Attendees: Kathleen Allen, Val Jean Dale, Philomena Franco, Sandra Genera, Matthew Kritscher, Deonne Kunkel; Paulette Lino, Kathryn Linzmeyer, Patricia Molina, Roberto Mendez, Stacey Moore, Becky Plaza, William Reyes, Gerald Shimada, Jeanne Wilson and Bella Witt

Meeting started: 10:07 a.m.

I. Report on the Student Success and Support Program Implementation Summit

VP Shimada, Dean Kritscher, Patricia Molina and Becky Plaza shared the highlights and their observations of the 2-day conference. The conference was well-organized and all 112 community colleges were represented. Each institution was allowed to send three representatives and the State will reimburse their travel expenses.

VP Shimada remarked that everyone agreed that we are all genuinely concerned about student success, student access and equity. Our challenge is instituting the “how” part: “How can we best serve students? How do we support our students and how do we organize ourselves to do so with the resources we have?” There are certain things we have to do in order to get students through the core of services in a systematic way. And the effectiveness of this system is going to shape our future funding.

KEYNOTE SPEAKER TERRY O'BANION

VP Shimada shared the general thoughts from keynote speaker Terry O’Banion, president emeritus of the League for Innovation in the Community College and a consultant for the Gates Foundation, about assisting students in realizing their goals and success:

- Every student will make a significant connection with another person at a college as soon as possible.

As an example, VP Shimada spoke about the difficulty our students face when searching for a parking space on the first day of the semester. He said wouldn’t it be nice if a student was approached by a college employee who in a friendly way helped and guided the student towards the appropriate parking places. We all need to be more cognizant of how important that our students’ first experience at Chabot start on a positive note.
• Key intake programs including orientation, assessment, advisement, and placement will be integrated and mandatory.

Mr. O’Banion spoke of the “Completion Agenda” and its goal of doubling the number of students earning a degree or certificate or transferring to a 4-year college or university by the year 2020. He cited the following data to underscore the importance of this mission:
  • Globally, America ranks 16th in the percentage of adults with a college degree
  • U.S. educational system is ranked 26th in the world
  • Almost 50% of community college students drop out by the second year
  • 60% need remediation

And in California:
  • Less than 30% of students are college-ready
  • About 54% degree-seeking students achieve that goal
  • Those who plan to transfer only 41% are successful

• Every student will be placed in a “Program of Study” from day one.

VP Shimada said Student Services was thinking about having major-focused workshops, starting Spring 2014, for students who have self-identified that they are interested in a particular field of study. These specialized workshops will be facilitated by faculty and counselor so they can help students understand more about their major and how to go about achieving it. Since Student Services did not get the extra 10 FTFs it was hoping for, these workshops won’t be implemented till Fall 2014.

• Every student who enrolls to pursue a certificate, degree, or who plans to transfer will work with college personnel to create a Student Success Pathway - a Roadmap to Completion.

  Basically, the Student Success Pathway equates to the Student Educational Plan (SEP).

• Every student will be carefully monitored throughout the first term to ensure successful progress; the college will make interventions immediately to keep students on track.

  It’s best to keep an eye of students’ progress starting the first week of school.

With regards to access, ValJean and Stacey raised the issue regarding the large cohort of students who register at Chabot on the first week of the term. Becky said we will have to notify students that if they want priority registration they need a second orientation with counseling to develop or update their education plan. Becky passed out brochures that provided general information about priority registration. She mentioned Carey Harbin’s brochures were so much better and more informative than the ones from the State.

A&R Director Paulette Lino stated that she is currently working on sending another reminder to currently enrolled students about the priority registration changes and will use Carey’s brochure.

• Students will engage in courses and experiences designed to broaden and deepen their learning.

Mr. O’Banion concluded his remarks stating, “In the final analysis, our work is about improving and expanding student learning through quality services and quality teaching.”
NUTS AND BOLTS PRESENTATION
One of the specific questions that arose dealt with a multi-college district. For example, if a student was oriented and assessed at LPC, but take their classes at Chabot, who gets the funding? Do we have the student re-assessed? There was no answer because they are still thinking about how it is all going to work.

The proposal that the Board of Governors (BOG) fee waiver (permits enrollment fee to be waived) be removed for students who have sub-standard GPAs maybe delayed a full year because they have not addressed all the issues surrounding it. Financial Aid Director Kathryn Linzmeyer explained that if a student loses the BOG fee waiver, there is an appeal process.

Becky said that one college representative commented that they will lose 30% of their student population if they lose the BOG fee waiver.

Patricia Molina added that if students are below 2.0 GPA twice back-to-back semester, they will lose their priority registration. And then they may have a hard time obtaining the classes they need to raise their GPA.

VP Shimada said that one of the things some people did not like about the SSSP Initiative was that it was telling us “who” to prioritize and serve instead of open access to everyone as long as they show ability to benefit. Kathy countered that it’s simply putting onus of accountability on the student; that financial aid is not unending or infinite; the student has to keep his part of the bargain which is to at least maintain a 2.0 GPA.

Becky suggested that there should be a statewide appeal form instead of 112 community colleges developing their own form. Becky said the conference showed a universal orientation show that could be adopted by colleges. VP Shimada remarked that some multi-college districts will get together to form a unified plan.

NEW CREDIT FUNDING FORMULA
The funding formula will be effective in 2015. The State is giving community colleges time to catch up with our data elements. We have to capture as many students into the core service areas and then get it entered into BANNER because this will determine how much funding we will receive. We are looking at restoration money because matriculation funding was cut severely. So basically we are preparing our continuing students so they will be able to register. We need to figure out how to get students through the process and helping them with the courses they are missing.

Becky said the overriding theme in the various sessions she joined was that everyone preferred counselors to be more hands-on and face-to-face with students vs using technology. Patricia said the whole conference, including workshops, was geared towards getting the students “connected and engaged” two of the main principles of students succeeding.

COLLEGES PLANS
Various colleges shared their student success plans. Becky commented that most if not all of the colleges have already instituted mandatory assessment, orientation and counseling before registration. Becky and Patricia highlighted some key points of the plans from the following:
- _______ College  
  - Two different pathways: recent high school grads and other first-time college students.  
  - An outreach team comprised of five people that go out to the high schools and community areas. The team does continuous outreach to these students throughout the 4-years to bring them into the college’s program.  
  - They have a summer bridge program.  
  - A 1-unit concentrated counseling orientation class called “Step to College”.  
  - A big welcome event w/ tours of the campus.  
  - 411 information sessions (not orientation) covering what students need to do for matriculation, financial aid application assistance, placement tests prep, review prerequisites and what to do and training on how to navigate their version of “web advisor”.  

- Prior to assessing students Chaffey College and Taft College have them take an orientation class during which they are prepped for the assessment. Becky said she would like Chabot to try this approach.  

- Mt. San Antonio has the Mountie Academic Plan. They use Degree Works. Their counselors meet with students one-on-one to go over what has been entered in Degree Works and then approve it. They have probation interventions already in place. Students who are on academic probation on their first semester get their priority registration date changed to the last day of registration. Students are sent letters of notification regarding this change. As a result, Mt. San Antonio saw an increase of 90% in the number of students who came in for appointments for intervention compared to 30% previously. They have a great interactive website, as well as other colleges.  

- Norco College has a “Summer Advantage” program. Once they identify high school students who need basic skills they work with the students during the summer. Students who went through Norco’s summer program placed 3-levels higher than students who didn’t.  

- Consumnes River College has embedded intervention providing support services in basic skills classes, particularly in math. They place advanced students in basic skills classes to work with the other students. The advanced students provide a role model for the other students.  

- Pasadena City College  
  - First-Year Experience program where they outreach to high school students who sign a contract stating they will participate in a 2-week summer math jam session. It covers orientation, services on campus, discussion on their fear of math, their expectation of college. Students get to register early. They are guaranteed a spot in a “College 1” class which is a student success course similar to our General Studies class. This is a UC/CSU transferable course. It can be taught by anyone (faculty or classified) who has a master’s degree and is willing to go through a training. They have a team comprised of a counselor, English and Math and ESL Instructors who created the course outline for this 3-unit College 1 class and then they train anyone who wants to teach this class. The class incorporates an English, math and general education course.
Pasadena City College boasts that it has 41 college sections and serves 1,200 students.

- Cerritos College
  - In “Creating a Culture in which Success isn’t Optional”, Cerritos College has implemented the iFalcon Program which promotes that successful students are academically disciplined, embrace life-long learning, engage with their professors and peers, interested and proactive in the course they are taking, organized and welcome new ideas.
  - They have a coaching core made up of faculty, classified and administrators mentoring students.
  - Faculty mentions the iFalcon program in their classes.
  - They have embedded the iFalcon principles in all the course syllabi and online courses.
  - They do a lot of professional and staff development training as well. Their entire campaign is to encourage everyone on campus to embrace the college’s goals for student success.

Sandra commented that the Hispanic Serving Institution (HSI) Committee was looking at a comprehensive, early decision and first-year experience model called PREPPA geared towards high school students. Those who were designated as PREPPA students get a fast-track treatment by meeting with counselors and receiving orientation. So some of the SSSP components are already incorporated in our HSI initiative. The HSI Committee will meet in the next two weeks and hope to define further its proposals with details and stay within budget.

VP Shimada suggested that with Hayward Promise Neighborhood (HPN) program setting aside funding for 80 students, we have a controlled group for which we can develop curriculum for the summer integrating some of the elements that other colleges are doing. The HPN program is a “broad partnership of community members, neighborhood residents, agencies, and organizations that come together to design a continuum of cradle-through college-to-career solutions to improve educational and developmental outcomes for all students in Hayward’s Jackson Triangle.” Schools in the Jackson Triangle include: Harder Elementary, Park Elementary, Cesar Chavez Middle School, Winton Middle School, Hayward High and Tennyson High.

Roberto Mendez added that part of the HPN initiative is to work with 9th and 10th graders at the highs schools and have them take remedial math classes at Chabot so we can catch them early and keep them on track so when they transfer to Chabot they will be able to start taking regular college courses.

In conclusion, Becky and Patricia said the conference noted the six factors for student success:

- Students should have a goal and know how to achieve it
- Self-focused; they need to stay on track
- Being nurtured; knowing that someone cares
- Staying connected; feel they are part of something
- Being engaged; active listening and participating in class; involved in extra-curricular activities
- Being valued; paying attention to what students have to offer and making them feel appreciated.
They said the presentations overall emphasized the importance of outreach. The student success plans that were put forward were comprehensive. The colleges that were successful and had the numbers to back-up their success had campus-wide buy-in.

II. Other Business

**Committee Representation from Student Services**

VP Shimada gladly reports that the voice of Student Services is represented on the following committees:

--- Sandra Genera is co-chair of Planning, Review and Budget Council (PRBC)
--- Jeanne Wilson was appointed by President Susan Sperling to co-chair with Deonne Kunkel the Learning Communities Task Force
--- ValJean Dale is on the College Enrollment Committee
--- Kathryn Linzmeyer is on the Budget and Staff Development Committees

**PRBC Update**

Sandra said that PRBC is still deciding how this new cycle of program review is going to look. We would all like to submit uniform program reviews. The goal is to turn it in by November 1st. There will be conversations and PowerPoint presentations on program review on Flex Day, October 8th.

There was a question regarding how one would request for additional monies. Sandra said a budget spreadsheet will be used this year. VP Shimada explained that requests are submitted for augmentation of resources and equipment and then the Budget Committee will determine the appropriate funding source for each request. Most of the available money is earmarked for instruction. A concern was raised that requests that are deemed not related to instruction may not be considered. Kathleen Allen commented that everything that we do on this campus is related to instruction; we are here to support the students’ educational goals.

Sandra also said that PRBC will be revising the college’s vision, mission and value statements. A task force was formed yesterday comprised of Marcia Corcoran, Tram VoKumamoto and Jan Novak.

**Learning Communities Task Force**

Jeanne said the committee is still figuring out when the next meeting will be. With all the different initiatives the committee is trying to pull everyone together with one common goal.

**Scholarships**

Director Linzmeyer reminded everyone that the 2013 California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA) Scholarship Program application deadline is October 4th! In addition to general scholarships, the “Marianna Deeken, Well it Depends” scholarship fund will award for the next 10 years (this is the 2nd year) $1,000 to the top candidate from one of the ten CCCSFAAA regions across the State. A different region is chosen every year. And this year the top candidate from Region 4, which is our region, is slated to receive $1,000.

**Latino Education Summit**

The 12th annual Latino Education Summit will be held on Saturday, October 12th, from 9-2 in the cafeteria. The event is primarily for parents and students in our service area where they can learn more about our transfer, financial aid and scholarship programs.
Meeting Adjourned: 11:55 AM

Next Meeting: October 10, 2013 in Room 758

BW

Handouts
--- SSSP Implementation Summit (PowerPoint presentation)
--- Priority Registration (brochure)
--- Latino Education Summit (flyer)