**CONTRA COSTA COLLEGE**

**Student Success Committee Meeting Agenda/Minutes**

Thursday, September 3, 2020: 2-4pm

Location: Zoom: <https://4cd.zoom.us/j/98911161970?pwd=TGR2V0NQRklBR3Y2ZEJWRm9KTU5uZz09>

Meeting ID: 989 1116 1970 - PASSWORD: 069450

Attendees: Rodolfo Santos, Jennifer Aguilar, Brianne Ayala, Larry Womack, Demetria Lawrence, Dennis Franco, Mayra Padilla, Sara Marcellino, Jason Berner, Nikki Ferguson, Maritez Apigo, Albert Duenas, Vanessa Mercado, Joel Nickelson-Shanks, Evan Decker, Brandy Gibson, Vanessa Crisostomo, Christina Craig-Chardon, Rene Sporer, Kate Weinstein, Blanca Castillo, David De La Cruz, Nooshi Borhan, Joy Brucelas, Jackie Ore, Lindsay Arentz

Note Taker: Jennifer Reynoso-Pingarron

1. Welcome by Co-Chairs (Jennifer Aguilar, Rod Santos) 2:03pm
   1. Reminder to use RAISE HAND (Click on Participants, “Raise Hand” blue button)
2. Approval of Minutes (Thursday August 6, 2020)
   1. Motion Approval: Vanessa Mercado
   2. Motion second: Evan Decker
      1. Motion passed; No objections
3. Public Comment (any items not listed on agenda)
4. COVID-19
   1. Fall Semester Check In
      1. Labs for students
         1. Jennifer A. – Expectation and anxiety was high – professor did an initial zoom meeting for expectations and instructions to follow
            1. Felt safe within the classroom and it lowered anxiety going into the lab knowing there are only 12 students and all procedures are set for safety
            2. Based on online classes – not sure how the schedule works

Action Item: Jennifer A. please email details to Jason Berner

* + - 1. Albert Duenas – people are pretty anxious because they do not know what to expect but have heard positive response to protocols on labs
         1. Online- professors are definitely improving and making the transitions a lot easier
      2. David De La Cruz – one concern wanting to address is for those professors who may not know how to mute students – it becomes a distraction
         1. Some of the professors still take role – slows down the process for students
      3. Maritez Apigo – District is working on coming up with instruction for faculty to guide through tech issues
         1. Action item: Include how to videos for faculty
      4. Vanessa Crisostomo mentioned about using Proctorio for test proctoring
         1. Hopefully there is an update for that topic in our next meeting
    1. Course cancellations
    2. Using Pronto- should be seen on every course and is currently live already accessible on the Global Navigation menu for CANVAS. *– can we use social media to let the public know that pronto is now available?* – students can use it on any course and is on for access to use through the courses – can also text other students in the course or even go live with each other – all private for use
       1. David De La Cruz- did not notice that there are 5 or 6 selections – some students would not know it exists. How can we be more aware of the new changes and letting them know if pronto is a thing now?
       2. Nooshi Borhan - If we are going to be online next semester as well, it would be good to have a good solid plan on laptops, and other loaning programs because a lot of students do not know that the resources are out there – it would be good to move more in advance to have students more prepared for the semester
  1. STUDENT TECH RESOURCES
     1. Laptop Loans: Dennis and Larry just discussed this topic
        1. Sara: have about 50 codes left for the partnership with Comcast – for internet

1. Can look in to see who have actually used their codes and gotten internet with Comcast.
2. Need to continue to get the word out on all the supports that there are still available for the students
3. Will have a conversation with James Eyestone about the loaning programs
   * 1. WiFi in Parking Lots & Hotspots:
        1. Rod: were able to talk to Dr. Bell – for the WiFi in parking lots, if fit is offered, we wouldn’t have staffing resources to have security for the parking lots – do not currently have the revenue to be able to staff it – proposal to use CARES funding to purchase hotspots to help more students
        2. Are hotspots needed, are laptops needed, or both? – Budget committee will meet to discuss resources needed.
        3. Kate Weinstein: Some students cannot register because they do not have laptops or internet but cannot issue laptops or internet until there are registered – question: how do we get the students out of this loop? Without them deciding to drop out.
        4. Nooshi Borhan: Should try to do a variety of things in order to meet all the challenges students face.
           1. Feel personally frustrated because it is not being shared where the money is going to and how the money is being spent and where the money is going
           2. It would feel so much better if we can bring up the issues and plan ahead to have something in place to address current issues. – it would be important to invest the CARES dollars into the students
        5. Apigo- we need to use the CARES dollars to all the needs of students
        6. ACTION ITEM: Revisit WiFi in parking lots
   1. STUDENT TECH RESOURCES PROPOSAL
      1. Mayra Padilla – Have a structure – participatory governance – allows any member to participate with the idea that big college decisions goes through at least one of the big planning committees – college council—when student success committee is the biggest committee and when there is an important item to discuss – Rod as chair can make the recommendation to bring up the issues
      2. Proposal A: use CARES funding to staff parking lot and get WiFi
      3. Proposal B: Purchase hotspots that will handle high bandwidth for Zoom
      4. We need both proposal A and proposal B
      5. Comments: Nooshi – can use CARES funding for tents and staffing for managing the areas – if we think more in advance then we can address more issues
      6. Evan: What is what we are moving forward – support for student
      7. Action Item: Set up a group with one from each constituents. Proposal: No Objections from Voting Members
         1. Administrator: Evan Decker
         2. Faculty: Nooshi Borhan
         3. Classified: Demetria Lawrence
         4. Student: Vanessa Crisostomo
   2. STUDENT REGISTRATION
      1. The only way for students to register is with access code – is it possible to use CARES funding for making videos to help students with registering to the courses. Maritez—there was a video that was created for the whole district – maybe we can use the video and currently found under late registration site for the whole district.
      2. Why do students shave to go through so many steps to just register to a course?
      3. One of the issues is because the vendors cannot necessarily be programmed because of the program we are using – Vendors cannot provide a solution – all district says is that we have to train more.
      4. Demi: bring awareness – for some students, the more clicks that are needed the more anxiety it can provoke on the student and can be both intimidating and confusing – if there is anything that we can to help them do less work – devices used to connect are formatted differently depending on technology and browsers being used
      5. Nooshi – for new students this can really be a bad start – making it too hard for some students
      6. Brandy Gibson – it wouldn’t be a bad idea to contact other colleges
         1. Rod has worked on other institutions – colleague is an old system – CRM communication for students
      7. Mayra Padilla – If we can get constituency leaders groups – sending individual messages is not going to work across the district – coming from CCC and union working together to ask their asks. Voices can be heard more through those groups.
      8. Evan Decker: Do we need to make a motion? There is a shared agreement to move forward and will make a proposal
      9. ACTION ITEM: REGISTRATION SYSTEM ENHANCEMENTS PROPOSAL (organized and facilitated by Rod): No Objections
   3. COVID-19 PROCEDURES FOR FALL CLASSES
      1. Mayra Padilla – If something fits outside of the processes
      2. Rene Sporer - processes being put in place – matched up with county’s requirements for student safety
      3. Working on getting all on the same page – for any students with any questions please contact any of us here.
   4. ADDITIONAL STUDENT RESOURCES
      1. ASU: Welcome Week Activities (Jennifer Aguilar)
         1. Just got past first week activity – bingo night and had a good turn out
         2. 2nd event – school supplied drive-by, ASU providing masks as well
         3. Have a lot of other activities for students coming up that will promote safety on campus
         4. Will begin to start providing office hours for all the days of the week
      2. ASU: Office Hours – any concerns mentioned? (Jennifer Aguilar)
      3. Events: Constitution Day: Linda Sarsour
         1. Constitution day – September 17th
   5. PUBLIC COMMENT
      1. Brandy Gibson – CCC Tutoring; have embedded group studies and tutors for all the courses that need support
      2. Maritez – Wellness Central: Your space at your pace—connects to information and resources for student wellness – all resources – Free resources
      3. Nooshi – different categories – how do we create projects that would be meaningful and get to contribute?
      4. Action Item: make a smaller group with updating this – getting District IT on board to get every student access
         1. Jennifer A- It will only be one click away and having it accessible to students – they will be able to get resources
4. Racial Justice at CCC
   1. Racial Justice Task Force update (Dean Rod Santos/Dean Mayra Padilla)
      1. Shared links – refer to chat transcript
      2. USC Support helps in various ways – work around theory of change, and redeveloping curriculum, alliance gives you resources that everyone is able to use
      3. Equity Now – see transcript for Link to post on Minutes – 4 part eConvening
   2. Update on Fall Equity Speaker Series (Dean Mayra Padilla)
      1. Speak Out Youth Summit – Saturday, October 3rd 2020
         1. Looking to fund students to attend
   3. Please add Agenda item – subcommittee information – recommendation to meet on a quarterly basis to stay in alignment and not have to go through large agendas – please refer to email
   4. Public Comment
5. Guided Pathways Update (Demetria Lawrence)
   1. Student engagement opportunities for 2020-2021
6. Subcommittees of the Student Success Committee
   1. Professional Development
   2. Basic Skills Initiative
   3. ALO & SLO
   4. Racial Justice Task Force

Action Items:

1. Draft Equity Mission Statement and Racial Justice Statement

2. Review Strategic Plan and select Goals and Action Areas that are Important to our committee

3. SubCommittees Meet Quarterly with SSC - Special Session to integrate

\* Professional Development

\* AB705

\* Guided Pathways

\* SLO/AUO

\* Racial Justice Task Force

1. Parking Lot – if time allows…
   1. SEAP Budget
   2. Student Services Center
   3. Student housing
   4. Childcare
   5. Mental Health Referrals
2. Next Meeting: Scheduled for October 1, 2020
3. Adjournment @ 4:05pm

**Resources and links shared**

* + - 1. <https://youtu.be/Bar2O5pq5yQ> is the video link for How Students Accept Add Authorization
      2. <https://ajph.aphapublications.org/doi/10.2105/AJPH.2020.305784>
      3. <http://www.4cd.edu/pdf/InSite_late_reg_0119.pdf> - PDF version of Late Registration
      4. Wellness Central (template for you to preview): <https://ccconlineed.instructure.com/courses/1895>
      5. <https://race.usc.edu/colleges/>
      6. <https://www.equitynowseries.com/>
      7. <https://www.equitynowseries.com/>