MINUTES
SSB 414
April 29, 2014


1. Approval February & March Minutes (Action) – February minutes approved with corrections; March minutes approved with no changes.


3. Name and Charge of Committee (Action) – committee addressed the President’s request that Enrollment Management Committee (EMC) be a pathway for the Student Success and Support Program (SS&SP); the recommendations from College Council (CC) to remove the names from the proposed membership of SEC and to invite Alice Taylor to the next EMC meeting. VP Braxton’s vision was to include the SS&SP charge under EMC. Adrienne Foster noted that there were policy issues that involved the Academic Senate. Adrienne Foster asked how the President defines pathway? VP Braxton stated that the President wants a dedicated pathway from the time students hit our campus from the outreach office through graduation/transfer. How do we move students through our programs of study, graduation and/or transfer? Rebecca Tillberg shared that the word pathway has a specific meaning in terms of Career Technology Education (CTE) programs. It starts in the high school totally aligned with the community college and then transfer to a four year college.

Barry Sloan expressed that the discussion in the previous meeting created the new committee’s name and EMC would be the operational group. Alice Taylor stated that the proposed structure just needs to be cleaned up. We need to make it clear that the proposals derived from the work groups are brought to the umbrella committee which is a shared governance committee. Olga Shewfelt interjected that we need to follow the shared governance structure because that’s how we make decisions on campus.

The guidelines for SS&SP were discussed and the Chancellor's SS&SP template for the plan was reviewed. The committee agreed that the state plan actually calls for an SS&SP Advisory Committee and the advisory committee would formally report to the Student Equity, Access and Completion Committee (SEAC). The committee would include those who are already involved in the operations of the plan (such as the SS&SP Coordinator) as well as represented
constituencies who make up the SEAC committee. Shalmon Duke stated that the plan is a task of the workgroup but the task of the workgroup is to monitor and increase student success and access. The name for the work group is called out in the plan as SS&SP Advisory Committee and the membership is clear.

Patricia Banday explained the similarities of the new template plan to the previous matriculation plan template and the SS&SP advisory to the matriculation advisory committee. Of course, any plan would change over time, but in terms of the structure the matriculation components are similar in terms of orientation, assessment, and educational plan. The old plan had additional components but now we are looking at the three components basically completing the services for each components access and success. The matriculation advisory committee in the past was a representative of the college governance structure and included participants such as academic senate, faculty, and classified. The chief difference now is that they are using the headcount formula and we have to provide the numbers for each component.

It was agreed that the new charge, the SEAC Committee could decide on the establishment of any future work groups related to its charge and address any issues with student access (not necessarily enrollment management). The EMC work group would be the oversight committee for the advisory committees under a shared governance structure dealing with aspects of the work group addressing enrollment management issues that had administrative oversight such as class scheduling, student’s access to the institution and services.

After the lengthy discussion and frustration of rehashing the work done in the previous committee, the committee agreed on the following recommendations:

**Name:** Student Equity, Access and Completion Committee (SEAC)

**Charge:** The Student Equity, Access and Completion Committee (SEAC) will work to optimize transfer rates and successful program completion by:

--preparing SS&SP and Student Equity Plans for consideration by College Council.

--overseeing the integration of recruitment, enrollment management and services to support students in successful transfer and program completion.

--evaluating the achievement of various student populations and recommending actions to increase student equity.

**Membership:** Membership of the committee should mirror the membership of other subcommittees of the College Council.
ENROLLMENT MANAGEMENT COMMITTEE

1. Committee Co-Chairs: Chosen by the committee
2. Academic Senate: (2)
3. AFT Faculty: (2)
4. AFT Classified: (1)
5. ASO: (1)
6. Teamsters: (1)
7. SEIU 721: (1)
8. Vice Presidents: (3)
9. President: Non-voting

In addition, the committee agreed that work groups from the original proposal would be formed to address the new Student Equity Plan required to be completed in November 2014. The SS&SP is an advisory committee operational in nature and other work groups could be formed as needed.

Meeting adjourned at 2:55am