**Minutes**

[Student Equity and Achievement Program Committee](https://rsccd-my.sharepoint.com/%3Aw%3A/g/personal/lamourelle_chantal_sac_edu/EXSj1yckqCVEjxbVM0xozUIBJA5AK6SVCCXi6EKT8Qx2rA?e=xT8xan)

Thursday, April 4, 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

**Present:** Dr. Anushi Seneviratne, Chantal Lamourelle, Amberly Chamberlain, Cristina Miranda, Jordan Clark, Sean Smith, Dr. Armando Soto, Dr. Vaniethia Hubbard, Dr. Janet Cruz-Teposte, Candice Lehman, Vanessa Orozco-Martinez, Tanisha Burrus, Dr. Sara Butler, Kathy Walczak, Melanie Mowrer

1. **Welcome:**
2. **Action Items:**
	1. Approval of the March 14, 2024 – Minutes – Quorum not met. Minutes remain unapproved.
	2. [Committee Assessment](https://www.surveymonkey.com/r/FD7WFNP)
		1. Chantal Lamourelle initiated a discussion regarding the committee assessment, highlighting the three major charges outlined in the Participatory Governance Handbook:
			1. Implementation of guided pathways practices and activities.
			2. Upholding equitable practices and closing equity gaps for students.
			3. Supporting projects and programs addressing basic skills for students.
		2. Chantal proposed that each SEAP-funded program gives a presentation during the fall semester to showcase their outcomes and activities, aiming to highlight successful programs and provide references for other disciplines.
		3. Dr. Vaniethia Hubbard expressed support for the idea, emphasizing the importance of sharing progress and outcomes from SEAP-funded programs.
		4. Dr. Armando Soto raised a point about alignment with other initiatives, particularly funding through EB 705/1705, stressing the need to coordinate efforts and avoid duplication.
3. **Updates:**
	1. Equity Goal Facilitator job description– Chantal shared Dr. Lambs plan for the job description and mentioned he plans to share the assignment with Claire for input from the Executive Committee of the Academic Senate. The assignment, initially intended for spring 2024, will likely commence once approved extending until the end of fall 2025 or possibly spring 2026 to align with the submission of the next equity plan.
	2. Director, DEIA job description-– Edits were made in real-time to the job description. Including acronym addition for clarity. The discussion shifted to ensuring description alignment with Guided Pathways, Education Master Plan, Equity Plan in the document.

**Action Items:**

* Chantal Lamourelle to revise the document to ensure alignment with guided pathways, Education Master Plan, and Equity Plan and prepare the document for review by HR, including necessary dates for board approval.
* Chantal Lamourelle to circulate the revised document for final review and approval by the committee.
1. **Discussion**:
	1. Research Protocol at RSCCD—Equity Accelerator- Martinez – Not presented
	2. Updates to SEAP Committee Website—Lamourelle – Chantal mentioned updating the SEAP website to include SEAP proposals along with approved institutionalized proposals for access for all to review.
	3. Regular reports from SEAP funded programs to Committee-- Lamourelle
2. **Reports: --** *15 minutes*
	1. OER/ZTC—Margo - Not presented
	2. Guided Pathways—Burris - Tanisha Burrus provided an update on the Guided Pathway initiative, focusing on discussions around the structure of success teams and the transition to a steering committee model. She highlighted the opportunity for increased participation through subcommittees aligned with the project's pillars.
	3. Professional Development—Chamberlain
		1. Amberly Chamberlain initiated a call for suggestions for PD Week workshops, highlighting the need for input to plan Flex Week effectively. She mentioned the timeline for workshop submissions and emphasized the importance of diversity in workshop offerings.
		2. Dr. Armando Soto shared plans to integrate CAP Discovery Day with PD Week, involving in-person workshops in the morning, a Discovery Fair midday, and virtual workshops in the afternoon. He sought clarification on parameters for flex credit and financial support from Amberly Chamberlain's office.
		3. Amberly Chamberlain proposed strategic coordination between PD Week events and campus tours, seeking alignment to enhance student experiences. Dr. Hubbard suggested incorporating videos and QR codes for virtual accessibility to campus resources.
		4. Chantal Lamourelle mentioned upcoming workshops on program reviews and data-informed scheduling led by faculty members, responding to requests from department chairs.
	4. Leading from the Middle – Burrus, Lehman
		1. Tanisha Burrus provided an overview of the Leader from the Middle project, aimed at increasing transfer-level math pass rates for men of color. The project involves creating a peer coach model to support students inside and outside the classroom, along with increasing the number of embedded tutors in transfer-level math courses.
		2. Candice Lehman elaborated on the project's strategies, emphasizing the transformation of support spaces into social spaces with embedded tutoring. She highlighted the four-pronged approach involving peer coaches, a new math equity coordinator, men of color training, and mobilizing the campus community for support.
		3. Dr. Vaniethia Hubbard to collaborate with Tanisha Burrus and Candice Lehman to identify experts for men of color training sessions.
		4. Tanisha Burrus and Candice Lehman to explore opportunities to send tutors and peer coaches into affinity group locations for enhanced student support.
3. **Information/Reminders:**
	1. Volunteers for AB 943
	2. Sub-Committees to meet once or twice briefly prior to the next meeting.
		1. Institutionalization on Equity Funds
		2. Institutionalization on General Funds
	3. Upcoming Meetings**:** Spring 2024: May 9, 2024 (Held on second Thursday of the month unless noted otherwise)
4. **Adjournment**