**Minutes**

[Student Equity and Achievement Program Committee](https://www.sac.edu/committees/StudentSuccess/Pages/default.aspx)

Thursday, February 9, 2023 | 3:00pm-4:30pm

**Zoom:** [**https://cccconfer.zoom.us/j/97418392727**](https://cccconfer.zoom.us/j/97418392727)

***SEAP Committee Vision:***

*SAC is a college where students can achieve their educational goals and a defined course of study free from racism and sexism, homophobia and any other assumptions and prejudices*

***SEAP Committee Mission***

*The Mission of the Santa Ana College Student Success and Equity Committee is to boost achievement for all students with an emphasis on eliminating opportunity gaps. To do this we make recommendations on how equity funding is allocated, evaluate the use of that funding, and explore strategic ideas grounded in institutional research in order to support an education free from racism and sexism, homophobia and any other assumptions and prejudices*

**Voting Members:** Dr. Jeffrey Lamb (co-chair), Chantal Lamourelle (co-chair), Janet Cruz-Teposte, Annie Knight, Dr. Maria Dela Cruz, Dr. Kevin Kawa, Dr. Daniel Martinez, Dr. Vaniethia Hubbard, Mark Liang, Vanessa Orozco-Martinez, Leo Pastrana, Kim Smith, Dr. Merari Weber, Louise Janus, Tommy Strong, Patty Siguenza, Amberly Chamberlain, Dr. Oziel (Ozzie) Madrigal, Kathy Walczak, Maria Aguilar Beltran, , Dr. Armando Soto, Angela Tran, Lupita Gonzalez, Sean Smith

**Participants:** Dr. Jeffrey Lamb, Chantal Lamourelle, Janet Cruz-Teposte, Dr. Maria De la Cruz, Dr. Daniel Martinez, Vanessa Orozco-Martinez, Leo Pastrana, Kim Smith, Dr. Merari Weber, Louise Janus, Patty Siguenza, Maria Aguilar Beltran, Dr. Armando Soto, Lupita Gonzalez, Sean Smith, Lupita Gonzalez, Song Hong, Rodrigo Marcos Ramirez, Sara Vu, Tanisha Burrus, Ana Diaz

1. **Welcome:** [Brave Space Community Guidelines & Land Acknowledgement](https://www.sac.edu/committees/StudentSuccess/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1251-160)
2. **Action Items:** 
   1. [Approval of December 8, 2022, Minutes](https://www.sac.edu/committees/StudentSuccess/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1251-162)

Dr. Maria Dela Cruz made a motion to approve minutes from December 8, 2022, Dr. Armando Soto seconded. Minutes passed

1. **Public Comments:**
2. **Discussion:**
3. SEAP Fund Requests: Calendar/Process-Chantal Lamourelle discussed current SEAP award timelines and data gathering process for future requests. SEAP request/award notification will be pushed out closer to late April-Mid May. Dr. Daniel Martinez shared that MIS data collection in the summer coincides with program review and other funding source timelines.
   * 1. Chantal Lamourelle requested the committee sign up to provide input in meetings that will be held with the Research Department to discuss data alignment to best support the SEAP requests.
4. Pre-Research Template: Definitions and Metrics – Goal is to clarify milestones that contribute to outcomes. Orientations will be held to address individual questions along with creation of sustainable goals to reflect the programs data outcomes.
5. Request Process: Edits and updates- Form will be revised to become more streamlined with research in order to accurately measure goals. There was a suggestion made to create two year proposals to allow for more intentional work and more accurate data.
6. Pathway to Institutionalization – A Pathway to Institutionalization Template and process to be created by this committee via workgroup. Template data can be submitted for Program Review for further review and Institutionalization decision.
7. Information File: [Sign Up](https://rsccd-my.sharepoint.com/:w:/g/personal/miranda_cristina_sac_edu/Ec9tTJQR7llLolPVgyij2YYBK29iV4WZ-FfPZ1FD7IScSQ?e=dAdu5v)
8. **Other Committee Reports:**
   1. **OER/ZTC-**Annie Knight- No report
   2. **Professional Development –** Amberly Chamberlain-No Report
9. **Information/Reminders:** 
   1. Upcoming Meetings**:** Second Thursday of the Month unless noted otherwise. Spring 2023: March 9, 2023 | April 13, 2023 | May 11, 2023
10. **Adjournment: Meeting ended at 4:02 pm**