

NOTES –

Student Equity and Success (SES)Committee

COMMITTEE CHARGE:

The Student Equity and Success Committee monitors, evaluates and advances the institutional level progress on achieving the Educational Master Plan outcomes for equitable student success. The committee supports the college’s efforts to improve equitable student success. It also makes recommendations on how to improve the student experience, college-wide and community outcomes, providing a holistic framework to understand and improve the conditions impacting student success.

DATE:	3/27/20	LOCATION:	Zoom Meeting ID: 876 987 599
TIME:	Start: 1:33 pm Adjourn: 3:27 pm	MEETING TYPE:	Governance
TRI-CHAIRS:	Kenyetta Tribble, Lisa Gwyn, Sangha Niyogi	NOTETAKER:	Angela Parris
COMMITTEE MEMBERS:	Rosa Armendariz, Kenyetta Tribble, Mark Akiyama, Ian Thomas-Bignami, Sarah Peterson, Kristina Gomez, Mercy Pono, Beth Hauscarriague, Lisa Gwyn, Sangha Niyogi		
Presenters:	Mark Akiyama, Becky Opsata		
Members Absent:	Despina Prapavessi, Newin Orante, Dorothy Holmes, Liyue Yi, Katrina Keating, Alicia Brizzi	RELATED DOCUMENTS:	

Meeting called to order at 1:33p

	TOPIC	DESIRED OUTCOME	PRESENTER	DISCUSSION
1.	Agenda Review	Approval	K. Tribble	Moved (S. Peterson) and Seconded (R. Armendariz) to approve agenda as written. Motion passed by committee unanimously.
2.	2.28.20 Minutes	Approval	K. Tribble	Minutes were recorded on local desktop computer and will not be available for review/approval until the next meeting (4.24.20)

3	College Council Update	Information	Tri-Chairs	<p>K. Tribble reported that the last College Council meeting was held via Zoom with large student participation. There were 31 attendees. There was discussion on the campus closure due to COVID-19 and students were happy about the decision to close. Report outs from other governance committees were provided. Program Review Committee and Budget Committee had a joint meeting and discussed the importance of all governance committees coming together to give input on processes and procedures of how each committee functions. S. Niyogi volunteered to sit on Program Review Improvement Task Force. K. Tribble sits on Budget Committee and serves as SES representation for that committee. L. Gwyn volunteered to sit on RPEC. CC recommends that representation from SES sit on all governance committees. Chairs asked committee to let them know if interested. K. Tribble mentioned that student representative from CC did not</p>
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				<p>approve the minutes as she felt the declaration students proposed at the previous meeting were not reflected in the minutes.</p>
4.	<p>SES Spring Themes Updates</p> <ol style="list-style-type: none"> 1. Pedagogy 2. Human Resources 3. Research/Eval/Planning 	Information		<p>K. Tribble asked for updates from teams:</p> <p>Pedagogy and Summer Institutes – (I. Thomas-Bignami) In light of current state of college, team is rethinking how to format summer institute. Team met yesterday and will meet again after spring break and will be discussing how to make equity trainings available</p> <p>Human Resources – (A. Brizzi) No report at this time</p> <p>Research/Eval/Planning – (K. Tribble) Tribble provided updates on Program Review Committee. Program Review Improvement was asked to submit updates to PRC. and reported that the language written to the data section of Program Review submitted by Niyogi was accepted. Changes to the funding formula were shared. Tribble, Armendariz and Hauscarriague met about the budget as related to the Equity Plan. Language was added from SEAP stating that funds would help specific student groups. Armendariz plans to work with the PRC to update the handbook to provide guidance on how to appropriate funds. Discussion on two equipment distributions to students due to COVID-19. Tribble provided committee with graph and data breakdown by gender, race and ethnicity. Since the first distribution, there were more than 150 requests and 75 appointments scheduled for students to pick up laptops, calculators and other equipment needed. If need is still present, will need to consider other options rather than in person pickup. Tribble asked committee to brainstorm other options for distribution in the event in person pickup is not available.</p>

5.	Emergency Grant Update and Allocation	Action	K. Tribble	<p>K. Tribble spoke with Emily Stone and Lizette Ponthier regarding any updates on the emergency grant process. In the February meeting, committee motioned to move forward in allowing Stone and team to investigate a process for an emergency grant as committee wanted more information on details, budget and support required.</p> <p>Stone requested the committee propose a dollar amount to fund the grant. Hearing that budget for this year could change and not knowing if SEAP will be cut presented concerns for the committee. It was suggested that Stone propose a dollar figure to the committee based on criteria from developed process as the committee would not know what the amount should be. It was suggested that the committee review information in resource links provided by I. Thomas-Bignami that may inform by what other colleges are doing with emergency funds. Managers/deans overseeing funds will review SEAP budget Tribble and propose an amount by the end of April. Managers will make the recommendation to the committee about what they feel to allocate. Motion moved (I. Thomas-Bignami) and Seconded (M. Pono) in support the managers/administrators overseeing SEAP budget to bring recommendation to the committee after further consultation. Committee will not move on initial motion until process is in place. Decision was unanimous.</p>
6.	NACCC SES Recommendation	Action	M. Akiyama	<p>M. Akiyama informed the committee that Susan Lamb postponed the NACCC survey until fall 2020 due to the current situation of the state. Susan recommended institutes in the fall on pedagogy (looking at equity gaps) and leadership. Motion moved (R. Armendariz) and Seconded (S. Peterson) to have the committee support the postponing of the NACCC survey until fall 2020 with no abstentions.</p>

7.	<p>Workgroup Report Outs</p> <ol style="list-style-type: none"> 1. DevEd 2. 3SP 3. SEW 4. RJTF 	Information		<p>DevEd – (I. Thomas-Bignami) – DevEd does not have any funding applications currently. Checking with existing projects on what is happening and needs to happen for fall. Meeting with team after spring break and will have a report on any additional needs.</p> <p>3SP – (E. Hauscarriague) - Met in early March and discussed orientation module. Looking at changing platform from (Comevo) to Canvas. Currently on year 7 of a 3 year contract with a 2 year extension with Comevo. This platform is a District tool shared with sister colleges Current contract ends February 2021. Team is also streamlining online placement tool and working with ESL on self-placement tool.</p> <p>SEW – (S. Niyogi) - Discussed the work put in to the NCORE application process. NCORE and remainder of Equity Speaker Series events were cancelled. Equity Speaker Series 20-21 application process will be pushed to mid-April early May for deadline. Trying to determine which events can be Zoomed and information will be outlined in the announcement deadline. Last in person event was with Dr. Fatima Alleyne, smaller event with 30 students. Dr. Alleyne works with faculty in STEM and wants to collaborate in the future.</p> <p>RJTF – (S. Niyogi & L. Gwyn) – Niyogi discussed the united message sent out by Chrisanne Knox on racism.</p> <p>Safe Spaces is working on messages throughout campus using Banner, also considering options for Zoom meetings on unified events. Team meeting after spring break for further discussion on use of toolkit/resources becoming available.</p>
8.	CCSSEE Report Out	Information	B. Opsata	<p>RPEC worked on the CCSSEE report and added custom questions in fall 2019. Opsata provided committee with report and information to review and discussed other surveys that were conducted recently. All can be found on Reports archive webpage.</p> <p>Flex activities were done to share results of the survey. RPEC was able to retrieve line by line data on student responses instead of summary results. Summary write ups were done on responses from report. RPEC also looked at how the survey and results align with the five college ILO's – Concerns with the high number of Latinx students who have dropped over the last several weeks. How to develop more support. Tribble shared drops per student based on the report and drops by ethnicity – good data to share with the committee Pono asked for percentages. Opsata mentioned that District will be adding percentages to the report moving forward.</p>
9.	Tracking SES Projects	Discussion	M. Akiyama Tri-Chairs	<p>Akiyama shared project tracking sheet with committee. Discussed how to prioritize and manage projects. This is one way to look at scope of work for SES and prioritize projects so it can be more manageable.</p> <p>Akiyama offered support to the committee in using the tool. Tribble asked for thoughts from the committee and mentioned adding the tool to the agenda for regular updates. Akiyama shared with the committee that the tool reduces redundancy and creates intentionality, and is helpful in moving projects forward. Committee likes the tool and feels</p>

				<p>it will make work and reporting out easier and more transparent. Akiyama will share the template and it will be added to SharePoint folder.</p>
10.	Future Meeting Dates and Times	Discussion	All	<p>Committee discussed the Mega Meeting being currently held on 3rd Thursdays and whether it should be moved in the fall or if it is still necessary for the group to meet or should it come under SES. Armendariz and Hauscarriague will meet with the group and discuss. Tribble has concerns about meeting only once a month for SES and prefers to meet more frequently. Committee</p>
				<p>discussed different meeting days and times. Committee discussed holding 4/16/20 3:30-5 pm for a meeting and also keeping the 4/24/20 meeting as scheduled. Hauscarriague will check with Mega Meeting group to see if they want to keep meeting on Thursdays and if not, consider moving SES meetings to this day.</p>
11.	Adjourn			<p>Motion (R. Armendariz) moved and Seconded (E. Hauscarriague) to adjourn meeting at 3:27 pm</p>