**Agenda**

[Student Equity and Achievement Program Committee](https://rsccd-my.sharepoint.com/:w:/g/personal/lamourelle_chantal_sac_edu/EXSj1yckqCVEjxbVM0xozUIBJA5AK6SVCCXi6EKT8Qx2rA?e=xT8xan)

Thursday, February 15, 2024| 3:00pm-4:30pm

**Zoom:** <https://us06web.zoom.us/j/89748331895>

***SEAP Committee Vision***

*Santa Ana College (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 to support an education free from racism and sexism, homophobia and any other assumptions and prejudice.*

**Voting Members:** Dr. Jeffrey Lamb (co-chair), Chantal Lamourelle (co-chair), Dr. Janet Cruz-Teposte, Dr. Maria Dela Cruz, Dr. Daniel Martinez, Dr. Vaniethia Hubbard, Vanessa Orozco-Martinez, Leo Pastrana, 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

Attended: Jennifer Valencia, Sean Smith, Tanisha Burrus, Dr. Armando Soto, Dr. Vaniethia Hubbard, Dr. Maria Dela Cruz, Leo Pastrana, Amberly Chamberlain, Dr. Jeffrey Lamb, Dr, Sara Butler, Kathy Walczak, Melanie Mowrer, Dr. Bart Hoffman

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 7, 2023-Minutes](https://www.sac.edu/committees/studentsuccess/_layouts/15/DocIdRedir.aspx?ID=HNYXMCCMVK3K-1251-222)
      1. No Quorum
   2. Approval of the February 15, 2024-Agenda
      1. Comment on invitation to attend the Pathways to Equity Conference - April 8-9, 2024. Those interested in attending directed to contact Professional Development. Formal email with link to come.
3. **Updates:** 
   1. **Increases to Institutionalized Program funding.** Dr. Lamb initiated the discussion by addressing the importance institutionalized activities on campus, specifically those deemed to have a positive and sustained impact on equity efforts. Dr. De la Cruz brought to the group's attention that the cost of raises, faculty salaries, and benefits increases has led to higher expenses for one of the programs this year.

* Dr. Maria Dela Cruz provided additional details, specifying that the increased costs primarily relate to events such as buses for field trips and food costs for celebrations. She expressed the need for additional funds to cover these expenses and clarified that the cost adjustment pertains to existing events and initiatives, not new additions.
* Dr. Lamb suggested considering a few options to address the issue. He mentioned the cyclical nature of institutionalized activities, with a three-year cycle to demonstrate impact. He highlighted the importance of understanding where they are in that cycle and suggested waiting for the impact report to determine whether additional funding requests could be considered.
* A question was raised of automatically approving increases below 10% and requiring justification for those exceeding 10%. Dr. Jeff Lamb expressed agreement with the idea of a "reasonable increase" and indicated support for approving adjustments as long as they are within reason.

**Action items**

* Send a notification to all institutionalized initiatives, informing them of the identified cost adjustments and allowing them to request reasonable increases by providing details on the what, why, and how of the proposed adjustments.
* Subcommittee members to review and consider reasonable increase requests, with automatic approval for adjustments below 10% and a requirement for justification for those exceeding 10%.
  1. **Update on equity funding request application and timeline:** Dr. Lamb reviewed the funding timeline packet and drew attention to a change made on the application itself regarding the alignment with equity goals. He explained that the application now includes a section for applicants to identify which of the new equity goals they are addressing. This change aims to emphasize a goal-driven approach, aligning activities with specific equity goals and disproportionately impacted student populations.
* A question was raised of whether there should be a section for applicants not targeting the specified equity goals. Clarification given: if initiatives are not aligned with the equity goals, there is little reason to fund them.
* A suggestion was presented to consider the removal of a section for initiatives not targeting the specified equity goals, expressing concerns about sending mixed messages.
* Dr. Lamb emphasized the committee's focus on linking activities to equity goals and achieving a positive impact on disproportionately impacted student groups. Dr. Vaniethia Hubbard recommended allocating a greater percentage of the budget to requests aligned with equity goals.
* A discussion ensued about the possibility of spending funds on activities not directly aligned with equity goals. Dr. Lamb explained that while the funds could technically be used for various purposes, the committee's focus is on achieving impact in targeted areas.
* A suggestion was made to revisit the equity report to ensure clear communication about the committee's alignment with equity goals. The idea of seeking a data update from Dr. Martinez to assess the impact of the investments so far was also discussed.
* The need to connect efforts with other plans and groups was highlighted, aligning with the 10 topics in the guided pathway plan and considering where certain efforts may be funded through different sources.

**Action Items:**

* Dr. Lamb to consider the removal of the section for initiatives not targeting specified equity goals based on committee feedback. This item to be placed on future meeting agendas to include a broader discussion on funding allocation percentages and alignment with other plans.
* Dr. Martinez to provide a data update on the impact of investments aligned with equity goals.
  1. **Creation of Office of Diversity, Equity, and Inclusion -Faculty Goal Facilitators- Faculty and Staff (TBD):** Dr.Jeffrey Lamb shared the proposal for the creation of an Office of Diversity, Equity, and Inclusion. The office would include a director, a student support services specialist, and an administrative clerk. Additionally, there would be equity goal facilitators, individuals dedicated to specific equity goals, with the intent to drive campus awareness and engagement. The proposal suggested compensating these facilitators for their efforts and included a draft job description for the role. Discussion included considerations for having a checkbox indicating if applicants were not targeting specific equity goals. Acknowledged the need for alignment with guided pathways and emphasized the committee's focus on linking activities to equity goals, particularly those related to disproportionately impacted student populations.
     + **Equity Goal Facilitators Job Description:** Dr. Lamb presented the draft job announcement for equity goal facilitators, highlighting the importance of compensation for their efforts. He discussed the challenge of involving classified professionals and proposed negotiating a sidebar MOU. Feedback from Cabinet and the President was positive. Discussion included the minimum of 5 goals, potential pairing of goals, and the timeline for announcements.

1. **Discussion and Feedback: Review Director of Diversity, Equity, and Inclusion Job Description:** Dr. Lamb shared a rough draft for the Director of Equity, Diversity, and Inclusion position. The position's responsibilities include leading proactive initiatives, engaging stakeholders, and overseeing the Student Equity Plan. Specific duties and qualifications were discussed, with consideration given to the desirability of a master's degree.

**Action Items:**

* Dr. Lamb to send out the equity facilitators' job announcement for feedback, aiming for a second read before finalization.
* Dr. Lamb to share the Director of Equity and Inclusion job description for detailed review and feedback from the group.

1. **Reports: --** *15 minutes*
   1. **OER/ZTC:** Dr, Sara Butler provided an update on OER ZTC initiatives and introduced Jacqueline Margo, the new part-time math faculty coordinator. Jacqueline, will support the 11 programs grant-funded through the Chancellor's OER ZTC Grant. Dr. Butler outlined the 11 grant-funded programs, including math, library science, library technology, geology, ASL, retail management, HVAC, international business, caregiver, personal aid, public fire service, entrepreneurship and innovation, and paralegal. Jacqueline's will engage with departments, attend meetings, and collaborate with faculty to address concerns about ancillaries and collaborative efforts. Jacqueline's primary focus is until December 2025, aligning with the grant's duration. Sara discussed the current holding pattern due to pending details from the Chancellor's office, emphasizing the need to avoid duplication of efforts across colleges. The ASL program is the first to get off the ground, serving as a model for the other programs. Dr. Butler encouraged departments to promote OER and reach out for updated research on adoption rates and success rates.
   2. **Professional Development:** Amberly announced the upcoming first actual meeting for the subcommittee next week and the PD Committee on the twenty-eighth. Expressing anticipation in meeting Edin, Amberly mentioned her interest in discussing any changes or future directions. Update was provided to the group on data collection, stating that a breakdown of attendance and workshops held during Flex Week would be provided at the next equity meeting. Approximately 40 workshops were presented, covering diverse topics, including Artificial Intelligence (AI). Plans to enhance support for faculty in AI were mentioned. Amberly discussed the coordination of PD Week for the fall semester, aligning non-credit and credit efforts. Dr. Lamb inquired about the possibility of receiving a report detailing how equity dollars were invested in professional development. He emphasized understanding the return on investment, seeking insights into the kinds of professional development individuals attended. Amberly shared that a spreadsheet with details on conferences, dates, and individuals funded by equity is available. Dr. Lamb suggested looking at the past two semesters' data and expressed interest in seeing data related to disproportionately impacted student populations.

**Action Items:**

* Amberly to provide a breakdown of attendance and workshops from Flex Week at the next equity meeting.
* Dr. Lamb and Amberly to collaborate on generating a report detailing the use of equity dollars for professional development, focusing on the past two semesters.
  1. **Leading from the Middle Academy (LFM):** Tanisha Burrus provided an update on the project. The focus is on increasing the number of male students passing transfer-level math within the first year. Tanisha shared that during Flex Week, they conducted a virtual networking event and had to cancel an open house due to rain. The project aims to raise awareness and promote collaboration across service areas. Two key components involve increasing embedded tutors and introducing a new position called a coach. The coach will work within specific courses to support students, break down stigma around tutoring, and guide them to math center resources. The project also includes redesigning the math center to make it more appealing and creating social spaces for tutoring. Tanisha mentioned collaboration with affinity groups to build relationships and assist students. Dr. Lamb expressed appreciation for the innovative approach and encouraged seeking equity resources to support scalability and sustainability.

1. **Comments and feedback**
2. **Information/Reminders:** 
   1. Sub-Committees to meet once or twice briefly prior to the next meeting.
   2. Upcoming Meetings**:**

Spring 2024: March 14, 2024 | April 4, 2024 | May 9, 2024 (Held on second Thursday of the month unless noted otherwise)

1. **Adjournment**