

Student Success & Equity Committee (SSEC) MINUTES

April 26, 2021 | 1:30 p.m. - 3:00 p.m.
Zoom Meeting ID: 952 0712 4580

ATTENDEES: (BOLD indicates online presence)

Joseph Alonzo	Dora Escobar	Baltimore Padron	Craig Rutan	Brianna Bellis (SSEC ASG)
Joanne Armstrong	Tiffany Gause	Mahbod Parvar	Rosa Salazar Dela-Torre	Michael Cummings (Equity)
Nena Baldizon-Rios	Melissa Govea	Janis Perry	Mark Smith	Aida Francis (ASG)
Diana Babayan	Anne Hauscarriague	Rachel Petrocelli	Martin Stringer	Phone (951) 897-8945
Jennifer Coto	Scott James	Elizabeth Pinon	Christine Umali Kopp	
Deisy Covarrubias	James Kennedy	Syed Rizvi	Yanina Valdos	
Jeffry Dennis	Kathryn Kosuth-Wood	Maureen Roe	Aaron Voelcker	

OLD BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP														
Approval of prior Minutes from March 22, 2021.	Meeting called to order by Syed Rizvi at 1:31 p.m. Committee was advised that the meeting would be recorded.	Motion to approve the March 22, 2021 minutes: D. Babayan Second: Maureen Roe Abstention: J. Coto Minutes approved														
NEW BUSINESS & UPDATES																
1. Public Comments	None															
2. Equity Core Team Update (3 minutes – Tiffany Gause)	Tiffany reported that the Equity Core Team met on April 16 th and continue to finalize trainings for professional development opportunities. They will have their final meeting next month.															
3. Task Force Formation a. Names of those who expressed interest b. Formation of Task Force c. Meeting Frequencies	<p>Syed provided a preliminary list of Task Force members to which additional names were added.</p> <p>The following individuals expressed their interest in joining the Task Force:</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Diana Babayan</td> <td>Kathryn Kosuth-Wood</td> </tr> <tr> <td>Nena Baldizon-Rios</td> <td>Linda Martin</td> </tr> <tr> <td>Diana Casares</td> <td>Rachel Petrocelli</td> </tr> <tr> <td>Darlene Diaz</td> <td>Maureen Roe</td> </tr> <tr> <td>Dora Escobar</td> <td>Rosa Salazar Dela-Torre</td> </tr> <tr> <td>Scott James</td> <td>Christine Umali Kopp</td> </tr> <tr> <td>Loretta Jordan</td> <td></td> </tr> </table> <p>The Task Force will be comprised of the above noted individuals, pending the verification of the request made by Diana Casares.</p> <p>Syed advised that the Task Force meet at least twice in the next few weeks as agenda items # 4 and #5 would require input from the Task Force by the next SSEC meeting in May. Rachel volunteered to take the lead on arranging those Task Force meetings.</p>	Diana Babayan	Kathryn Kosuth-Wood	Nena Baldizon-Rios	Linda Martin	Diana Casares	Rachel Petrocelli	Darlene Diaz	Maureen Roe	Dora Escobar	Rosa Salazar Dela-Torre	Scott James	Christine Umali Kopp	Loretta Jordan		
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Dora Escobar	Rosa Salazar Dela-Torre															
Scott James	Christine Umali Kopp															
Loretta Jordan																

<p>4. Overview of Equity Plan Cycle- Joseph and Syed</p>	<p>The committee reviewed timelines for the Equity Plan cycles:</p> <ul style="list-style-type: none"> • The current Equity Plan 3-year cycle range is from 2019 through 2022. • The current Equity Plan was submitted in spring 2019 and is in cycle. • 2021/22 is the final year of the Equity Plan currently in progress. • Projects that are currently funded were submitted in spring 2019. • The academic timelines/terms for projects are: 2019/20 (fall 2019/spring 2020); 2020/21 (fall 2020/spring 2021); and 2021/22 (fall 2021/spring 2022). • The report for the 2019/20 plan was due in December 2020. • The report for the 2020/21 plan is due December 2021. • The report for the 2021/22 plan is due December 2022. <p>Syed reported that assessment reports for all 2019/20 funded activities have not yet been completed/submitted.</p> <p>As the 2020/21 term is coming to a close, feedback on the Assessment template is needed from the Task Force soon.</p> <p>The Assessment template and Project Submission form are needed from all current projects seeking renewal for the 2021/22 term. By spring 2022, a new Equity Plan will be due to the state for the upcoming 3-year cycle even before activity for fall 2021/spring 2022 has been completed. As a result, assessment of the current 3-year cycle can only include 19/20 and 20/21 terms for projects seeking funding for the new 3-year cycle.</p>	
<p>5. Review:</p> <ol style="list-style-type: none"> a. Current Assessment template b. Project Submission template c. Institutional effectiveness suggestions d. Task Force input for template and finalization of template as a group by May 2021 for assessments. 	<p>Syed advised that almost \$220,000 projects were funded in the year 2019/20, as a number of projects were submitted.</p> <p>Joseph reviewed the Project Submission template and explained the form was distributed to collect requests for equity activities for 2019 through 2022.</p> <p>Joseph reviewed the Assessment template and noted that it remained the same with the exception of one broad question that had been broken down into individual questions to obtain more detailed feedback. It will be available in an electronic format.</p> <p>Moving forward, future planning will be key in deciding what activities will be funded and for what student populations. In the next proposal request a drop-down menu will be included to specify timeframes to more closely assess the breadth and effectiveness of activities. Anyone interested in submitting a project/activity will need the approval of Aaron Voelker's office and will work with that office to develop a viable and valid assessment for the project/activity.</p> <p>Following the Task Force's recommendations, the Assessment template will be distributed within the subsequent two weeks. An email was sent out advising everyone that a revised Assessment template would be distributed soon.</p> <p>Syed reported that no Assessment forms for the 2019-2022 cycle had been submitted, and advised that while project requests are submitted for a 3-year</p>	

	<p>cycle, completed Assessment forms are required each year.</p> <p>Joseph reported that he did not request an assessment for activities in 2019/20 due to the Covid-19 pandemic, however, now 2019/20 will be addressed, and once that data is acquired (4 weeks following the end of spring semester) assessments will be completed for 2020/21 activities as well.</p> <p>Joseph will share with the Task Force and committee meeting attendees, a list of all activities that were funded through the project submission process, as well as a blank Assessment template and Project Submission form.</p> <p>Joseph presented a tentative timeline for activity assessment. Once the Task Force has reviewed the forms, they may need to revise these dates to align with their meetings, bearing in mind that the committee is under a tight deadline to finalize the Assessment template by the end of the current term.</p> <p>Joseph suggested allowing assessments to be completed throughout the summer with a due date of September 19th. 2020/21 data collected by Aaron Voelker's office will be available during the summer and the 2020/21 assessments can commence at that time.</p>	
<p>6. Other Items:</p> <p>a. Questions</p> <p>b. Information Items</p> <p>c. Suggestions for future agenda items</p>	<p>It was clarified that the Task Force was assigned the responsibility of reviewing and providing feedback on the current Equity Plan and the Assessment template form, with the understanding that recommendations made for the current assessment cycle could be updated later to include another type of form for future cycles.</p> <p>Syed invited the Task Force to forward Tiffany and himself any agenda items for discussion at the next SSEC meeting.</p>	
FUTURE AGENDA ITEMS		
<p><u>Next meeting:</u> May 24, 2021</p>	<p>Meeting adjourned at 2:10 p.m.</p>	

Santiago Canyon College Mission Statement - Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

Student Success & Equity Mission Statement - The Student Success and Equity Committee helps facilitate college-wide development, support, and implementation of programs, evaluations, policies, and procedures that are in line with Santiago Canyon College's vision of student access, success, equity, social justice, and multicultural education. The committee helps meet the goals and objectives of student success and equity at Santiago Canyon College.

Approved 5.24.21