action Items**

##### **1. Draft Student Equity Plan**

M/S/C Soto/Verduzco to approve the draft Student Equity Plan as presented.

##### Discussion:

- Ted Ceasar presented the draft Student Equity Plan for approval by the Committee. He went over each activity that has been developed by the work groups, or carried over from last year which includes all goals, activities and evaluation of each target group.
- He stated that all formatting and signature pages still need to be added before it continues through the approval process.
- Two new positions are being proposed to help with Student Equity, a Student Equity Coordinator and a Research Analyst. These positions will be paid out of the Student Equity/Student Success and Support Program Funds.
- David Zielinski explained that there is a lot of overlap in all of the plans (i.e., Basic Skills, Student Equity, SSSP, and the new TALCAS Grant). There is a need to coordinate and combine resources so that there is no duplication.
- The group discussed the need in creating a formal entity made up of Coordinators and Project Directors under Academic Senate or College Council to be charged with making sure that services are not overlapping.

Motion carried with one no vote (James Patterson).

#### **E. Adjournment**

The meeting adjourned at 1:45 p.m.