



**Imperial Valley College
Student Success & Equity Committee Agenda**

Tuesday, October 11, 2016
Administration Building Board Room
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 student success and equity efforts and the college’s professional development efforts related to student access, success, and equity.

Membership:

√	Administrative Representatives:	√	Student Services Program Coordinators:
	Martha Garcia VP Student Services		Trini Arguelles, District Counseling Coordinator
	Lennox Johnson, Dean of Counseling		Isabel Sigala, CalWORKs Assessment Coordinator
	David Zielinski, Dean of Arts and Letters		Lilia Sandoval, CalWORKs Counseling Coordinator
			Norma Nava, DSP&S Director
√	Student Success & Support Program Rep.:		Vacant, Transfer Center Director
	Norma Nunez, SSSP Director (Chair)		Dolores Diaz, Student Support Services
			Roxanne Nunez, Special Projects Coordinator
√	Student Equity Representative:	√	Consultants:
	Kristen Gomez, Student Equity Coordinator		Jose Carrillo, Institutional Researcher
			Jeff Cantwell, Application Services
√	Faculty Representatives:		Bettie Montero, Senior Programmer/System Analyst
	Vacant, Professor, English Department		Lisa Seals, Director of Financial Aid
	Alex Cozzani, Assoc. Professor, SM&E Department		Gloria Carmona, Admissions & Records Director
	Alex Garza, Assoc. Professor, ESL Department		Allyn Leon, Math Professor
			Josue Verduzco, Learning Support Services Coordinator
√	Faculty Non-Basic Skills Representatives:		Frank Hoppe, Reference Librarian
	Andrew Chien, Professor, SM&E Department		
	Todd Hansink, Professor, Business Department	√	Recorder: Adriana Sano
√	ASG Representative:		
	Karen Villa		
	Christine Bermudez		

A. Call to Order

B. Approval of Minutes

1. Approval of the September 13, 2016 Minutes.

C. Discussion Items

1. Integration and Alignment of SSSP, SEP, and BSI – Norma Nunez

D. Information Items

1. Status of Reallocation Projects – Kristen Gomez
2. Call for Proposals – Updates – Kristen Gomez
3. Direct Services to Students – Kristen Gomez
4. CCCAA Conference

E. Action Items

1. None

F. Next Scheduled Meeting

1. Next Scheduled Meeting will take place on Tuesday, November 8, 2016.

H. Adjournment

IMPERIAL VALLEY COLLEGE STUDENT EQUITY PROGRAM DIRECT STUDENT ASSISTANCE SERVICES

The Student Equity direct student assistance services are delivered through existing IVC Student Services programs to meet the needs of their identified special population students in severe financial need, not receiving Financial Aid. The Student Equity goals of improved course, degree and certificate completion are addressed by providing the emergency assistance necessary to keep at risk students in school. The special populations identified in Student Equity Plan for this service are DSP&S students, Foster Youth, CalWORKs participants and Veterans. Homeless have been added to address a specific campus need.

The assistance is provided through the Student Equity program but delivered to students with-in existing Student Services programs DSP&S, CalWORKs, EOPS and the Veterans Success Center to provide a one-stop student services experience for students. The Equity office provides assistance to qualifying students not enrolled in special programs.

Assistance Available:

- Book Vouchers (Gift Cards for the IVC Bookstore)
- Transportation Vouchers (Bus Ticket Packets)
- Academic Supplies
- Child Care Services (CalWORKs participants only)

Special Populations:

- Veterans - Military and Veterans Success Center
- CalWORKs – CalWORKs Counseling Program
- DSP&S – Disabled Students Program and Services
- Foster Youth – EOPS Program
- Homeless – Verified by the Passport to Services

Book Voucher - Check Out Procedures:

1. Assistance Vouchers will be checked out by program directors or their designee prior to the beginning of the term from the Student Equity Coordinator. Each program will sign the Master Log identifying the serial numbers for book cards checked out by their program.
2. Each program will maintain their own master log, identifying the serial numbers for the vouchers they have checked out and identifying the student to whom the voucher was distributed. In addition to the voucher serial number, each log will contain a space for the student's ID#, printed name and signature. Separate logs will be maintained for Book Vouchers and Transportation Vouchers.
3. Unused Vouchers will be carried over by the program for use in following semesters.

Book Voucher - Required Documentation for Distribution to Students:

1. Verify the student is active in your program and meets special population eligibility.
2. Verify student is enrolled in courses in the term they are requesting voucher/s by printing a copy of their SYOSPROFILE and keeping it in the documentation binder.
3. Verify student has not been awarded financial aid using the RPAWRD screen. Print a copy of the screen and include it with the SYOSPROFILE.

IMPERIAL VALLEY COLLEGE STUDENT EQUITY PROGRAM DIRECT STUDENT ASSISTANCE SERVICES

4. Determine the required textbooks according to the student's class schedule. This process is at the discretion of the program and should be determined by what will work best for your student population. You can require students to provide a printed list of their required textbooks or you can assist them with that process. Using WebSTAR will allow you to access to both enrolled and waitlisted courses. Print the text book list and add it the documentation binder.
5. Provide student with the book voucher in the amount deemed appropriate not to significantly exceed the cost of the book/s. Record the students signature for the appropriate book voucher in the log.

Transportation Vouchers

1. Verify the student is active in your program and meets the special population eligibility.
2. Verify the student is enrolled in courses in the term they requesting by printing a copy of their SYOSPROFILE and keeping it in the documentation binder.
3. Verify student has not been awarded financial aid using the RPAAWRD screen. Print a copy of the screen and include it with the SYOSPROFILE.
4. Provide the appropriate pass for the student, there are three available: Local, Regional and Express.
5. Record the date and the students signature for the voucher in the log. Transportation packets are given out every two weeks. Provide student with the date will be eligible for their next voucher booklet (two weeks from the date the current booklet was given).

Reporting:

- Book Vouchers:
After the close of late registration for each term email a copy of the program voucher log and forward the required student documentation to the Student Equity office.
- Transportation Vouchers:
At the close of the term email a copy of the program voucher log and forward the required student documentation to the Student Equity office.

At the close of each semester the Student Equity office will forward the master list of the student equity assistance vouchers distributed for the semester to the Financial Aid Office.

**Professional Judgment:*

The program directors have the discretion to use professional judgement in considering extenuating circumstances for students receiving financial aid. These cases should be compelling and rare. All assistance is reported to the Financial Aid office.

Imperial Valley College
Student Equity Coordinator
Kristen Gomez
760 355 6454

IMPERIAL VALLEY COLLEGE STUDENT EQUITY PROGRAM
DIRECT STUDENT ASSISTANCE SERVICES

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