



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

Adopted Minutes
Tuesday, October 11, 2016
Board Room
12:50 P.M. – 1:50 P.M.

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
	Student Success & Support Program Rep.:	√	Norma Nava, DSP&S Director
√	Norma Nunez, SSSP Director (Chair)		Vacant, Transfer Center Director
	Student Equity Representative:	√	Roxanne Nunez, Special Projects Coordinator
√	Kristen Gomez, Student Equity Coordinator		Classified Representative:
	Faculty Representatives:		Bettsie Montero, Senior Programmer/System Analyst
√	Michael Heumann, Professor, English Department		Consultants: Non-Voting Members
	Zhong Hu, Assoc. Professor, SM&E Department	√	Jose Carrillo, Institutional Researcher
	Alex Garza, Assoc. Professor, ESL Department		Jeff Cantwell, Application Services
	Faculty Non-Basic Skills Representatives:	√	Lisa Seals, Director of Financial Aid
	Andrew Chien, Professor, SM&E Department		Gloria Carmona, Admissions & Records Director
	Todd Hansink, Professor, Business Department		Allyn Leon, Math Professor
	ASG Representative:	√	Josue Verduzco, Learning Support Services Coordinator
√	Karen Villa	√	Frank Hoppe, Reference Librarian
√	Christine Bermudez	√	Recorder: Adriana Sano

A. Call to Order

Chair Nunez called the regular meeting of the Student Success & Equity Committee to order at 12:50 p.m.

B. Approval of Minutes

- Approval of the September 13, 2016 Minutes.
M/S/C K. Gomez/N. Nava to approve the September 13, 2016 Minutes as presented.
Motion Carried.

C. Discussion Items

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

- Chair Nunez informed the Committee that she received notice from the Chancellor's Office that they have suspended the requirement for colleges to submit 2016-17 Program Plans and Expenditure for the Student Success and Support Program (SSSP), Student Equity Program (SEP), and Basic Skills Initiative (BSI). The decision to suspend the submittal of plans for one year was made to facilitate greater integration, alignment, and streamlining of these three programs.
- Went over what Colleges can do to prepare for the 2017-18 Plan Cycle:
 - Review programs and services across the entire lifecycle of students, from recruitment to completion, and identify gaps and barriers.
 - Develop a crosswalk of services and activities supported by SSSP, SEP, and BSI chairs to identify areas in which efforts are occurring in similar or related area.
 - Hold Joint meeting of the SSSP, SEP and BSI committees to improve integrated planning.
 - Consider combining various grant committees to promote a consistent view of the student lifecycle and identify gaps and overlaps between services, projects, and funding sources.

- Talk with our colleagues from other colleges to learn what they are doing to integrate and align student success.
- Chancellor's Office will issue updated program requirements and guidelines in February 2017. These guidelines will specify the requirements for the consolidated SSSP/SEP/BSI Action and Expenditure Plan for 2017-18.
- Informed the group that SSSP and Student Equity has had carryover for 16-17 and will have carry over for 17-18, beginning in 18-19 allocations will need to be spent by September 30th, no carryover will be allowed. Incidentals will no longer be acceptable and we will need to have a clear path of exactly what we are doing.
- One of the Colleges that presented at a recent conference she attended was College of the Desert, recommended an IVC team visit the campus to model their approach to integrated planning and enrollment management.
- Dr. Garcia informed the Committee that she has already requested a visit to College of the Desert, the visit has been scheduled for December 9th. She recommended the following people be invited Kristen Gomez, Norma Nunez, Roxanne Nunez, Dr. Johnson, IT Representative, Dr. Akinkuoye, David Zielinski, Michael Heumann, Audrey Morris, and Jose Carrillo. College of the Desert will demonstrate how they started the process of Institutional Integrated Planning.
- Dr. Garcia stated that not only is this a requirement for SSSP, SEP and BSI, but it is an institutional endeavor. She has begun working on the crosswalk and will send the different sections of services provided that are relevant to SSSP, SEP and BSI. She indicated that the Adult Education Block Grant, TALCAS Grant, Strong Workforce, CCPT, IEPI and ESL Grant will also be included in the crosswalk. She indicated the District must demonstrate institutionally how efficiently we can utilize our resources and demonstrate it in the crosswalk.
- Dr. Garcia informed the Committee she has also requested 3CSN to provide training that will specifically demonstrate integrated plans.
- Chair Nunez stated that she would be forwarding the letter she received from the Chancellor's Office to the Committee with the Minutes.

D. Information Items

1. Status of Reallocation Projects – Kirsten Gomez

- Co-Chair Gomez gave an update on the seven projects funded through the Student Equity Reallocation Funds which were award to the District in July 2016. The one-time funds were received in August 2016 and must be spent by December 31, 2016.
- Chair Nunez stated that these one-time funds allowed the District to purchase computers, office supplies and other equipment that are deemed ineligible expenses under the Student Equity Guidelines.
- Update:
 - Digitizing A&R Records
 - Gloria Carmona visited Roseville, CA where the District has seven containers full of non- digitized student records. She went through and sorted what needed to be digitized.
 - Enhanced Proctoring For DSP&S Students
 - Purchased nine cameras to be set up in the DSP&S Tutorial Center, and Room 209 which has been converted into a Test Proctoring Center.
 - Currently working on wiring issues, and going to the Board for approval next week.
 - Embedded Tutoring Program Technology Enhancement
 - Purchased iPads for the Embedded Tutor Program to enhance communication, and for Tutor's to be able to hold study sessions.
 - Josue Verduzco added Learning Services have gone from no computers to being able to purchase 20 laptops, 13 iPads, and now an additional 19 iPads. This new technology has helped to enhance service throughout all tutoring centers across campus.

- Technology Enhancements for Learning Services
 - Purchased Smart TVs and installed in the Study Skill Center, World Languages Tutoring Center, and Math Lab to enhance services. Smart TVs pair with iPads and other Tablets.
- Tutorial Video Project – Online Access
 - Purchased two Cameras to create tutorials video to be used by students for reference/help in different topics.
 - The group discussed the logistics of creating videos and editing.
 - Audrey Morris indicated that there was a bit of overlap, but will be meeting to coordinate the videos and determine where the videos will be housed.
- Face to Face Prison Program
 - Courses have begun at Centinela and Calipatria State Prison. Centinela has three courses, four sections; and Calipatria has one course, two sections. Student Equity’s role was to purchase books for the students.
- LINC Tutoring Program – In Progress
 - LINC stands for “Learning Intervention Networking Communities” and consist of one-on-one tutoring sessions focusing on study habits, goal setting, time management and the use of technology. LINC is an important intervention for at risk, probation and re-entry students.
 - Josue indicated that students being sent to tutoring using the online form have access to signing up for LINC. A total of ten Tutors have been trained.
 - Chair Nunez asked how we can maximize these services to offer to larger groups. Looking for new programs that can help with intervention and this could be used as part of that component. Requested a meeting to discuss this topic further.
 - Dr. Garcia requested a list of topics. Requested that these services be documented as 1) follow-up interventions (two); and 2) receiving services.

2. Call for Proposals

- Co-Chair Gomez informed the group that Student Equity will be accepting project proposals for implementation and completion during the 16-17 school year.
- Proposal Due date is October 30, 2016.
- Review Period will be November 1-15th 2016.
- The Equity Coordinator will submit completed proposals to the Student Success & Equity Committee for review and discussion at the November 8th, 2016 meeting.
- Proposal presentation will take place on November 8th. Presentations will be limited to five minutes.
- Awarded projects will be notified prior to December 1, 2016. Projects will be awarded subject to the availability of funds.

3. Direct Services to Students

- Co-Chair Gomez gave an overview of what Student Equity does with direct services for students. The special populations identified in the Student Equity Plan for services are DSP&S, Foster Youth, CalWORKs participants, Veterans and Homeless (Homeless is not currently in the plan but there has been a huge need this year).
- Assistance is provided through Student Equity, but delivered to students within existing Student Services Programs. Assistance is also provided to students who qualify but are not enrolled in special programs.
- Assistance Available:
 - Book Vouchers (Distribute through programs EOPS, Veteran Center, DSP&S)
 - Transportation Vouchers (Distribute through Programs EOPS, Veteran Center, DSP&S) These services are reported to Financial Aid.
 - Academic supplies- Packet are supplied on request only.
 - Child Care Services (Special Exempt Status through CalWORKs)

- Meal Vouchers – Looking at what other Colleges are doing.

4. CCCAA Conference

- Chair Nunez shared with the group the California Community College Assessment Association (CCCAA) Southern Chapter Conference will take place Friday, October 28, 2016 at Mt. San Antonio College.
- SSSP will pay for those faculty members that would like to attend. Please contact Claudia Aguilar for travel arrangements.

D. Next Scheduled Meeting

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

E. Adjournment

The meeting adjourned at 1:50 p.m.