



SANTA ANA COLLEGE

Student Equity

Research • Innovation • Professional Development

Student Success & Equity Committee

Wednesday, March 13, 2019 3:00-4:30pm

Student Success & Equity Philosophy

Work across Santa Ana College to ensure that all courses, academic and student support services, needed are available to all students at critical junctures in their completion journeys. This requires coordinated college wide efforts to strategically organize assets.

Attendees: Maria Aguilar Beltran, Co-chair; Dr. Jeffrey Lamb, Co-Chair; Monica Bustamante, Janet Cruz-Teposte, Dr. Maria Dela Cruz, Ana Diaz, Theresa Hagelbarger, Dr. Vaniethia Hubbard, Mary Huebsch, Dr. Kevin Kawa, Paula Kincaid, Ali Kowsari, Mark Liang, Janice Love, Dr. Fernando Ortiz, Stephanie Paramore, Nandini Puri, Christina Romero, Patty Siguenza, Kim Smith, Justin Tolentino, Martha Vargas, Kathy Walczak, Dr. Merari Weber

Handouts: Agenda; February 13, 2018 Draft Minutes; SAC Vision and Planning Meetings Email from Dr. Rose; Vision Goal Work; Multiple Measures, Assessment, BSI, and Guided Pathways Updates; Sample 18-19 SAC Conference Fund Request Process; Sample Completed SAC Conference Funds Request Form.

Meeting called to order by Dr. Lamb at 3:30pm.

I. Welcome, Introductions & Committee Purpose (if new members join) Dr. Lamb, Dr. Hubbard, and Maria Aguilar Beltran

- a. Approve the Minutes
 - i. February 13, 2019 Meeting Minutes
 1. Moved to approve by Maria Dela Cruz.
 2. Second by Christina Romero.
 3. All approved.

II. Discussion Items

- a. Hunger Free Campus Support Allocation – Dr. Hubbard
 - i. Santa Ana College received funds from the Chancellor's Office dedicated to Hunger Support ~\$168,000. Dr. Hubbard has met with ASG and Health and Wellness Team as well as Student Services Administrators to have discussions. A team went to OCC to look at their Pirate's Cove (Food Pantry). They have a dedicated space, students present their ID, and it is scanned and they can take items. Have talked about having a mobile food distribution on campus; in talks with Second Harvest to possibly partner. Also are establishing Fresh Food Healthy option, so there will be new vending machines options with card readers so if funds are loaded onto

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cards, students could use card in order to scan and get food. Also looking into allowing vending machine to use EBT cards.

1. Mary Huebsch – Does food have to be available to outside community (non-SAC students) if it's an outside vendor on campus
 2. Maria Aguilar Beltran – Is there new legislation for shower initiative?
 - a. Dr. Hubbard – we have a system in place, students who want to utilize showers check in with Robert Manson at Financial Aid.
- b. SAC Vision and Goals Planning – Dr. Hubbard, Dr. Lamb, Janice Love
- i. Dr. Lamb – College is going through process of localizing State Chancellor's goals to Santa Ana College. Who we are and why we do the work we do and how do we develop goals that are SMART (specific, measurable, achievable, relevant, and time-bound).
 - ii. Janice Love – By May 31, SAC goals are due to the Chancellor's Office. First meeting was March 8. Goals are all the endpoint, degree/transfer/job related. By June 30, Student Equity Goals are due, they have transfer related goals and access related goals. Expectation is to meet the goals by 2021-2022.
 1. Dr. Lamb – Opportunity to have Student Equity Plan and Vision Goals overlap. State Chancellor's Office have goals, we have to localize the metrics.
 2. Theresa Hagelbarger – For disproportionately impacted groups, do they look at specific courses?
 - a. Janice Love – No, they are not looking at specific courses.
- c. 2019-2020 Equity Allocation Requests – Dr. Lamb
- i. People should be prepared to submit a request if it is anything other than Permanent Employees (salary and benefits). \$1.4 million is currently dedicated to Permanent Employees. Next step is the group that is evaluating the process and linking it to the plan is going to review the 18/19 request form, review the timeline, reviewing the rubric. Dr. Lamb will be sending something out within a week with a deadline.
 - ii. Plan is to come up with a list of items that should be general funds through data/proven results.
 1. Mary Huebsch – Are requests only for Equity, not SEAP?
 - a. Dr. Lamb – Yes, currently only Equity.
 2. Merari Weber – Request process is difficult when you have to specify categories based on object codes and unable to use funds outside of those categories. Difficult to plan for next year.
 - a. Dr. Hubbard – Would be good to have an orientation for new Faculty on how to complete/submit forms.

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- b. Dr. Dela Cruz – Helpful because it also helps with the End of the Year report.
 - 3. Dr. Hoffman – Open to idea of evaluating items that should be generally funded. Since we are moving towards a funding based model, we should fund projects and programs that continue to move the needle.
 - 4. Kathy Walczak – Can people still submit requests to Equity and BSI for the same activity?
 - a. Dr. Lamb – Still being discussed/determined.
 - d. Student Success and Equity Committee Ad-Hoc Committee Updates:
 - i. Shared Governance Structure – Dr. Hubbard and Dr. Janio
 - 1. Committee met to evaluate the existing Shared Governance Structure. Document did not give clear purpose of committee. Since it is transitioning to SEAP, wanted to give a clear understanding about what the committee is about, so have proposed revisions. Important to look at A, B, C goals for Equity Requests and Planning process. Incorporated Guided Pathways into goals. Also looked at the composition of the committee. Proposed that Dean of Academic Affairs Co-Chair with SEAP Coordinator/Academic senate Representative Co-Chair (Student Services). Faculty, up to 14, revised to include non-credit, and added an Academic Support Center representative. Adding Vice President of Student Services to Administrators list. Broadened the Dean in order to make it more open to other Deans/Associate Deans/Directors. Dr. Hubbard met with Nicole Moya in order to have training for students appointed to committees and encourage students to meet with the chair of the committee to be more aware of what the committee entails.
 - a. Dr. Weber – We need to ensure students have a voice in meetings.
 - b. Kim Smith – Can there be an executive committee structure to help guide the committee (4-person team compromise of 2 faculty and 2 administrators)? Can we consider pulling in non-committee members into the subgroups? Also, making less frequent meetings for the larger group (smaller group meets more often).
 - c. Theresa Hagelbarger – Can we connect ASG students that attend meetings to a career path that is related to the shared governance committee they are attending?
 - d. Dr. Ortiz moves to recommend new structure. Seconded by Maria Dela Cruz.

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- i. Amending motion to include language with revisions: include executive com of a core team structure (2 co-chairs, leads from the sub-groups).
 - ii. Evaluating the Allocation Process and Linking it to the Plan – Dr. Lamb
 - 1. Group is meeting March 14 to review the proposal requests form, the rubric, timeline, how the allocations have played out.
 - iii. Writing and Revising of the Plan – Dr. Lamb
 - 1. Goals have to measure specific areas (momentum points). Group is devising ways to aggregate based on current activities, students, and their likelihood of success.
 - a. Janice Love – Dr. Kawa is working on project to see the success of students in Math/English. Equity Plan, we have to put the goals and activities, Vision Success Plan, we just have to list the goals.
 - b. Mary Huebsch – What specific activities are tied to goals of Equity Plan/Integrated Plan? Are there themes that we should be looking at that pertain to goals?
 - iv. Evaluation of 18/19 Awarded Requests – Dr. Ortiz
 - 1. Going to develop an evaluation rubric for the End of the Year Reports. Next meeting is April 3 to discuss the End of the Year Reports.

III. Update/Discussion of Major Student Success & Equity Bodies of Work – (electronic updates sent to committee prior to meeting)

- a. Multiple Measures and Assessment Update – Maria Aguilar Beltran
 - i. The automation of the self-reported high school GPA/Grades in CCCApply will be available April 1, 2019 for new students applying Fall 2019.
 - ii. The Assessment Center is currently doing the manual placement of our Early Decision students to test out the AB 705 high school GPA/grades and prepare for Early Decision, which starts April 22.
 - iii. Our AB 705 task force is collaborating with our PI Officer to create communication plan for informing students of the changes with AB 705.
 - iv. A SAC video and a chart with English, Reading, and Math transfer level credit, developmental credit courses, and non-credit course options is being developed in the AB 705 Task Force.
 - v. A policy to address substandard grades in developmental courses has been drafted in collaboration with Math, English, and SCC for students that successfully complete transfer level English and Math courses.
- b. Professional Development Update – Mary Huebsch
 - i. New Conference Forms were sent out. Training will be on March 20.
- c. BSI Update – Mary Huebsch
 - i. Are you considering submitting a request for 19/20 Student Equity and Achievement Program (SEAP) funding? We invite you to attend the

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March 20 Basic Skills Strand A meeting (3-4:30PM in S-215). We will be discussing expectations related to specifying and measuring outcomes for SEAP funded activities. Research Director Janice Love will address this critical question: “What metrics should I be looking at to evaluate the success of my program, activity or intervention?”

- d. Guided Pathways – Maria Dela Cruz
 - i. We plan to pilot one Career and Academic Pathway (CAP) in Fall 2019 – Future Educators: Child Development, Teaching and Library Science with a Completion team and entering Fall 2019 students. More details to follow.

Meeting adjourned at 4:35pm.

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