1. Review & Reflect: SSC Charge and Membership & SEEC Committee Proposed Charge and Membership. The draft SSC Charge was distributed to members. There was discussion on the proposed name of Student Enrollment, Equity and Completion Committee (SEEC) and the structure of current and future work groups reporting to the SEEC. The following work groups were proposed with suggested membership:

- **Student Equity Work Group (SEWG)**
- **Student Success and Support Programs (SS&SP)**
- **Enrollment Management Work Group (EMWG)**

The proposed charge and membership change of the Student Success Committee will be brought to the next Senate meeting April 22, 2014.

2. Introduce New Co-Chair. Clare Norris introduced Dr. Walter Jones, Dean of Academic Affairs, as the new co-chair of this committee replacing Celena Alcala.

3. Approve Minutes from March 5 Meeting. The approval of the minutes of March 5, 2014 was postponed until the next meeting.

4. Finalize Committee Charge and Membership.

5. Performing Arts Club Proposal. Angela Strother was introduced to the committee and is a rep from the Performing Arts Club at West. This group is composed of volunteers and is a self-help group to support students in the performing arts. Tutoring in the theory of music, coaching in singing for college performances, and assistance for putting on plays and concerts is provided. Joyce Sweeney was introduced to the committee and spoke about the objectives of this Performing Arts Club. Joyce is running a lab by herself and has asked for assistance for the students. She conducts labs in Musicology and ear training. Joyce agreed to speak with Dr. Jones about developing a proposal for this group.

6. April 19, Open House. Clare welcomed Michelle Long-Coffee, Public Relations Specialist, to the committee. Michelle passed out promotional cards for the upcoming Open House at West on Saturday, April 19, 2014 from 10 am-1 pm. There will be informational workshops for Vocational Ed careers and information tables will be placed on campus. Volunteers are welcome to assist with setting up,
greeting, and clean-up duties. ASO will be conducting tours of the campus for
visitors and a Zumba party for children and free popcorn will be offered.

7. Discussion of Fall 2014 Semester Kickoff. Clare passed out a Kickoff Planning Grid
for Fall 2014 from Fall 2013. RSVPs are being requested from parents of
prospective students. This will provide a head start for students to buy their books,
obtain their syllabus and meet their instructors. Confirmed date for the Kickoff is
**Wednesday, August 27, 2014.** West advertised on the college website, Facebook,
and by word of mouth to faculty. Bookstore coupons will be offered to students.
Make sure students get appointments – first 50 students will receive priority
appointments for registration.

8. Approval of February 5, 2014 draft minutes. The minutes were approved.

9. Enrollment Management Committee. Phyllis Braxton, Co-Chair of this committee
reported they are looking at student completion and pathways for students who
graduate and transfer. An advisory committee needs to be established for
matriculation issues. There is a need for workgroup membership to increase the
college’s involvement in student success and student support. Adrienne Foster will
appoint members from the Senate for this workgroup. Phyllis Braxton
recommended an appointment to the SS Workgroup which would be under the
original recommendation to the SS&SP task force to report to this committee.
Phyllis reported that both the AS Support to plan is due April 17th and the student
equity plan has to link back to the scorecard. The SS Committee should look at the
Student Equity Work Group as it is connected to ATD. Phyllis reminded committee
members to have faculty engaged in what students learn as West is a teaching and
learning college.

10. Announcements
    - Kimberly Manner announced the ATD deadline for applying for a
      scholarship is tomorrow, Thursday, April 3, 2014. This is an online self-
      paced course which is a 50 hour commitment to help you review and
      analyze your data. Kimberly is also the new Professional Faculty
      Development Coordinator at West.
    - District ATD Summit will meet on May 30, 2014. West has a report to do.
    - The ATD Principles Assessment Survey and Progress Report are due May 8,
      2014.
    - **Wednesday, April 23, 2014 -** Arts & Book Festival at West with live Reggae
      music, a DJ and Jamaican food.

The meeting was adjourned at 4:15 p.m.