



**Imperial Valley College
Student Success & Equity Committee**

Adopted Minutes

Tuesday, December 8, 2015
Administration Building Board Room
4:00 P.M. – 5:00 P.M.

Membership:

	Administrative Representatives:		Student Services Program Coordinators:
	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
	Student Success & Support Program Rep.:		Veronica Soto, Transfer Center Director
√	Norma Nunez, SSSP Director (Chair)	√	Dolores Diaz, Student Support Services
	Faculty Representatives:		Classified Staff:
√	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		
			Consultants:
	Faculty Non-Basic Skills Representatives:		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
	ASG Representative:		Allyn Leon, Math Professor
	Edalaine Joy Tango An		Martha Garcia, CTE Coordinator
		√	Frank Hoppe, Reference Librarian
	Recorder: Adriana Sano		Ashok Nainpally, 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 4:04 p.m.

B. Approval of Minutes

1. Approval of the October 14, 2015 Minutes.
2. Approval of the November 10, 2015 Minutes.
M/S/C T. Ceasar/D. Barrios to approve the October 14, 2015 Minutes, and November 10, 2015 Minutes as presented.

Motion Carried.

C. Discussion and Information Items

1. Student Equity Coordinator Job Description

- Ted Ceasar explained to the group that he put together this Job Description using samples that he gathered from other community colleges. Community colleges in Region 10 and throughout California are using Student Equity funds to fund their Student Equity Coordinator position. He has been serving as the Student Equity Coordinator for the last two years, and in this year's plan money has been allocated for hiring a Student Equity Coordinator.

- Duties include: to coordinate the development and implementation of the plan every year; to oversee the evaluation of activities, programs and services that are provided through the plan; and annually coordinate with the Institutional Researcher to gather and analyze data in order to determine any disproportionate impact.
- Asked the group to review the Job Description and send their recommendations or ideas of how best to implement this position to his attention or Norma Nunez.

2. Coordinating Council

- The group discussed creating a council to oversee the coordination of state programs that receive funding for student success to ensure that programs avoid duplication of services.
- The group agreed that a central oversight council is necessary to oversee the funding of all programs and grants.
- Committee members would include the SSSP Coordinator, Student Equity Coordinator, TALCAS Grant Coordinator, and Basic Skills Coordinator.
- The group agreed it should be under Academic Senate, Chair Nunez indicated that she would reach out to Academic Senate President, Michael Heumann to discuss next steps.

3. Form for Request of Funding of Projects

- Chair Nunez recommended that a form be developed for use in requesting funding for projects. This form will help in evaluating proposals to be added at the end of the year. Guidelines will also be developed for how and when to use this form.
- Ted Ceasar stated that he has been approached several times throughout the year about using Student Equity funds. The purpose of Student Equity funds is to develop programs and activities that have major impacts on students.
- Chair Nunez indicated that a form will be developed with guidelines and be brought back for the group to review.
- Chair Nunez informed the group that the next meeting is scheduled for January 12, 2016 and since faculty are off-contract the meeting will be cancelled. Proposed scheduling a meeting in February after the beginning of spring semester, if one is necessary.

D. Action Items

1. Final Student Equity Plan

M/S/C D. Zielinski/ T. Ceasar to approve the final Student Equity Plan as presented.

Discussion:

- Ted Ceasar explained to the group that the final Student Equity Plan is being brought back today for final approval, it has been approved by the Academic Senate at their December 4th meeting, and will be presenting it to the Board of Trustees at the December 16th meeting.

Motion Carried.

2. Embedded Tutor Program

M/S/C N. Nunez/T. Ceasar to approve funding for the Embedded Tutor Program in the sum of \$61,232.72 for spring semester.

Discussion:

- Josue Verduzco presented the revised proposal for an Embedded Tutor Program for spring 2016 semester to the committee.
- To date 38 Instructors have signed up to participate for spring semester.
- Embedded Tutor Program cost for spring 2016 is \$61,232.72.

- Running pilot program for upper level classes during winter session: Classes participating are Chemistry 210, English 110 and two Stat classes.
- Instructor training will be scheduled first week before spring semester.
- Chair Nunez recommended bringing back San Diego Professor as a motivational speaker for Instructor training.
- Josue Verduzco informed the committee that Basic Skills Committee did not commit to any funds for the spring 2016 semester.

Motion Carried.

E. Adjournment

The meeting adjourned at 4:50 p.m.