May 17, 2012
8:45 to 10:00 a.m., HC 124
Minutes

Present: Jim Arnold, Raemond Bergstrom-Wood, Angelina Duarte, Chialin Hsieh, Sara McKinnon, Luz Moreno, Meg Pasquel, Anna Pilloton, Becky Reetz, Carol Scialli (Staff Resource)

Absent: Scott Blood

Agenda Review
- Agenda approved.

Review of Charge of SAS Committee
S. McKinnon
- Charge has been edited by Academic Senate and GRC.
- SAS is a subcommittee of PRAC to review plans, institutional data and trends, assess how well the college is achieving equitable student outcomes, and eliminate barriers for diverse populations.
- Responsibilities:
  - Review institutional reports and initiatives, and state data related to student access and success to develop recommendations for institutional improvement.
  - Review regulations concerning matriculation processes and student equity, and providing feedback to creators of plans.
  - Analyze student access and success sections of full Program Reviews and inform PRAC decisions re: resource allocations.
- This is not a budgeting committee. Rather, committee is looking at how things are done.
- Comment: Should Puente be included in charge? Yes every program that is specifically designed to improve student success should be included.
- C. Hsieh will provided data to look at trends and areas of improvement.
- Committee could propose ways for Math and English Skills to be strengthened

Comments
- We are doing some things well in providing equitable services for students. Suggest highlighting current best practices and recognize success for things being done well, i.e., how is college making progress and recognize progress being made. Add language to Responsibilities paragraph under Charge.
- Suggest adding research or offering solutions be added under Responsibilities.

Review Student Access and Success Sections from Full Program Reviews 2011
S. McKinnon
- Review of template and full Program Reviews including ACRT, COUR, ECE, ELEC, ELND, MACH, and MMST.
- Question that certain programs indicate there are no significant barriers influencing students.
- In next round of Program Reviews determine whether people have been trained in Dashboard.
- Suggest that ACRT spreadsheet be shared with others.
- Schedule a work session to see what other programs are doing and develop questions to bring back to SAS to dig deeper.
Matriculation Advisory Committee Update

A. Duarte

- Matriculation is a pipeline for students to start from assessment to completion. Over time, pieces of the pipeline became scattered, not connected. Funding cuts also caused Matriculation to become anemic. So, the intention is to rebuild it and help make it work again.
- Task force recommendations, many of them focused on rebuilding matriculation have taken life of their own and have become a top priority. Unfortunately, this has happened in a bad budget year.
- Research shows when students assess they do better; when they participate in orientation they do even better, and those who have an educational plan do even better than that. Yet, our matriculation activities have been dwindling. Given that students come less and less prepared, these services are critical.
- Matriculation Committee is the operational group that is going to push things through. If attach to any discipline, it is Counseling, but instruction has an important piece in student intervention and a research also plays a critical part in monitoring progress. Group is broad based because it takes the entire institution to support student success.
- Because it is important for students to have a successful start academically, the committee includes faculty in the gateway disciplines: Math, English, Counseling, Noncredit ESL, College Skills Chairs
- It is important that this body makes sure the pipeline works.
- Components:
  - Admissions that includes outreach
    - Registration priority (access) is being reviewed statewide and will affect how we implement this at COM
  - Assessment (Early Assessment Program)
    - If students are designated as ready, they don’t have to test at COM High Schools are implementing 12th year experience for English and Math for those that are deemed “conditionally ready”.
    - We are expected to collaborate with K-12 which is already underway. Relations with HS Counselors are very strong. The President has initiated a partnership with Marin County Office of Education and discussions are underway on how to initiate conversations among HS and COM faculty in English and Math.
  - Orientation
    - Counseling has reengineered Orientation. The existing online orientation also needs to be revitalized counseling.
    - It is important to start students on right track with orientation.
    - Counseling conducted a very successful, expanded Saturday orientation.
  - Counseling and educational planning
Piloting online ed plans currently being done in different ways.
- *DegreeWorks* will be launched in terms of development. (Database of programs with articulation information has to be built into program. This will greatly assist *Counselors* to advise students.)
  - Student Follow-up
    - Following up on students in trouble (probation or dismissal); early alert, generally in *Math* and *English*. It will be a midterm check to see who needs help.
  - Coordination and training
  - Prerequisites
- Will meet once a month and report to PRAC once a month so that PRAC will be completely informed.
- It is expected that when the Matriculation Plan is redesigned it will include student equity indicators.
- Will realign budget to support *Matriculation according to the following principles*.
  - Minimize administrative costs.
  - Support staff salaries but not benefits.
  - Restore operational budgets.
  - Support training, technology and peer support.

**COM Success Initiative Report**

**A. Duarte**

**Statewide Developments**
- BOG initiated Task Force in January last year and initiated task force. This year, BOG adopted recommendations of Student Success Board and is committed to implementing them.
- SB 1456 was introduced in February to legislature as *Student Success Act of 2012* to align with Task Force recommendations.
- Students will be required to:
  - Declare an educational goal upon enrollment
  - Complete Assessment, Orientation, Student Ed Plan
  - Meet Student Academic Progress requirements
- In March, AB 1741 introduced to provide necessary faculty for a counseling and instructional infrastructure.
- In April, statewide work groups were set up for various recommendations:
  - Score Card
  - Student Success Initiative
    - We have our local framework with *Matriculation* and *Enrollment Management* as main drivers
  - BOG Fee Waiver Requirements
  - Enrollment Priorities
  - Common Assessment
  - Common Core Standards

**Student Success at COM**
- Student Success framework
- Increased awareness (presentations to on campus and off campus groups)
- Pipeline Assessment/Counseling Retreat
- Extensive data re: first time students
- Work on Enrollment Management and student Pathways
• In-person Orientations and revisiting Assessment Practices
• Reworking internal processes
• Collaboration with high school counselors and principals on K-12 collaboration
• Re-established MAC
• Summer Bridge
• Reporting link to SAS

SAS Plans for Fall 2012
S. McKinnon
• Look at Program Review sections and consider other ways of asking the questions.
• Select a committee Chair.
• Select a time to meet.
• Identify documents that committee wants to review. Have people responsible come to committee to discuss.
• PRAC would require SAS to report once each semester so prepare for that.
• Look at whatever fallout is from SAS Task Force; get an update on legislation that has come through, requirements, and how it impacts the local effort.
• Make sure to include IVC and its issues. Select an IVC resource person.
• Add item to each agenda as an opportunity for committee members to voice student issues.

Meeting Wrap Up/Assignments
• Committee will meet again in the fall 2012 semester.