Summary Report

PRESENT: Rafael Alvarez, Dotti Cordell, Maria Elena Delgado, Leslie Easton, Marilyn Harvey, Josolyn Hill, Brianna Kennedy, Dora Meza, Lori Oldham, Timothy Pawlak, Alisia Rincon, Nesha Savage, Megan Soto, Elizabeth Vargas, Beverly Warren, Denise Whisenhunt

STAFF: Desiree van Saanen

1. WELCOME

    Ice-Breaker Exercise led by Leslie Easton (included roundtable introductions).

2. TITLE IX UPDATE

    There was brief discussion outlining the areas encompassed by T-IX, including domestic violence, sexual assault and stalking. A district-wide committee was formed early in 2015 composed of HR, administrators and campus police, to develop procedures in response to VAWA mandates. Denise W. distributed a flow chart showing the referral process. All true and potential VAWA cases must be reported to Denise W. as City’s Title IX coordinator. She, in turn, will follow up with the Dean of Student Affairs, the EEO office and college police.

    During the next few months, the college will implement comprehensive Title IX training to include students (i.e., athletes, ASG, peer mentors and Work Study students), faculty and staff. In addition, we will facilitate a Title IX Flex presentation on August 21 (presented by Lynn Neault) and a Title IX segment will be introduced at the “Stop the Hate” classified staff training in Fall 2015 (date not yet determined).

    Members discussed “duty to report” protocols. Eventually, forms and protocols will be imbedded into a software program “Maxient,” which will be used for Title IX inter-departmental and intra-district reporting and coordination.
3. **SSSP / STUDENT EQUITY UPDATE**

Liz V. presented a promotional video for Outreach efforts. It is anticipated the video will be an excellent tool for high school students and the general public.

Welcome week begins August 24-27. All were encouraged to show their support and be visible. Liz can provide “Got An Ed Plan” T-shirt for anyone who needs one.

Liz further announced other upcoming events such as a Principals Breakfast with President Beebe and a “Junior” HUBU all-day summit at City.

Denise W. reiterated the major goal is to move the needle in areas identified as deficient, and to develop or expand scalable projects that address these areas (no boutique programs). The Student Equity Workgroup has met regularly with IEBC consultant, Brad Phillips who continues to provide leadership, continuity and direction in this process. Currently, we are either in, or nearing, the implement stages in the following areas:

a. **Logistics**
   - FYE integration
   - Increased outreach
   - Expanded assessment
     - Districtwide MMAP
     - Accuplacer Prep
   - Continuing services

b. **Programming – Enrollment Management**

c. **Communications and Technology**

4. **TITLE V – OUTGOING SUMMARY AND FYE / EYE UPDATE**

Marilyn H. gave a brief history of the T-5 HSI grant and its support of FYE development and evolution over the last five years. Since then, the program has grown exponentially, from 250 in 2010 to an average of 2,000 students per year. FYE provides students with mentoring, orientation, assessment, education planning, and academic support. City is currently expanding the FYE model to continuing (2nd year) EYE (Extended Year Experience) students, the latter of which have voiced concern that these key support services are needed throughout a student’s academic life to one degree or another. The goals is to expand services to all first-year students and to insure all students receive an orientation and develop an education plan within their first year.

FYE is working with enrollment services to insure applicants receive a letter that includes all of the necessary steps that lead to success. Students should have completed an orientation and Ed Plan by the time they reach their second year.
5. **SMILES AND SERVICE BRAINSTORMING**

Council members shared ideas focused on improving customer service while improving staff morale, including:

- Re-institute nametags or ID tags that say “Serving Students Since _______”
- Have students fill out comment cards - “Make My Day” cards given by students to staff who go the extra mile for them
- Wear promotional T-shirts – be visible and help students who look lost – don’t wait to be asked.

6. **ACCRREDITATION**

WASC comes Spring 2017. A draft summary is due by February 2016. Each of us needs to ask:

- What are our departmental goals?
- What is our department’s Mission Statement?
- What are our SLOs/ALOs?
- What have our assessments determined and what has been done to address deficiencies or to enhance positive results?
- How do we regularly evaluate quality of our services
- Identify and assess SLOs and show continuous improvement
- How do we insure equitable access to all (in terms of advising, orientation, instruction, Athletics)?
- How does the institution regularly evaluate processes, instruments and practices to validate effectiveness while monitoring biases

Most departments are already doing many things to address these questions but are not recorded or even acknowledged. The Buddy System was put into practice to help one another answer these questions.

Dotti C. emphasized that we need to begin to have SLO conversations with others and to remind them that:

“No accreditation = no transfer = no students= no financial aid = no jobs = no confidence in the institution.

7. **WHAT CAN WE DO THAT DOESN’T COST ANYTHING? – Brainstorming Session**

Several ideas were collected from Council Members with regard to student success strategies that can be implemented at little or no cost. Suggestions included:

- Develop standing student focus group(s) to inform college processes
WHAT CAN WE DO THAT DOESN’T COST ANYTHING? – Brainstorming Session (continued)

- Re-institute the “green referral sheet”
- Install racks in major department that hold brochures regarding programs and services
- Explain to students WHY a process is necessary while giving instructions
- Focus on ways to simplify and streamline processes. Students should not need to cover the same territory twice
- Welcome Letter should read at an 8th-grade level
- Encourage students to take POS surveys. Keep paper copies on file
- Make sure students and staff understand what an Ed Plan is
- Look into offering a GPS program to assist students in navigating the campus
- Develop strategies to insure students never get mixed messages or contradictory information from faculty and staff
- Take the time to walk student to where they need to go and/or insure they have a name of who they need to see. Contact referred office in advance.

ADJOURNMENT:

All members were thanked for their attendance and continued support of Student Success at City College.