



Imperial Valley College
Integrated Student Success Committee Meeting
Unadopted Minutes
Tuesday, October 17, 2017
Board Room, Building 10
12:50 p.m. – 1:50 p.m.

Purpose: The Student Success & Equity Committee will provide a platform for collaboration and communication across the college that will result in a shared vision for the college’s categorical funding sources. It will provide direction for student success, equity, and basic skills efforts.

Membership:

	Administrative Representatives:		Academic Senate Representative:
	Dr. Martha Garcia, VP Student Services (Co-Chair)	√	Mary Lofgren, President
√	Dr. Nicholas Akinkuoye, VP Academic Services (Co-Chair)		Classified Staff Representatives:
√	David Zielinski, Dean of Arts, Letters, and Learning Services		Alexis Ayala, Student Success Specialist
√	David Drury, Dean of Math and Sciences	√	Mike Nicholas, Classified Staff
√	Dr. Lennor Johnson, Dean of Student Services and Special Projects		Student Representative:
√	Betsy Lane, Associate Dean of Workforce Preparation and Community Special Projects	√	Matthew Limon
	Student Success & Support Program Rep:		Consultants:
√	Norma Nuñez, SSSP Director	√	Allyn Leon, Math Department Chair
	Student Equity Coordinator:	√	Bettsie Montero, Sr. Programmer/Systems Analyst
	Bianca Bisi		Frank Hoppe, Reference Librarian
	Faculty Basic Skills Coordinator:	√	Jose Carrillo, Institutional Researcher
√	Audrey Morris, Basic Skills Coordinator	√	Josue Verduzco, Learning Support Services Coord.
	Student Services Coordinators:	√	Lisa Seals, Director of Financial Aid
√	Dolores Diaz, Student Support Services Director	√	Michael Heumann, English Department Chair
	Kristen Gomez, Articulation Office/Transfer Center Coord.		Sydney Rice, ESL Department Chair
	Faculty Representatives:	√	Vikki Carr, Director of Admissions and Records
√	Alex Garza, Professor, ESL Department	√	Xochitl Tirado, Distance Education Coordinator
√	Christina Shaner, Professor, English Department		
	Diana Barrios, Non-Credit Counselor		Guests: Oliver Zambrano, Vanessa Muro,
√	Rick Castrapel, Professor, Math Department		Victor Torres
	Faculty Non-Basic Skills Representatives:		
√	Dr. Cynthia Spence, Assistant Professor, English Department		
√	Zhong Hu, Math Lab Tutorial Services	√	Recorder: Mabel Vargas

- A. Co-Chair Dr. Akinkuoye called the regular meeting of the Integrated Student Success Committee to order at 12:50 p.m.
- B. Approval of minutes: moved for approval by Rick Castrapel / Dolores Diaz
- C. Discussion Items:
 1. Presentation on “Student Equity Data Indicators” by Jose Carrillo and Oliver Zambrano
Action: Presentation will be uploaded to IVC Webpage

- AB 504 – State Mandate that establishes a standard methodology or measurement of student equity.
 - Percentage Point Gap method recommended by Chancellor’s Office as standard methodology
 - New legislation effective January 1, 2018
 - Integrated Plan due December 15, 2017; not affected by new methodology
- Student Equity Indicators:
 - Access
 - Course Completion
 - ESL and Basic Skills Completion
 - Degree and Certificate Completion
 - Transfer Rate

Action: Jose Carrillo requested for departments that assist special population to update BANNER with the students served.

2. Expenditure Guidelines (draft) – presented to the committee by Dr. Lennor Johnson.
 - Expenses must be reasonable and justifiable.
 - Amendments to the plan must be presented to the committee for review
 - Any faculty and staff traveling under Integrated Student Success Plan will be required to give a presentation on conference attended.
 - Audrey Morris recommended having an application for funds/travel requests available

3. Review of Goal(s) - Goals for SSSP and SE were presented to the committee
 - SSSP, SE and BSI Coordinators will meet and discuss goals prior to meeting with Committee Chairs.

Action: Any amendments to the Expenditure Guidelines recommended by the committee need to be submitted to Dr. Garcia and Dr. Akinkuoye by Friday, October 20, 2017

Action: Expenditure Guidelines will be uploaded to IVC Website.

4. Clarification of status of Basic Skills Committee as an Advisory Committee.
 - Michael Heumann and Mary Lofgren brought up the question if Basic Skills Committee is still a subcommittee to Academic Senate.
 - Mary Lofgren addressed the committee regarding the Integrated Student Success Committee Resolution submitted for approval to the Board of Trustees. Per Mary Lofgren, resolution was approved as presented; BSI is still a subcommittee under Academic Senate. Mary Lofgren recommended submitting agenda item for next Academic Senate Meeting to revisit.

5. Questions/Comments: none

D. Action Items

Expenditure Guidelines

- **Action Item:** Request Expenditure Guidelines be approved with amendments submitted by Friday, October 20, 2017.
 - Norma Nuñez recommended to add to item 8 (Direct Student Support for Students): per each program mandates

Motion to approve by Member Johnson, second by Member Nuñez.

Expenditure Guidelines unanimously approved contingent to changes submitted by committee.

- **Action Item:** Request of funds by the Learning Support Services to continue providing and expanding Embedded Tutor Program for winter session 2018 for basic English, basic math courses and college and transfer level courses; total of 9 courses. Cost: \$11,400.00
 - Over 85% of students in courses are repeating courses
 - Six out of nine courses fall under basic skills

Motion to approve by Member Nuñez, second by Member Lofgren.
Embedded Tutor Program for Winter 2018 unanimously approved.

E. Next Scheduled Meeting

- Wednesday, November 8, 2017 at 12:50 p.m. in the Board Room

F. Meeting adjourned at 1:46 p.m.