MINUTES
SSB 414
March 13, 2014


1. Approval of Minutes – tabled until next meeting with all future minutes emailed to members prior to the meeting.

2. Approval of Agenda – no changes.

3. New Committee Name and Charge (Action) – Michael explained that Student Success & Support Programs (SS&SP) - formerly Matriculation - needs to be part of the formal college governance structure. The committee members discussed the original Accreditation Steering Committee’s recommendation to have the SS&SP Advisory Committee report to the Academic Senate’s Student Success Committee. Discussion ensued about the College Council’s recommendation that both the Academic Senate and the EMC (as part of College Council) discuss their respective roles with having the SS&SP be a part of those respective governance structures.

There was discussion and consensus in making a recommendation to the College Council to consider an expanded focus for EMC beyond its original charge to encompass the broader goals of student completion and address issues impacting student equity. The committee recommended the following name changes and charge for the committee to address its expanded role:

**Name:** Student Enrollment, Equity and Completion Committee (SEEC);

**Charge:** The student enrollment, equity and completion committee will work to optimize transfer rates and successful program completion by integrating recruitment, enrollment management, course schedule planning, student equity and support services.

4. Clarification of Committee Membership - There was discussion and consensus about committee membership that was more aligned with...
Committee Co-chairs: Phyllis Braxton (Interim) and Marcela Hernandez.

Work Group Representatives: (Up to two members submitted from each work group); Academic Senate: Adrienne Foster and Casey Hunter; AFT Faculty: Sholeh Khoroooshi and Charles “Buck” Stapleton; AFT Classified: TBD by Joann Haywood; ASO: TBD by Claudia Velasco; Teamsters: Eric Ichon; SEIU 721: Glenn Schenk; Local 99: Zulma Mena; Administration: Michael Goltemann (SS), Walter Jones (AA) and Rebecca Tillberg (Research) and President/Guest: Nabil Abu-Ghazaleh.

5. Governance and reporting structure for Student Success and Support Program (Action) – based upon the complete overhaul of the EMC the new work group governance and reporting structure was discussed with the following recommendations to create work groups to address the planning and implementation needs of SS&SP as well as the related planning and implementation needs of the new Student Equity Plan. The Student Equity Work Group (SEWG), would focus on increasing access, course completion, awards and transfer for all students as measured by success indicators on the CCC Scorecard; and the Student Success and Support Programs (SS&SP) Work Group would work to increase student access and success by providing students with core SS&SP services. The membership would need to include members responsible for providing the core services required of SS&SP (Orientation, Assessment, and Counseling) and other areas such as Admissions. As such, individuals critical to this planning and implementation effort would include: Counseling: Helen Young and Sherron Rouzan; SS&SP Director: Patty Banday; SS&SP Support: Ana Chang and Marty Turner; and Admissions: Diana Baxter.
To sustain the charge and work of the original EMC, it was recommended that another workgroup be formed called the Enrollment Management Work Group (EMWG) that would continue to be involved with reviewing enrollment targets and assessing factors that impact current and future enrollment patterns. This group would include key people already participating in EMC such as: Public Relations: Michelle Long-Coffee; Athletics: Steve Aggers; Westside Extension: Barry Sloan; Instructional Dean(s): Ara Aguiar or Kathy Walton; International: Angel Viramontes; Recruitment: Mayra Perez; Student Activities: Claudia Velasco.

6. Governance and reporting structure for Student Equity Plan (Action) – the State Chancellors Student Equity Plan general guidelines were discussed in order to develop the appropriate work groups and charge for each committee. The deadline for the plan is October 17, 2014 and the members thought it could be met.

7. Enrollment Management Report – Clare Norris announced that the Student Success Semester kick-off will be scheduled for Wednesday, August 27, 2014 from 10am-1pm. A formal announcement will be made at the open house.