MINUTES

September 4, 2014
9:30 – 11:30 AM, Room 758

Attendees: Noell Adams, Rozen Bondoc, ValJean Dale, Tim Dave, Katrin Field, Sandra Genera, Patricia Gonsman, Matt Kritscher, Paulette Lino, Roberto Mendez, Stacey Moore, Arnold Paguio, Jeanne Wilson and Bella Witt

Meeting started: 9:38 a.m.

I. Accreditation Self-Study for Standard IIB

VP Kritscher distributed the Standard IIB guidelines that all accredited colleges are required to meet in the area of student support services. He stated that when we write our college self-study (time period: Fall 2009 to Spring 2015) we need to devote 1/3 of the report to the description of what we are doing and 2/3 of the report on how we evaluate what we are doing, and how we are improving due to that evaluation.

For example, the fact that we, through dialogue and discussion, aligned our Student Services departments meeting time not to conflict with PRBC is a case in point of how we are improving. Another example was the change in our services hours due to the evaluation of our student flow, student needs and personnel staffing. The explanation behind the change(s) is what the Accreditation Team is looking for.

We also need to provide evidence which should be upload to the accreditation website. Therefore we need to look for the notes of when we talked about changes during our Counseling Division Meetings and during smaller workgroup sessions.

Standard IIB2 mostly deals with the catalog. VP Kritscher worked with Noel Adams, Katrin Field, Christine Santiago and Director Lino in reviewing the 2009 Self-Study report and putting in revisions and updates from the 2010 and 2012-14 catalogs in preparation for the 2014-16 catalog. Now they need to collaborate on the write-up of this section for the accreditation report.

Standard IIB3 involves institutional research and it requires meeting notes for back-up.
An example of research is when Carolyn Arnold made a presentation to SSAG about the college’s strategic plan goal to “increase the number of students who achieve their educational goal in reasonable time”. She spoke about grouping students (Lasers, Seekers, Explorers and Career Builders) to help us better understand the dynamic patterns in relation to their educational goals. Talking about the results of the research and making plans to support these students will show how we are trying to provide for their needs. We also need to write about some of the challenges we face in providing these services.

VP Kritscher said we have 8 out of 10 areas already drafted, but not all of them are uploaded on the website.

VP Kritscher also suggested we put our top 2 or 3 planning agenda items for the Student Services Standard 2B on all of our meeting agendas to serve as a reminder of our goal.

The first draft of the Standard 2B should be completed by September 24th and the second draft done by October 31st.

II. Student Equity/SSSP Council

The Council meets this afternoon at 3:00 PM in Room 758. VP Kritscher asked the group’s opinion as to whether we should formalize the Council or keep it open to the campus community.

Kritscher clarified that the SSSP Workgroup will continue, separate from the council, and led by Director Paulette Lino. The Workgroup is responsible for implementing the SSSP objectives such as priority registration, communication about priority registration, working with IT on the logistics and looking at the MIS data collection. The SSSP Workgroup will meet the every Tuesday, 2:00-3:00 PM in Room 758.

The SSAG members offered the following opinions:
- There should be a core group that attends the meeting and keep it open it to everyone by send out an agenda campus wide
- Should have a separate Equity Workgroup to handle the nuts and bolts. The Council is for general discussion and perhaps act as an advisory group to both Workgroups
- Council should have a “charge” and goals
- Have agenda state that the first half of the meeting will be discussion and the second half will be breakout sessions
- Dedicate a meeting to address one success measure at a time. For example, have a meeting just on the topic of “Access”. Everyone can bring all the data on access so that it can be analyzed and deliberated. The next meeting can be “Course Completion” and so forth until all five areas have been studied.

VP Kritscher distributed the following documents:
1. Memo from Vice Chancellor Linda Michalowski regarding Student Equity Allocations for 2014-15
2. Student Equity Funding Formula Factors
3. Student Equity Program Allocations
4. Student Equity 2014-15 Expenditure Guidelines
5. SSSP: Student Equity 2014-15 Budget Trailer Bill (SB 860)

He reviewed eligible and ineligible expenditures/activities. He emphasized that funding is used
primarily for targeted student population as defined by our Student Equity Plan. When thinking about expenditures for Student Equity, it’s important to pay attention to our current structure. He said it’s really about “disrupting our current culture”, the model of which is “first come first serve”, self-initiated and whoever shows up gets the most help. Disrupting the culture means, implementing outreach programs for a targeted population (i.e., low income), setting minimum requirements and putting them on the syllabi, and having staff professionally trained for sensitivity to the needs of low income and disabled students.

He mentioned the Math/Stem Lab as an example of a good focal area. Math is required for all associate degrees and applies to all transfers. And we have disproportionate rates of success. Low income students may have difficulty attending the Math/Stem Lab because they have to work or don’t have access to transportation. Perhaps we can think about offering it online or other access points. Perhaps we can have equitable materials and equipment for various groups that use the Math/Stem Lab.

The point is to use funds strategically to ensure productivity and educational outcome/completion for our targeted population.

VP Kritscher is thinking of proposing a full-time counseling faculty for the position of Student Equity Program Coordinator. Counseling faculty have the discipline-wide perspective, sit on shared governance committees and counsel students at the micro and macro levels.

Student Equity Program allocation formula is based on six factors: annual FTEFs, high need students, educational attainment of residential zip code, participation rate, poverty rate and unemployment rate. CLPCCD is allocated a total of $826,757 which will be split 60/40 between both colleges with Chabot receiving $496,054. It will be an ongoing categorical funding much like DSPS, EOPS and SSSP. VP Kritscher also said that as we create consensus on areas that need support, we can begin spending money towards these student equity initiatives even before the plan is submitted, as long as what we are spending it on is part of the plan.

With this information, we have a clearer understanding on how to develop our Student Equity Plan around the components and our target population. The deadline to submit the plan is January 1, 2015. The goal’s committee is to have a complete draft by October 21st. We have proposals from ESL and FYE, but have yet to be entered into the template.

We will have a joint presentation of our plans (Chabot & LPC) to the Board on November 18th and receive their final approval on December 9th.

### III. Area Announcements

- **ADMISSIONS & RECORDS**
  Director Paulette Lino said A&R is very short-staffed and only a few staff members are able to work the windows. If someone calls in sick, A&R might have to close early.

  Rozen Bondoc reminded everyone that Patriot’s Day is on September 11th. And in honor of those who died in the September 11, 2001 attacks and to their families, the Chabot College Student Senate, Chabot Veterans Student Organization (SVO), and Chabot Veterans Services Office are sponsoring a memorial 5K run (or walk). Rozen invited everyone to join
the 5K run which will take about 45-60 minutes to complete. It will begin at 12:00 pm at the college track and field. A picnic lunch will be provided afterwards.

- **ASSESSMENT**
  Katrin Field said the Assessment Center has a new PSCN 25 coordinator, Counselor Laura Alarcon. Currently the center has a group of 300 students who need to be enrolled in PSCN 25. She said the goal is to offer PSCN 25 all year round. The center is also working closely with HPN to do Early Decision. Eventually, there will be two dedicated part-time HPN counselors. Dean Wilson said the two applicants have been interviewed, their paperwork have been submitted, but they have yet to be board approved.

  Director Lino asked that Assessment Staff work closely with Judy Wright to make sure that the Early Decision students register themselves, so A&R will not have it do it manually.

  The Assessment Center is also offering extended hours in October. On Mondays and Tuesdays the Center will offer testing hours till 6:00 PM; will open till 7:30 PM on Wednesdays and Thursdays mimicking Counseling hours.

- **COUNSELING**
  The next training roll-out is slated for our student population and is scheduled for September 25th. The introduction to the training will be the *Catharis Productions* presentation of “Sex Signals” which uses role play, comedy and audience participation to explore the issues of dating, sex and date rape. The college is co-sponsoring the event with Student Senate of Chabot College (SSCC).

  It will begin at 10:30 AM in the PAC, a 90-minute live interactive production with individuals performing skits about situations (drinking and parties) that students might find themselves in that may lead to sexual assault. Because the performers interact with the audience we are limiting attendance to a maximum of 400 students. Dean Dale said we will have a team of faculty and peer advisors to help with the event.

  She handed out a draft copy of the promotional postcard which will have a message for faculty on the other side. Craig Shira from Media Services is working on the design for the other side. Once printed, the finished cards will be placed in the mailboxes of general faculty. Dean Dale requested that those interested in bringing their class to please RSVP so she can monitor the number of attendance and continue to recruit if needed.

  Dean Dale will also work with Student Senate, since they are co-sponsoring the event, to find out how they can assist in generating student interest.

  With regards to sexual prevention training for new students, Dean Dale said the roll-out plan which we would like to be included in the student online orientation process is still under discussion. Students will be held accountable for completing the training.

  In addition, Dean Dale is looking at increasing the visibility of our health support services in the event students may be triggered emotionally by stories they hear. Dean Dale said some colleges have gender specific meetings for their training to show sensitivity to men and women who may not want to speak or feel uncomfortable speaking in a mixed group. Perhaps Chabot can have debriefing sessions by gender.
Although the Campus SaVE Act mandates higher education institutions to educate and train all campus personnel and students on the prevention of sexual violence on campus within the 2014-15 school year, the government recognizes it is not a realistic goal. Chabot will be able show evidence to the State that we have started the training and done our due diligence by the October deadline.

It was suggested that we advertise this training program as aggressively as we marketed SSSP.

- **HEALTH CENTER**
  Patricia (Tricia) Gonsman, Family Nurse Practitioner, Student Health Services/Site Administrator Mobile Health Unit, said that the Student Health Center was already looking at September 25th to do an event on sexual awareness and alcohol abuse. The group felt it would be perfect timing and suggested the Health Center reps should set-up a table outside of the PAC so as students come out of the presentation they are made aware of our support services.

Upcoming events & Activities
- Flu vaccinations in October. Free for students and $25 for non-students
- TB Skin tests – appointments are two weeks out because the Health Center is fully booked
- Rosafel Adriano and Dana Barbero, her counterpart at LPC, are working on EBOLA protocol based on CDC guidelines and will coordinate with International Students Department concerning new and returning students, particularly from Africa.

- **SPECIAL PROGRAMS**
  **Puente**
  Sandra Genera thanked everyone for helping Puente students. There are 350 Puente students on campus and a good percentage of them participated in this year’s Commencement ceremony. Many will transfer to universities this Fall Semester so Sandra said they are busy getting them ready.

  **TRIO**
  Roberto Mendez said the Aspire and Excel grants are due soon right when Grants Director Yvonne Wu Craig goes on maternity leave. So he hopes President Sperling approves the hiring of a consultant to help write the 5-yr grant proposals which will be submitted at the end of January or 1st week of February.

  The Excel Program, designed for ESL students, is not full and can take 10-15 more students. Our Aspire Program is 10 students above capacity. Educational Talent Search (ETS) Program began last week. Since there are a lot of new Middle and High School principals in Hayward, Roberto will need to make outreach presentations at the school sites.

- **STUDENT LIFE**
  Director Arnold Paguio thanked everyone for attending the Student Life session on Flex Day. He said Student Senate will have their first meeting on September 15th. The Inter-Club Council is up and running and will meet on the third Thursday of each month starting September 18th. Since the ICC did not have a chance last spring to elect a new chair, an interim chair was appointed. An open election will be held.
Before resources can be released and room reservations made, Director Paguio said clubs need to register with the Student Life Office. Clubs need to submit a registration packet along with their constitution. The registration packet needs to be updated every year to ensure members are enrolled and in good academic standing. Student Life Office is caught up with everything that has been submitted.

Student Life Office has student assistant positions open, one for the Flea Market and two for the general office. Director Paguio would like to create a Public Relations Assistant position. He is looking for students who have experience in graphic design, social media, photography or videography.

Dean Jeanne Wilson offered that CalWORKs Study students may be interested in the Student Life positions. CalWorks budget will cover 75% of their pay. She requested a copy of the job descriptions so they can contact and recruit students.

Lastly, in relation to publicity and building resources around it, Director Paguio is cleaning bulletin boards (outdoor boards, glass encased boards and those in the Student Center) and re-establishing posting protocols (i.e., what needs approval).

The goal is to use social media to our advantage. We now have a Chabot Student Life Facebook account. Director Paguio reminded the group that attention span of students are short so he asked that submissions be more graphic. He offered assistance in creating web pages such as tips and guidelines. More important is to have people connect to our Facebook account, so he asked for support in getting the word out.

Director Paguio said he will start a campaign about Student Life in general, offering its services and getting plugged into the campus.

**IV. HSI**

Title V HSI grant proposal was not funded. Director of Grants, Yvonne Wu Craig, said we are waiting for our score and feedback from the evaluators so we can improve our proposal for the next round of competition which may be held early next year. Sandra Genera said it’s good to maintain a core HSI group that will review and address the feedback.

**V. 758 Conference Room Use**

VP Kritscher asked that PSCN 25 classes be held primarily in Room 751 so that Room 758 is kept open for meetings and workshops. And as needed, additional PSCN 25 sessions maybe held in classrooms in Buildings 500 and 800.

**VI. Other Business**

**Flex Day**

Comments and observations of Flex Day held on 9/2/14:

- Director Paguio’s (Re)Introduction to Student Life session was well attended. There were approximately 50 people which demonstrated how many people are interested in helping develop a shared vision of Student Life at Chabot.

- *The Title IX, Sexual Assault & Violence Prevention Training* was also well attended. Some
commented that they wanted to take the video training again to improve their score. The two statistics that are most important to track is how many people took the training and the completion rate.

- Next Flex Day will be on October 16th.
- This year’s Commencement ceremony will be on Friday, May 29th, 6:00-8:00 PM in the Grand Court.
- VP Kritscher clarified that the budget request for instructional materials must be used in the classroom.

**Meeting Adjourned:** 11:25 a.m.

**Next Meeting:** October 2, 2014

*BW*

**Handouts**

---Standard IIB - Student Support Services
---Student Equity Allocations Memo 2014-15
---Student Equity Funding Formula Factors
---Student Equity Program Allocations 2014-15
---Student Equity Expenditure Guidelines 2014-15
---Student Equity provisions in SB 860 Budget bill
---Sex Signals Postcard (draft)