



Imperial Valley College
Student Success & Equity Committee
Unadopted Minutes
 Tuesday, November 10, 2015
 Administration Building Board Room
 12:50 P.M. – 1:50 P.M.

Membership:

	Administrative Representatives:		Student Services Program Coordinators:
	Sergio Lopez Interim VP Student Services		Trini Arguelles, Counseling Chair
√	Ted Ceasar, Dean of Counseling	√	Lilia Sandoval, CalWORKs Coordinator
√	David Zielinski, Dean of Arts and Letters		Norma Nava, DSP&S Director
			Olga Artech, EOPS Coordinator
	Student Success & Support Program Rep.:	√	Veronica Soto, Transfer Center Director
√	Norma Nunez, SSSP Director (Chair)		Dolores Diaz, Student Support Services
	Faculty Representatives:		Consultants:
√	James Patterson, Professor, English Department		Jose Carrillo, Institutional Researcher
	Alex Cozzani, Assoc. Professor, SM&E Department		Jeff Cantwell, Application Services
√	Alex Garza, Assoc. Professor, ESL Department		Diana Melissa Barrios, Student Success Specialist
			Lisa Seals, Director of Financial Aid
	Faculty Non-Basic Skills Representatives:		Gloria Hoisington, Admissions & Records Director
	Andrew Chien, Professor, SM&E Department		Allyn Leon, Math Professor
	Todd Hansink, Professor, Business Department		Martha Garcia, CTE Coordinator
		√	Josue Verduzco, Learning Support Services Coordinator
	ASG Representative:		Frank Hoppe, Reference Librarian
	Edalaine Joy Tango An		Ashok Naimpally, Dean of Math & Science
			Recorder: Adriana Sano

A. Call to Order

The regular meeting of the Student Success & Equity Committee was called to order by Chair Nunez at 1:00 p.m. Chair Nunez made a motion to begin with Acton item #1 Student Equity Plan at the start of the meeting.

B. Approval of Minutes

1. Approval of the October 14, 2015 Minutes.
 - The approval of the Minutes was postponed to the next regularly scheduled meeting.

C. Discussion and Information Items

1. Student Equity Coordinator Job Description

- This agenda item was postponed to the next regularly scheduled meeting.

2. Embedded Tutor Program

- Josue Verduzco gave an overview of the SEP Embedded Tutor Program that has been implemented on a small scale. The results have been promising, data shows that the number of student who drop decreased.
- Would like to offer on a larger scale with the coordination of the Basic Skills, Student Equity and the Student Success & Support Program.
- The Cost per class can range from \$1,500.00 to \$1,800.00.

- Classes must follow certain criteria to participate.
- Tutors would receive 18 hours of training. Training is divided into two sessions, content and tutor training provided by qualified instructors.
- For the spring 2016, 15 Instructors have signed up for a total of 35 courses.
- Total cost for spring semester would be \$63,350.00. Target courses include Basic English, ESL and Math Classes.
- The group discussed how to coordinate the benefits between Student Equity Funds and Basic Skills.
- The committee agreed to fund \$40,000.00 for the Embedded Tutoring Program. Chair Nunez asked to bring back this item for approval at our next regular scheduled meeting.

D. Action Items

1. Draft Student Equity Plan

M/S/C Soto/Verduzco to approve the draft Student Equity Plan as presented.

Discussion:

- Ted Ceasar presented the draft Student Equity Plan for approval by the Committee. He went over each activity that has been developed by the work groups, or carried over from last year which includes all goals, activities and evaluation of each target group.
- He stated that all formatting and signature pages still need to be added before it continues through the approval process.
- Two new positions are being proposed to help with Student Equity, a Student Equity Coordinator and a Research Analyst. These positions will be paid out of the Student Equity/Student Success and Support Program Funds.
- David Zielinski explained that there is a lot of overlap in all of the plans (i.e., Basic Skills, Student Equity, SSSP, and the new TALCAS Grant). There is a need to coordinate and combine resources so that there is no duplication.
- The group discussed the need in creating a formal entity made up of Coordinators and Project Directors under Academic Senate or College Council to be charged with making sure that services are not overlapping.

Motion carried with one abstention (James Patterson).

E. Adjournment

The meeting adjourned at 1:45 p.m.



Imperial Valley College
Student Success & Equity Committee
Unadopted Minutes

Tuesday, December 8, 2015
 Administration Building Board Room
 4:00 P.M. – 5:00 P.M.

Membership:

	Administrative Representatives:		Student Services Program Coordinators:
	Sergio Lopez Interim VP Student Services	√	Trini Arguelles, Counseling Chair
√	Ted Ceasar, Dean of Counseling		Lilia Sandoval, CalWORKs Coordinator
√	David Zielinski, Dean of Arts and Letters	√	Norma Nava, DSP&S Director
			Olga Artech, EOPS Coordinator
	Student Success & Support Program Rep.:		Veronica Soto, Transfer Center Director
√	Norma Nunez, SSSP Director (Chair)	√	Dolores Diaz, Student Support Services
	Faculty Representatives:		Classified Staff:
√	James Patterson, Professor, English Department	√	Diana Melissa Barrios, Student Success Specialist
	Alex Cozzani, Assoc. Professor, SM&E Department	√	Josue Verduzco, Learning Support Services Coordinator
√	Alex Garza, Assoc. Professor, ESL Department		
			Consultants:
	Faculty Non-Basic Skills Representatives:		Jose Carrillo, Institutional Researcher
	Andrew Chien, Professor, SM&E Department		Jeff Cantwell, Application Services
	Todd Hansink, Professor, Business Department	√	Lisa Seals, Director of Financial Aid
		√	Gloria Hoisington, Admissions & Records Director
	ASG Representative:		Allyn Leon, Math Professor
	Edalaine Joy Tango An		Martha Garcia, CTE Coordinator
		√	Frank Hoppe, Reference Librarian
	Recorder: Adriana Sano		Ashok Nainpally, Dean of Math & Science

A. Call to Order

The regular meeting of the Student Success & Equity Committee was called to order by Chair Nunez at 4:04 p.m.

B. Approval of Minutes

1. Approval of the October 14, 2015 Minutes.
 2. Approval of the November 10, 2015 Minutes.
- M/S/C T. Ceasar/D. Barrios to approve the October 14, 2015 Minutes, and November 10, 2015 Minutes as presented.

Motion Carried.

C. Discussion and Information Items

1. Student Equity Coordinator Job Description

- Ted Ceasar explained to the group that he put together this Job Description using samples that he gathered from other community colleges. Community colleges in Region 10 and throughout California are using Student Equity funds to fund their Student Equity Coordinator position. He has been serving as the Student Equity Coordinator for the last two years, and in this year's plan money has been allocated for hiring a Student Equity Coordinator.

- Duties include: to coordinate the development and implementation of the plan every year; to oversee the evaluation of activities, programs and services that are provided through the plan; and annually coordinate with the Institutional Researcher to gather and analyze data in order to determine any disproportionate impact.
- Asked the group to review the Job Description and send their recommendations or ideas of how best to implement this position to his attention or Norma Nunez.
- The group discussed whether this position should be a Director position or Dean Position and whether it would be a Non-Teaching Faculty, 194 day position.
- A resolution will be brought back at the next regularly scheduled meeting.

2. Coordinating Council

- The group discussed creating a council to oversee the coordination of all programs to ensure that programs avoid overlapping services.
- The group agreed that a central oversight Council is necessary to oversee the funding of all programs and grants.
- This Council would help in keeping the different groups focused, and being more transparent in the handling of funds in all programs.
- Committee members would include the SSSP Coordinator, Student Equity Coordinator, TALCAS Grant Coordinator, and Basic Skills Coordinator.
- The group agreed it should be under Academic Senate, Chair Nunez indicated that she would reach out to Academic Senate President, Michael Heumann to discuss next steps.

3. Form for Request of Funding of Projects

- Chair Nunez recommended that a form be developed for use in requesting funding for projects. This form will help in evaluating proposals to be added at the end of the year. Guidelines will also be developed for how and when to use this form.
- Ted Ceasar stated that he has been approached several times throughout the year about using Student Equity funds. The purpose of Student Equity funds is to develop programs and activities that have major impacts on students.
- Chair Nunez indicated that a form will be developed with guidelines and be brought back for the group to review.
- Chair Nunez informed the group that the next meeting is scheduled for January 12, 2016 and since faculty are off-contract the meeting will be cancelled. Proposed scheduling a meeting in February after the beginning of spring semester, if one is necessary.

D. Action Items

1. Final Student Equity Plan

M/S/C D. Zielinski/ T. Ceasar to approve the final Student Equity Plan as presented.

Discussion:

- Ted Ceasar explained to the group that the final Student Equity Plan is being brought back today for final approval, it has been approved by the Academic Senate at their December 4th meeting, and will be presenting it to the Board of Trustees at the December 16th meeting.

Motion Carried.

2. Embedded Tutor Program

M/S/C N. Nunez/T. Ceasar to approve funding for the Embedded Tutor Program in the sum of \$61,232.72 for spring semester.

Discussion:

- Josue Verduzco presented the revised proposal for an Embedded Tutor Program for spring 2016 semester to the committee.
- To date 38 Instructors have signed up to participate for spring semester.
- Embedded Tutor Program cost for spring 2016 is \$61,232.72.
- Running pilot program for upper level classes in winter session: Classes participating are Chemistry 210, English 110 and two Stat classes.
- Instructor training will be scheduled first week before spring semester.
- Chair Nunez recommended bringing back San Diego Professor as a motivational speaker for Instructor training.
- Josue Verduzco informed the committee that Basic Skills Committee did not commit to any funds for the spring 2016 semester.

Motion Carried.

E. Adjournment

The meeting adjourned at 4:50 p.m.