



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
August 22, 2016
10am
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes: 05.02.16
3. 2016-17 SSSP and Student Equity Plans
4. Fall 2016 meetings and subcommittees
5. Updates
 - a. Summer Outreach
 - b. Summer Bridge
 - c. Common Assessment
 - d. Subcommittee updates
6. Other

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
August 22, 2016
10am-11am

Members Present					
X	Khushnur Dadabhoy	VP Student Services		Jerry Peters	Fort Irwin
X	Tonia Teresh	Dean of SS&E		Paulette Pereira	Human Resources
X	Nance Nunes Gill	Academic Senate	X	Mike Mayoros	Information Technology
X	Melissa Cunningham	Academic Senate	X	Penny Shreve	Instruction
	TBD	A&R	X	Stephen Eaton	Instruction
X	Kim Young	Assessment		TBD	Program Review Committee
	Orbed Ardon	ASG	X	Jessica Tainatongo	Research, Planning & Development
	TBD	Basic Skills	X	Lisa Holmes	Research, Planning & Development
X	Abe Aboud	BCFA	X	Christina Calderon	Special Programs & Services
	Kimberly Hammack	Community Member		TBD	Student Conduct/Athletics
X	Apineru Lealofi	Counseling	X	Joann Garcia	Student Life & Outreach
X	John Macomber	CSEA	X	Aleah Jameson Goodvich	Student Success
X	Sandi Thomas	CTE		TBD	Student Success
X	Nancy Olson	Distance Education		Emily DeBruhl	Student Success Counseling
X	Tim Botengan	Distance Education		Samera Kabir	Transfer & Career
	Heather Minehart	Enrollment Services			

Approve Agenda

Motion-1st: P. Shreve 2nd: C. Calderon

All in favor

Approve Minutes: 05.02.16

Motion-1st: P. Shreve 2nd: C. Calderon

All in favor

2016-17 SSSP and Student Equity Plans

Both plans have a cycle of planning, writing and implementing reports on a yearly basis. This year the Chancellor's Office is not requiring colleges to create an annual 3SP or Student Equity Plan. Now the committee can focus on implementing the work the state has already approved. Khushnur, Tonia and Melissa will be attending the annual training in September and will probably receive additional information on the new reporting procedures.

The College did receive feedback on both plans from the state. There are a few items that will need to be addressed in the next equity plan. Tonia is working on combining the feedback from the state into the plan. This way everyone will be able to review the feedback in one report. Melissa has combined information on the 3SP activities that need to be worked on.

Fall 2016 meetings and subcommittees

During the 2-15-16 school year the committee broke into 3 subcommittees. At this time the committee does not have an immediate need to be into three subcommittee. A motion was presented from the floor:

Motion: For the first few meetings of the 2016-17 school year the committee will not break up into the established subcommittees and meet as a group. The committee will evaluate the need for workgroups to work on task in place of the subcommittees.

Motion-1st: P. Shreve 2nd: Nance Nunes Gill

All in favor

SSEC-Subcommittee: Student Success

Meeting Date: August 22, 2016

Minutes Approved: September 12, 2016

Updates

I. Summer Outreach

- a. Student Life Community Outreach: This summer Gloria Webster and Joann Garcia lead the community outreach by securing appointments with Burlington Northern Santa Fe (BNSF). The BNSF Railway is one of the largest freight railroad networks in North America, second to the Union Pacific Railroad, and is one of seven North American Class I railroads. It has 48,000 employees. In addition to other appointments, other appointments with CEO's included the Marine Corps Logistics Base, Barstow Community Hospital, City of Barstow, local law enforcement agencies, and many local businesses. Recruitment will be ongoing as appointments will be made to have college staff give presentations and enroll employees at their job sites.
- b. In-Reach Registration Data Collection: During the month of July 2016, various registration data was collected to improve outreach direction. Daily reports were generated to show the cumulative number of schedule changes, registration numbers by Tiers, and overall registration numbers. The data collected has shown that the delay in class posting does affect class registration and conversely the FTES number.

II. Summer Bridge

- a. Students Registered for Program 136/Completed Program 67: 37-English, 62-Math, 32-Both
- b. English-20 same level, 7 moved 1 level, 5 moved 2 levels, 2 moved 3 levels, 3 students moved down 1 level; Math-19 same level, 30 moved 1 level, 8 moved 2 levels, 5 moved 3 levels
- c. 60 out of the 67 students who completed the program registered for fall courses. We outreached to the 69 students who registered for Summer Bridge but did not participate and 22 of those students registered for classes for fall 2016.

III. Common Assessment

- a. Preparing to implement this fall. The implementation team is meeting with the English and Math faculty to map the courses into the assessment. The state common assessment team is primarily focusing on moving Compass schools and Barstow College will probably be in the last fall cycle. Counseling is suggestion to start mapping at English 101 and Math 101 levels. This discussion item will be moved to basic skills. When implementing multiple measures CalPass and EAP will be considered.

IV. Subcommittee Updates

- a. Student Success- The Cinco de Mayo event was held to engage students with faculty, staff and administration. Joann is working on additional projects to encourage additional community engagement.
- b. Equity- The subcommittee was working on outreaching to the Spanish speaking community. Chris did have a few items including the open house postcard and BCC information sheet translated. The committee suggest creating a list of current flyers and pamphlets that should be translated. Tonia is meeting with Chris Clark, the Public Information Office and will find out what is already in the process of being translated.
- c. Connections: Everything has already been built into the Strategic Priorities and/or Program Review. Stephen Eaton reminded everyone to make sure they are capturing discussion and activities for the upcoming accreditation process. The Program Review template was not changes last year. The Academic Senate will be reviewing an addendum to the program review in the form of a demographics page. The page would require the area to review the demographics that most impact the program.

Other

Future agenda items:

1. Look at 3SP and Equity from a CTE stand point.
2. Add a curriculum representative to the committee,
3. Continue to working with categorical programs and distance education.

Penny/Sandi Motion to adjourn.

All in Favor

SSEC-Subcommittee: Student Success

Meeting Date: August 22, 2016

Minutes Approved: September 12, 2016



**Barstow Community College
MEETING AGENDA**

***Student Success and Equity Committee
September 26, 2016
10 a.m.
LRC Conference Room***

1. Approve Agenda
2. Approve Minutes: 09.12.16
3. Updated priority registration tiers – Draft, 1st read
4. Strategic priorities
 - a. Work group discussions for each priority
 - b. Report out
5. Updates
6. Other

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
September 26, 2016
10am-11am

Members Present					
Voting Members			X	Bryan King	Student Conduct/Athletics
X	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
X	Melissa Cunningham	Academic Senate		Tanesha Young	Transfer Center
X	Wayne Brown	ASG	Advisory Members		
X	Abe Aboud	Basic Skills	X	Nancy Olson	Distance Education
	Carole Blake	BCFA	X	Nance Nunes Gill	Academic Senate
	Apineru Lealofi	Counseling		TBD	A&R
	Michelle Bond	CSEA		Kim Young	Assessment
	James Lee	CTE		Stephen Eaton	Instruction
X	Tim Botengan	Distance Education	X	Jessica Tainatongo	Research, Planning & Development
X	Heather Minehart	Enrollment Services	X	Aleah Jameson Goodvich	Student Success
	Jerry Peters	Fort Irwin		TBD	Student Success
	Paulette Pereira	Human Resources		Emily DeBruhl	Student Success Counseling
	Morgan Bohnsack	Information Technology		Tanesha Young	Transfer & Career
	Penny Shreve	Inst./Program Review	X	Khushnur Dadabhoy	VP Student Services
X	Lisa Holmes	RPD		Kimberly Hammack	Community Member
X	Christina Calderon	SPS			

Approve Agenda

Motion-1st: M. Cunningham 2nd: H. Minehart
 All in favor

Approve Minutes: 9.12.16

Motion-1st: J. Garcia 2nd: H. Minehart
 All in favor

Update Priority Registration Tiers

Based on the conversation at the 9.12.16 meeting the AP5055 Enrollment Priorities has been updated and at the table for a first read.

An additional change has been made to reflect the actual process

- 30 completed units was stricken out and the line now states: Education plans must be updated at 15 completed units and 45 completed units for continued eligibility for priority registration.

Language was received from the Chancellors office pertaining to putting holds on student's accounts for each matriculation step that has not been completed. Since matriculation steps are required each college has to create a plan/policy to do ensure steps are completed. If the committee would like to recommend adding the holds to student accounts it would need to be added to AP 5055 Enrollment Priorities. There is a process for exempt students already in place. The Student Information System will be set up to recognize exempt students and it will not place holds on to their account.

Motion: To include holds for matriculation steps on student accounts in the AP 5055 Enrollment Priorities.

SSEC-Subcommittee: Student Success
 Meeting Date: September 26, 2016
 Minutes Approved: October 24, 2016

Motion-1st: C. Calderon 2nd: L. Holmes

All in favor

The update to AP 5055 Enrollment Priorities will be provided at the next Student Success and Equity Committee meeting for a second read.

Strategic Priority

- a. Work Group discussion for each priority
 - a. The committee members broke up into groups and work on filling out the sheet.
- b. Report Out
 - a. Strategic Priority 5: The group determined a few action steps, measures of progress and status was created
 - b. Strategic Priority 1: The group determined that the committee can actively promote the initiative. The committee could connect with instruction to be able to advocate and continually check in to see if the activities are being pursued. Since pathways have not been created they cannot be promoted. Placeholders can be put in the catalog, student handbook and orientation.
- c. The information gathered from the work groups will be included in the form and sent to Stephen Eaton.

Motion to adjourn.

Motion 1: W. Brown 2nd: C. Calderon

All in favor



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
October 24, 2016
10 a.m.
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes: 09.26.16
3. Welcome new members
4. Brief overview of Student Success and Support Program (SSSP) core services: (1) orientation; (2) assessment; (3) student educational plan; (4) follow-up services for basic skills, no education goal, academic probation
5. Relevant updates from the statewide SSSP and Equity Director's Training
6. AP Review
 - a. Priority registration tiers – 2nd read
 - b. Student Success and Support Program (Matriculation) – 1st read
7. BCC student email in relation to SSSP and Student Equity

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
October 24, 2016
10am-11am

Members Present					
Voting Members			X	Bryan King	Student Conduct/Athletics
x	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
x	Melissa Cunningham	Academic Senate	X	Samera Kabir	Transfer Center
x	Wayne Brown	ASG	Advisory Members		
X	Abe Aboud	Basic Skills		Nancy Olson	Distance Education
	Carole Blake	BCFA	X	Nance Nunes Gill	Academic Senate
X	Tanesha Young	Counseling		Kim Young	Assessment
	Michelle Bond	CSEA	X	Stephen Eaton	Instruction
	James Lee	CTE	X	Jessica Tainatongo	Research, Planning & Development
	Tim Botengan	Distance Education	X	Aleah Jameson Goodvich	Student Success
	Heather Minehart	Enrollment Services		Emily DeBruhl	Student Success Counseling
X	Jerry Peters	Fort Irwin	X	Khushnur Dadabhoy	VP Student Services
	Paulette Pereira	Human Resources		Kimberly Hammack	Community Member
	Morgan Bohnsack	Information Technology		TBD	A&R
X	Penny Shreve	Inst./Program Review		TBD	Student Success
X	Lisa Holmes	RPD			
X	Christina Calderon	SPS			

Approve Agenda

Motion-1st: J. Peters 2nd: P. Shreve
 All in favor

Approve Minutes: 9.26.16

Motion-1st: J. Garcia 2nd: P. Shreve
 All in favor

Welcome New Members

The committee has a few members who replaces others on the committee. The committee planned on welcoming new members but none were in attendance.

Orientation of 3SP and Equity Plans

T. Teresh explained the 3SP and Equity Plans. The state turned matriculation into Student Success and are now requiring districts to follow the process. While the main purpose is to foster student success there are only certain allowable expenses.

- Admission functions are not funded
- Orientation
- Assessment
- Counseling
- Follow Up Services for at risk students

Equity is a little more flexible with allowable expenses but they should be tied to the disadvantaged populations that have been identified by the District and fall into the realm of increasing access, course completion, ESL and basic skills completion, degree, certificate and transfer.

SSEC-Subcommittee: Student Success

Meeting Date: October 24, 2016

Minutes Approved: November 7, 2016

Updates from 3SP and Equity Directors Training

T. Teresh and M. Meadows attended the training. Other colleges are dealing with the same problems and challenges we have with 3SP and Equity. Participation in the services is low. The Legislative Analysis Office produced a report, that Dr. DiThomas forwarded to the college a week or so ago. The Legislative Analysis Office will make a recommendation to the legislature to require the core services related to 3SP.

There is discussion of combining Basic Skills, 3SP and Equity. More information will be available in the spring of 2017. In preparation it has been suggested to have joint meeting with all three groups. These meetings are to discuss the plans map out linkages and to see if there is counteracting or duplication of services. We don't know what the actual plans will look like but the directors at the training requested a simplified plan template.

AP Review

Priority Registration Tiers-2nd Read

At the September 26, 2016 meeting the committee motioned to include holds for matriculation steps on student accounts in the AP 5055 Enrollment Priorities. T. Teresh reviewed AP 5050 Matriculation and determined that the AP also needed to be revised and the statement should be placed in AP 5050 instead of AP 5055.

Motion-The committee recommends changes to AP 5055 to be moved to President's Shared Governance Council.

1st: W. Brown 2nd: N. Nunes-Gill

All in favor

Matriculation- 1st Read

Language was updated from the Community College League of California template.

- Matriculation was replaced with Student Success and Support Programs
- The Admission services was removed
- Assessment now includes the line: The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
- Addition of: Beginning Fall 2017, all new students must complete the orientation, assessment, and educational components of the Student Success and Support Program prior to enrollment, unless otherwise exempt from these requirements.

The committee suggested the additional changes:

1. Renumbering under Student Success and Support Program Services
2. 6. Student Referrals-remove all of the individual names of the special programs and add Special Programs and Services
3. 6. Remove on campus child care services

Motion- Recommended changes for AP 5050 to be brought back to the committee for a second read.

1st: J. Peters 2nd: P. Shreve

All in favor

BCC Student Email

Student Success and Equity will be funding the initial implementation of BCC Student Emails. This is a one-time expense of approximately \$50,000. This will allow Student Success and Equity to reach students to complete success steps. From an equity standpoint our disadvantaged population does not have an equal opportunity to access to technology. Microsoft 365 offers not only email but access to cloud based Microsoft products.

Motion to adjourn.

Motion 1: N. Nunes-Gill 2nd: M. Cunningham

All in favor

SSEC-Subcommittee: Student Success

Meeting Date: October 24, 2016

Minutes Approved: November 7, 2016



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
November 7, 2016
10 a.m.
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes: 10.24.16
3. AP Review: Student Success and Support Program (Matriculation) – 2nd read
4. Strategic priorities sub-groups

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
November 7, 2016
10am-11am

Members Present					
Voting Members			X	Bryan King	Student Conduct/Athletics
x	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
x	Melissa Cunningham	Academic Senate	X	Samera Kabir	Transfer Center
x	Wayne Brown	ASG	Advisory Members		
x	Abe Aboud	Basic Skills		Nancy Olson	Distance Education
	Carole Blake	BCFA	X	Nance Nunes Gill	Academic Senate
x	Tanesha Young	Counseling		Kim Young	Assessment
	Michelle Bond	CSEA		Stephen Eaton	Instruction
x	James Lee	CTE	x	Jessica Tainatongo	Research, Planning & Development
x	Tim Botengan	Distance Education	x	Aleah Jameson Goodvich	Student Success
	Heather Minehart	Enrollment Services		Emily DeBruhl	Student Success Counseling
	Jerry Peters	Fort Irwin	x	Khushnur Dadabhoy	VP Student Services
x	Paulette Pereira	Human Resources		Kimberly Hammack	Community Member
	Morgan Bohnsack	Information Technology		TBD	A&R
x	Penny Shreve	Inst./Program Review		TBD	Student Success
x	Lisa Holmes	RPD			
x	Christina Calderon	SPS			

Approve Agenda

Motion-1st: J. Garcia 2nd: N. Nunes Gill
 All in favor

Approve Minutes: 10.24.16

Motion-1st: P. Shreve 2nd: A. Aboud
 All in favor

AP Review

AP 5050 Matriculation- 2nd Read

Language was updated from the Community College League of California template.

- Matriculation replaced with Student Success and Support Programs
- Renumbering under Student Success and Support Program Services
- Student Referrals-removed all of the individual names of the special programs and added Special Programs and Services
- Removed campus child care services
- Committee recommendation change on #2. The District shall not use any assessment instrument except **one** those specifically authorized by the Board of Governors of the California Community College

Motion- Recommended change to #2 and to move AP 5050 to the President's Shared Governance Council

1st: S. Kabir 2nd: P. Shreve

All in favor

SSEC-Subcommittee: Student Success

Meeting Date: November 7, 2016

Minutes Approved:

Strategic priorities sub-groups

The sub-groups broke out to have a discussion on the activities related to the strategic priority. Each sub-group was reminded that they are not allowed to assign activities to other groups or committees. K. Dadabhoy and T. Teresh had a conversation with S. Eaton and the sub-groups can make changes to items that are not relevant to the strategic priority.



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
December 5, 2016
10 a.m.
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes: 11.21.16
3. Progress on AP 5055 and 5050 update process
4. Update from Basic Skills Committee
5. Updates from Assessment
 - a. Statewide Common Assessment
 - b. BCC assessment validation study
6. Discuss updates to Charge and Membership
7. Reminder: Dec 19th meeting cancelled
8. Spring 2017 Meeting Schedule (see back; calendar invitation to follow)

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
December 5, 2016
10am-11am

Members Present					
Voting Members			X	Bryan King	Student Conduct/Athletics
X	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
	Melissa Cunningham	Academic Senate	X	Samera Kabir	Transfer Center
X	Wayne Brown	ASG		Kim Young	Assessment
X	Abe Aboud	Basic Skills	Advisory Members		
	Carole Blake	BCFA		Nancy Olson	Distance Education
X	Tanesha Young	Counseling	X	Nance Nunes Gill	Academic Senate
	Michelle Bond	CSEA	X	Stephen Eaton	Instruction
X	James Lee	CTE	X	Jessica Tainatongo	Research, Planning & Development
X	Tim Botengan	Distance Education	X	Melissa Meadows	Student Success
	Heather Minehart	Enrollment Services		Emily DeBruhl	Student Success Counseling
X	Jerry Peters	Fort Irwin		Khushnur Dadabhoy	VP Student Services
X	Paulette Pereira	Human Resources		Kimberly Hammack	Community Member
	Morgan Bohnsack	Information Technology		TBD	A&R
X	Penny Shreve	Inst./Program Review		TBD	Student Success
X	Lisa Holmes	RPD			
	Christina Calderon	SPS			

1. Approve Agenda

Motion-1st: Kabir. S 2nd: Brown. W

2. Approve Minutes: 11.21.16

Motion-1st: Garcia. J 2nd: Peters. J

3. Progress on AP 5055 and 5050 update process

- a. AP changes were moved forward to Shared Governance.
 - i. No issues or requested changes
- b. AP plan moving forward.
 - i. Clean up the AP's and send through to Board for approval.

4. Update from Basic Skills Committee (Abe Aboud)

- a. ACSK courses are designed for students with learning disabilities.
- b. Only 20% of students currently in ACSK classes have a documented learning disability.
- c. Plan moving forward
 - i. ACSK will not be offered to students who do not have a documented learning disability-will instead continue to offer other support services
 1. NROQ
 2. Bridge to College Success
 3. Refreshers and Workshops
- d. ACSK Math- main issue, large percentage being placed in ACSK. Working with math faculty to prepare for the students who will be going directly into Math 101.

- e. Penny Shreve announced a plan to make more Math 101 courses/faculty available for students being removed from ACSK.
- f. Assessment Update-Counselor approval currently required to take only one section of the placement test?
 - i. Committee requested an update from Kim during next meeting

5. Updates from Assessment (Tonia Teresh informed committee in Kim Young's absence)

- a. Statewide Common Assessment-
 - i. Has been postponed by state indefinitely.
 - ii. Possible tentative 2018 Fall transition, BCC may or may not be in first colleges transitioned to common assessment.
 - iii. Assessment has purchased more Accuplacer units to carry us through to the possible transition.
- b. BCC Assessment Validation Study
 - i. Working with Bob Pacheco to do a validation study starting this academic year.
 - ii. Study will determine if the current cut scores are accurate to student placement.

6. Discuss updates to Charge and Membership (Tonia Teresh)

- a. Question on floor: How does the committee request additional members?
 - i. Stephen Eaton- Request for additional members can be made to Shared Governance.
- b. Changes to Advisory and Voting members.
 - i. Two Vice Presidents (Student Services and Instruction)-should be listed as Advisory members.
 - 1. Motion: Botengan. T,
 - 2. 2nd: Nunez. N
 - 3. All in favor
 - ii. Remove Program Review from voting member and add a representative from IEC as advisory member.
 - 1. Motion: Nunez. N
 - 2. 2nd: Peters. J
 - 3. All in favor
 - iii. Human Resources and IT
 - 1. No changes, leave as is.
- c. Voting members that do not show up
 - i. Report to constituency groups/departments habitual members not present at meeting.
 - ii. If members know they will be absent, they should have someone attend in their absence.
 - iii. Person sent in voting members absence
 - 1. Do they have voting rights?
 - 2. Need clarification.
 - 3. Possible abstentions
- d. Charge-
 - i. Recommended changes
 - 1. Correct Purpose Statement to include correct name of;
 - a. Student Success and Support Program Plan
 - 2. Equity and Diversity Area
 - a. Drop down line to add bullet point
 - 3. Add Chairperson name: Tonia Teresh
 - 4. Change Members as discussed.
 - 5. Motion: Peters. J, 2nd Nunez. N, Favor- yes

7. **Reminder: Dec 19th meeting cancelled**

8. **Spring 2017 Meeting Schedule**

- a. Invites will be sent through outlook shortly

Motion to adjourn:

1st: Kabir. S

2nd: Peters. J

All in favor



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
January 23, 2017
10 a.m.
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes: 12.5.16
3. Update on BP's/AP's related to Student Success
4. Update on Assessment (Kim Young)
 - a. Common Assessment
 - b. Multiple Measures
 - c. Counselor permission for taking one section of assessment?
5. Men of Color Campus-wide professional learning activities
 - a. February 2- Professional Development Day- RSVP to success@barstow.edu by Jan. 26th
 - b. Online courses mid-February through March- registration info to follow after Feb. 2nd.
6. Student Equity Plan updates and work assignments

Additional Information:

- ii. Background of students, 30 questions, when test is taken in separate sessions students have to answer questions twice.
 - iii. Update after basic skills meeting
- d. Validation study
 - i. In process
 - ii. Will have outcome information in Fall 2017

5. Men of Color campus -wide professional learning activities

- a. February 2, 2017, all are welcome
- b. 3 components (teaching, students, supporting)
- c. Online activity information will be available after 2/2/17
- d. In addition, equity library has been started, books can be checked out in the library.

6. Student Equity Plan updates and work assignments






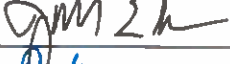

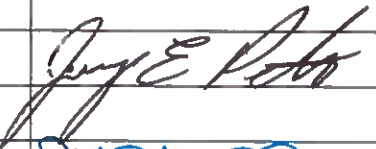





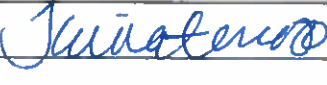
- a. Prepare for future meeting with basic skills and distance education committee's
 - i. Basic Skills work group
 - ii. Distance Education work group

Motion to Adjourn: 1st: Kabir. S 2nd: King. B All in favor
Meeting Adjourned: 11:00am 1/23/17



Barstow Community College Sign-In Sheet

Student Success and Equity Committee
Date: January 23, 2017
Time: 10am-11am

Chair		
Tonia Teresh	Dean of Student Success and Equity	
Committee Members		
Melissa Cunningham	Academic Senate	
Kim Young	Assessment	
Wayne Brown	Associated Student Government	
Abe Aboud	Basic Skills	
Eduardo Vasquez	BCFA	
Tanesha Young	Counseling	
Melissa Meadows	CSEA	
James Lee	CTE	
Tim Botengan	Distance Education	
Heather Minehart	Enrollment Services	
Jerry Peters	Fort Irwin	
Paulette Pereira	Human Resources	
Morgan Bohnsack	Information Technology	
Penny Shreve	Instruction	
Lisa Holmes	Research, Planning & Development	
Christina Calderon	Special Programs & Services	
Bryan King	Student Life/Outreach	
Joann Garcia	Student Life/Outreach	
Samera Kabir	Transfer & Career Planning	
Advisory		
Penny Shreve	Institutional Effectiveness "As Needed"	
Stephen Eaton	Vice President of Academic Affairs	
Khushnur Dadabhoy	Vice President of Student Services	
Guest		
		



**Barstow Community College
MEETING AGENDA**

**Student Success and Equity Committee
February 27, 2017
10 a.m.
LRC Conference Room**

1. Approve Agenda
 - a. 1st:
 - b. 2nd:
 - c. All in favor:
2. Approve Minutes: 1.23.17
 - a. 1st:
 - b. 2nd:
 - c. All in favor:
3. SSSP/SE/Basic Skills Integration and 2017-18 Planning Process (T. Teresh)
4. Men of Color-Online Professional Development (M. Meadows)
5. Barstow Brothers Reaching Academic Success and Service - B.R.A.S.S. (A. Jameson Goodvich)
6. Homework for next meeting
7. Additional Items

Motion to Adjourn:

1st:

2nd:

All in Favor:

Additional Information:

Barstow Community College
Student Success and Equity Committee Meeting
February 27, 2017
10am-11am

Members Present					
Voting Members			X	Bryan King	Student Life & Outreach
X	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
X	Melissa Cunningham	Academic Senate		Samera Kabir	Transfer & Career Planning
	Kim Young	Assessment			
	Wayne Brown	ASG			
X	Abe Aboud	Basic Skills	Advisory Members		
X	Eduardo Vasquez	BCFA	X	Penny Shreve	Institutional Effectiveness (As Needed)
X	Tanisha Young	Counseling	X	Stephen Eaton	Vice President of Academic Affairs
X	Melissa Meadows	CSEA	X	Khushnur Dadabhoy	Vice President of Student Services
X	James Lee	CTE			
X	Tim Botengan	Distance Education	Guest:		
	Heather Minehart	Enrollment Services	X	Nance Nunes-Gill	
X	Jerry Peters	Fort Irwin			
	Paulette Pereira	Human Resources			
X	Morgan Bohnsack	Information Technology			
	Penny Shreve	Instruction			
X	Lisa Holmes	RPD			
X	Christina Calderon	SPS			

1. Approve Agenda
 - a. 1st: J. Garcia
 - b. 2nd: J. Peters
 - c. All in favor: Yes
2. Approve Minutes: 1.23.17
 - a. 1st: J. Peters
 - b. 2nd: A. Aboud
 - c. All in favor: Yes
3. SSSP/SE/Basic Skills Integration and 2017-18 Planning Process (T. Teresh)
 - a. SSSP/SE/Basic Skills under one master plan (BCC).
 - b. Integrating Basic Skills so all plans are being viewed.
 - c. Reviewing each plan to ensure that they are all aligning.
 - d. We will need to submit a new plan in December 201.

SSEC-Subcommittee: Student Success
 Meeting Date: February 27, 2017
 Minutes Approved:

- e. Next Meeting: Overview of programs before splitting off into work groups
- 4. Men of Color-Online Professional Development (M. Meadows)
 - a. Through Equity funds-Men of color event 2/2/17
 - b. Kick-off to online program
 - i. Offering two (2) certificate programs
 - 1. Teaching Men of Color
 - 2. Supporting Men of Color
 - ii. 30 day access to the online programs
 - iii. Contact Melissa Meadows
 - iv. 30 min-1 hour a day of online work.
 - v. Exit survey once completed
 - vi. Need an increase of faculty involvement. Get the word out.
- 5. Barstow Brothers Reaching Academic Success and Service - B.R.A.S.S. (A. Jameson Goodvich)
 - a. Currently have 8-10 regular members attending.
 - b. Group is growing and progressing
 - c. Program is making a positive impact on the lives of the members
- 6. Homework for next meeting
 - a. Reading assignment, will be emailed to all SS&E members
 - b. Preparation for next meeting
- 7. Additional Items:

Motion to Adjourn:

1st: E. Vasquez

2nd: M. Cunnigham

All in Favor

Meeting Adjourned: 10:24am 2/27/17

SSEC-Subcommittee: Student Success

Meeting Date: February 27, 2017

Minutes Approved:



Barstow Community College Sign-In Sheet

Student Success and Equity Committee
Date: February 27, 2017
Time: 10am-11am

Chair		
Tonia Teresh	Dean of Student Success and Equity	
Committee Members		
Melissa Cunningham	Academic Senate	
Kim Young	Assessment	
Wayne Brown	Associated Student Government	
Abe Aboud	Basic Skills	
Eduardo Vasquez	BCFA	
Tanesha Young	Counseling	
Melissa Meadows	CSEA	
James Lee	CTE	
Tim Botengan	Distance Education	
Heather Minehart	Enrollment Services	
Jerry Peters	Fort Irwin	
Paulette Pereira	Human Resources	
Morgan Bohnsack	Information Technology	
Penny Shreve	Instruction	
Lisa Holmes	Research, Planning & Development	
Christina Calderon	Special Programs & Services	
Bryan King	Student Life/Outreach	
Joann Garcia	Student Life/Outreach	
Samera Kabir	Transfer & Career Planning	
Advisory		
Penny Shreve	Institutional Effectiveness "As Needed"	
Stephen Eaton	Vice President of Academic Affairs	
Khushnur Dadabhoy	Vice President of Student Services	
Guest		

Discussion of appropriate planning committee membership: since the plan must include integrated goals for all three areas, should Basis Skills and Student Success & Equity merge?

The committee discussed the possibility of recommending a merger with Basic Skills. Integrated plans are due to the State in December, and the committees must work together to ensure that goals are integrated and realistic. Since goals and outcomes must be now integrated, keeping the committee work separate could hamper the success of developing and meeting college-wide goals.

T. Teresh stated that merging the committees would also bring in additional instructional faculty members to our committee. Additional classroom faculty should be involved to be successful in moving forward with the plans.

K. Young mentioned that the informal nature of Basic Skills meetings leads to good conversations and would be concerned about losing that dialogue. T. Teresh suggested that the integrated committee could hold one group meeting per month, along with separate monthly sub-committee meetings (BSI, SE, SSSP).

Since the conversation needs to take place with the Basic Skills Committee as well, Abe and Tonia will review with the Basic Skills Committee and bring ideas and feedback to the next meeting.

4. Meeting schedule for remainder of Spring 2017

1. April 10: Presentations from L. Holmes (research) and ~~K. Dadabhoy (student support redefined)~~; [moved to 4/24 due to Dr. Dadabhoy's schedule]; T. Teresh (SE/SSSP plans)
2. April 24: Presentations from I. Aboud (basic skills); ~~T. Teresh (previous SE/SSSP plans)~~; K. Dadabhoy (student support redefined)
3. May 8: Develop preliminary objectives and research needed to inform goals and plan (Due December 1st). Finalize committee structure for 2017-18

5. Homework for next meeting: Read 2015-16 Student Equity Plan

6. Additional Items

Motion to Adjourn:

1st: M. Meadows

2nd: J. Garcia

All in Favor: Yes

Meeting Adjourned:

3/27/17 @ 10:35am

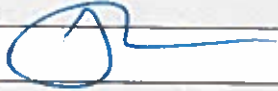






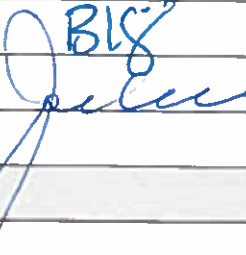

Meeting Date: March 27, 2017

Minutes Approved: April 10, 2017



Barstow Community College Sign-In Sheet

Student Success and Equity Committee
Date: March 27, 2017
Time: 10am-11am

Chair		
Tonia Teresh	Dean of Student Success and Equity	
Committee Members		
Melissa Cunningham	Academic Senate	
Kim Young	Assessment	
Wayne Brown	Associated Student Government	
Abe Aboud	Basic Skills	
Eduardo Vasquez	BCFA	
Tanesha Young	Counseling	
Melissa Meadows	CSEA	
James Lee	CTE	
Tim Botengan	Distance Education	
Heather Minehart	Enrollment Services	
Jerry Peters	Fort Irwin	
Paulette Pereira	Human Resources	
Morgan Bohnsack	Information Technology	
Penny Shreve	Instruction	
Lisa Holmes	Research, Planning & Development	
Christina Calderon	Special Programs & Services	
Bryan King	Student Life/Outreach	
Joann Garcia	Student Life/Outreach	
Samera Kabir	Transfer & Career Planning	
Advisory		
Penny Shreve	Institutional Effectiveness "As Needed"	
Stephen Eaton	Vice President of Academic Affairs	
Khushnur Dadabhoy	Vice President of Student Services	
Guest		

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5. Homework for next meeting: Read 2015-16 Student Equity Plan

6. Additional Items

Motion to Adjourn:

1st: M. Meadows

2nd: J. Garcia

All in Favor: Yes

Meeting Adjourned:

3/27/17 @ 10:35am

Meeting Date: March 27, 2017

Minutes Approved:

Barstow Community College
Student Success and Equity Committee Meeting
April 10, 2017
10am-11am

Members Present					
Voting Members				Bryan King	Student Life & Outreach
X	Tonia Teresh	Dean of SS&E	X	Joann Garcia	Student Life & Outreach
X	Melissa Cunningham	Academic Senate		VACANT	Transfer & Career Planning
X	Kim Young	Assessment			
	Wayne Brown	ASG			
X	Abe Aboud	Basic Skills	Advisory Members		
X	Eduardo Vasquez	BCFA		Penny Shreve	Institutional Effectiveness (As Needed)
	Tanisha Young	Counseling		Stephen Eaton	Vice President of Academic Affairs
	Melissa Meadows	CSEA		Khushnur Dadabhoy	Vice President of Student Services
X	James Lee	CTE			
X	Tim Botengan	Distance Education	Guest:		
	Heather Minehart	Enrollment Services			
X	Jerry Peters	Fort Irwin			
	Paulette Pereira	Human Resources			
X	Morgan Bohnsack	Information Technology			
X	Penny Shreve	Instruction			
X	Lisa Holmes	RPD			
X	Christina Calderon	SPS			

1. Approve Agenda
1st: P. Shreve 2nd: A. Aboud All in Favor: Yes

2. Approve Minutes: 03.27.17
1st: J. Peters 2nd: E. Vasquez All in Favor: Yes

3. Review of SSSP/SE/Basic Skills Integration Plan requirements (T. Teresh)
 - a. SSSP core services
 - i. Orientation, Assessment, Development of Ed Plan, Counseling, Follow-up Services for at-risk students (no educational goal, basic skills, probation)
 - b. SE success indicators
 - i. Access, Course Completion, ESL/Basic Skills Completion, Degrees & Certificates, and Transfer
 - ii. Equality versus Equity – not providing all students the exact same services/resources, providing additional support for student populations that are disproportionately impacted (DI)
 - c. DI Populations from 2015-16 SE Plan
 - i. Access to College - Economically Disadvantaged, Current/Former Foster Youth, Males, Hispanic
 - ii. Course Completion - Black/African American, Current/Former Foster Youth, Native Hawaiian/Pacific Islander
 - iii. ESL & Basic Skills Completion - American Indian, Females

- iv. Degree & Certificate Completion - American Indian, Female
 - v. Transfer - Economically Disadvantaged, Disabilities, American Indian
 - d. Coordination & Integration of Plans
 - i. SSSP & SE require college-wide efforts and input from campus constituents
 - ii. SSSP & SE must be linked and support one another
 - iii. Programs must coordinate with and support other categorical
 - iv. Expenditures must be included in plans and must link directly to program goals and guidelines
 - e. BSI components
 - i. Basic Skills will become integrated with these plans for 2017-2018
 - ii. Will be necessary to develop goals as a combined group (SSEC/Basic Skills) rather than in isolation since goals and planning must be integrated
4. Institution-Set Student Performance Standards, IEPI Indicators, Success Scorecard (L. Holmes)
- a. Institution-Set Standards (17-18) and IEPI Year 3 Framework of Indicators (17-18 & 22-23)
 - b. Goal setting through SS&E Committee should take place every April – this should be an annual agenda item
 - c. The institution must establish appropriate standards of success with respect to student achievement in relation to the institutions mission.
 - d. As a best practice, SSEC/Basic Skills should be considering the related Institutional Set Standards when developing 2017-19 SSSP/SE/BSI Integrated Plans
 - e. Institution Set-Standards
 - i. Motion to approve: 1st: L. Holmes 2nd: T. Botengan All in favor: Yes
 - 1. Course Completion- 1 yr: 73% 6yr: 76%
 - 2. #11 Completion Rate (Scorecard) Unprepared for College- 1 yr: 39% 6yr: 44%
 - 3. #13 Remedial Rate (Scorecard) Math- 1 yr: 32% 6yr: 33%
 - 4. #14 Remedial Rate (Scorecard) English- 1 yr: 38% 6yr: 39%
 - 5. #15 Remedial Rate (Scorecard) ESL-1 yr: 4% 6yr: 5%
 - f. Optional IEPI Student Success Goals
 - i. Motion to approve: 1st: L. Holmes 2nd: J. Peters All in favor: Yes
 - 1. Completion Rate- College Prepared
 - a. 1yr: 62% 6yr: 64%
 - 2. Completion Rate- Overall
 - a. 1yr: 42% 6yr: 47%
 - 3. Career & Technical Education Rate
 - a. 1yr: 40% 6yr: 43%
 - 4. Completion of Degrees
 - a. 1yr: 305 6yr: 317
 - 5. Completion of Certificates
 - a. 1yr: 45 6yr: 54
 - 6. Transfer to 4-year Institution
 - a. 1yr: 251 6yr: 265
5. Meeting schedule for remainder of Spring 2017
- a. April 24: Review previous Basic Skills Plan (I. Aboud); Discussion of Student Support (Re)defined (K. Dadabhoy)
 - b. May 8: Develop preliminary Integrated Plan objectives (Due December 1), identify research needed to inform goals; Finalize committee structure for 2017-18
6. Homework for next meeting: Review 2015-16 SSSP Plan

SSEC Meeting: April 10, 2017

Minutes approved: April 24, 2017

7. Additional Items

8. Motion to Adjourn:

1st: A. Aboud

2nd: J. Lee

All in Favor: Yes

Meeting Adjourned:

4/10/17 @ 11:17am

- Comm-160- Taught at Ft. Irwin only
- Review of Basic Skills Action Plan (3 goals)
 - Increase student engagement, retention, and success rate in Basic Skills courses
 - Create more opportunities for students to access quality support services in conjunction with local community organizations and schools, SSE, Counseling, DSPS, and faculty.
 - Increase faculty engagement with campus activities and students.
- New Basic Skills Plan will need to be included in the Integrated SSSP/SE/BSI Plan for 2017-19
- College will develop 5 integrated goals that meet goals of at least two of the plans.
- Funding for the three programs will remain separated
- BCC's internal program reviews will still be separate and not integrated.

5. Student Support (Re)Defined –Tonia Teresh

- This research report identifies Six Factors that support Student Achievement: Focused, Nurtured, Engaged, Connected, Valued, & Directed
- These factors have been identified as supporting successful student outcomes, but are not considered part of the Student Success and Support Program Plan, which is focused on core matriculation services and follow-up. There is often confusion that this report is the same as SSSP
- Colleges should structure support to ensure the 6 success factors are addressed -- Colleges need to foster student motivation by reflecting on intuition policies, processes, practices, and interactions with students that may inadvertently erode student motivation
- These ideas may help us consider ways to support students, as we continue to work towards integrating the three plans

6. Additional Items

- Aleah Jameson Goodvich has moved into the vacant Transfer-Student Success Advisor position and will be placed on the roster as a voting member for the May SS&E Committee Meeting.

7. Motion to Adjourn:

1st: E. Vasquez

2nd: A. Aboud

All in Favor: Yes

4/24/17 @ 11:04am

Additional Information: