**CONTRA COSTA COLLEGE**

**Student Success Committee Meeting Agenda**

Thursday, November 5, 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, Lucile Beatty, Sara Marcellino, Demetria Lawrence, Mayra Padilla, Nooshi Borhan, Jason Berner, Evan Decker, Brianne Ayala, Kate Weinstein, Romus Reece, Albert Duenas, Brandy Gibson, Vanessa Mercado, Maritez Apigo, Joel Nickelson-Shanks, David De La Cruz, Dennis Franco, Elizabeth Bremner, Rene Sporer, Tretha Harris, Katie Krolikowski, Lindsay Arentz, Shelley Ruby, Jennifer Reynoso-Pingarron (Minute taker)

1. Welcome by Co-Chairs (Jennifer Aguilar, Rod Santos)
   1. Reminder to use RAISE HAND (Click on Participants, “Raise Hand” blue button)
2. Approval of Minutes (Thursday October 1, 2020)

* Edits for October minutes: Add Evan motioned, Kate seconded
* Motioned 1st: Evan Decker with edits to October 2020 Minutes
* 2nd: Kate Weinstein
* Minutes approved unanimously

1. Public Comment (any items not listed on agenda) – *No public comment at this time*
2. Guided Pathways Update (Evan Decker & Demetria Lawrence)
   1. Guided Pathways Forum: October 22, 2020
      * Discussed integration of Holland Code
      * Worked and discussed with participants
      * Would like to continue working with students and get more involvement
3. Subcommittees of the Student Success Committee - Updates
   1. Professional Development Committee (Cile Beatty)
      * Major advancement was to complete the charge – Have a working group on pedagogy for spring conference
      * Discussion: should students be a part of the professional development committee?
        + Focused on staff and faculty development as a result of equity speaker series and would like to see if students would like to join the professional development subcommittee
        + Would like to hear their voice in areas where it really is critical to hear their voice
        + Brown Act: If it is a subcommittee of Brown Act guidelines – will need to discuss how we can involve students
          - Sara Marcellino comments that student workers are required to go through professional development – can have student workers participate as a part of their own professional development
          - May want something that is more inclusive with students – and not overstretch students
          - Another option is having feedback shared in Racial and Social Justice Committee and have the feedback come back to Student Success Committee
          - Taskforce can operate outside of Brown Act
          - Can look at this particular group to be a task force or we can funnel student suggestions through SSC or PD committee
          - Nooshi comments it would be a good idea to have students inform the type of professional development opportunities that they need
          - Possibly need to alter the charge to include student workers as a part of the student body – Evan agrees

* Action Item: Cile will return to PD Committee with recommendation to have student workers serve as part of the PD Committee in accordance with Brown Act regulations
  + - * **PD Charge approval**:
        + Motioned to approve Kate (1st),
        + Evan (2nd)
        + All voting members motioned to pass with recommended edits
  1. AB 705 Task Force (formerly Basic Skills Initiative Committee) (Jason Berner)
     + Being implemented (end year of implementation for English and math departments)
     + 1st year of English 1Ax – Results for spring 2020 were affected by COVID but are hoping to get numbers back to normal once things open back up
     + In math there were similar increase in student success
     + For ESL, they have begun their AB705 implementation this semester – offering non-credit versions of their lower level English classes
     + Nooshi comments that one issue is that we are starting to get zero cost classes and students opt for the zero cost classes but they do not qualify for services like EOPS
     + Another point is some ESL have been confused and have been choosing English 1A and staff have had to guide students to proper classes
     + Kate comments that next meeting will focus on ESL but unfortunately were not able to get to it during this meeting
     + Jason comments that deadline was pushed back to Fall 2021 – we are on track
     + Mayra comments that one of the focuses was to set up the Tableau – are going to need to focus and dedicate time
     + Action Item: Send a message to Allison from District -- We might need to request an update on ESL for next AB 705 meeting
  2. SLO & AUO Committee (Brandy Gibson)
     + Update on Charge – sent out the updated charge and approved last April
     + Added two students to committee
     + Next meeting is next Tuesday from 10am-2pm
     + Will talk about Illumen – assessment and management tool and discuss the vision of the group and what we really think SLOs are and how they will fit
     + Still need to find two classified and two students to include into the committee structure
     + Action item: Request to go to classified employees and students for representation on the SLO & AUO Committee
  3. Racial & Social Justice Committee (Mayra Padilla, Cile Beatty & Rod Santos)
     1. Update on Charge and Activities of Committee
* We have our first meeting scheduled for November the 19th and December 17th invites have been sent out to those who shared interest in being present for this meeting
* Have worked on prepping materials for the meeting to review what has already been done around Social and Racial Justice
* When it comes with the charge – hit pause as IEPI is helping structure all of our participatory governance structure – and will ground committee before diving deep into the work
* One of the things that have been discussed getting a shared understanding of racial and social justice so that all committee members are all on the same page
  + 1. Update on Equity Speaker Series (Mayra Padilla)
* Have been looking into professional development opportunity on December 17th – having Shakti Butler as a speaker. See link <https://www.world-trust.org/shaktibutler> to see equity work she has engaged in – We are hoping she is available for that specific meeting
* Equity Speaker Series – PD committee has sub corded a speaker list and Mayra is working on narrowing down the speakers to bring in
* Meeting of the Minds: The School to Prison Pipeline: <https://www.youtube.com/watch?v=_bUI1GWUcoE>
* Another person – potentially December ASCCC <https://www.asccc.org/content/how-start-anti-racism-work-colorblind-institution> – Counselor doing equity work on how to reengage equity conversations – one of the ways he anchors his work is good/bad binary and tries to help us understand importance of building a collective consciousness
* PD committee – looking at keynote speaker for pedagogy conference Victor Rios – Ted Talk link: <https://www.ted.com/talks/victor_rios_help_for_kids_the_education_system_ignores?language=en>
* Hotep as an alternative speaker – on a short list and there are about 8 other speakers that will be reached out. See link: <https://hotepconsultants.com/>
  + 1. Undocumented Student Action Week (Mayra Padilla)
* Undocumented Student Action Week – had Jose Antonio Vargas – received good feedback on his interview
  + Some faculty had been doing work on getting extra credit to students – not all students have the opportunity to vote – revising assignment to give students the opportunity
  + Had a student who tried to express sentiment of how she was viewed due to skin color (Identifies as white but is of Jewish decent – trying to find speakers to address this and what type of language to use
  + Need to prime student leaders and leaders on campus to address this kind of conversations
  + When it comes to leadership – it would be good
    1. Campus Calendar of Religious and Cultural Observances (Mayra Padilla)
       - * Dennis Franco – Elizabeth Bremner and Andrea Phillips are working on calendar – shared with Deans to get events included onto the calendar as needed
         * Action Item: When Calendar is ready to launch – open up to discussion and review
         * Elizabeth is spearheading a holocaust remembrance event – week of January 27th
    2. Public Comment
* BUDGET: R&SJC have secured funding through the college – have been working on clarifying our budget and had a meeting yesterday where it was proposed to pull $100k to use for the Racial and Social Justice work
* Will be working to see how other can meet our budget to impact the entire campus
* Sara Marcellino comments that The Foundation has been working the past 6-8 weeks on the call to action – on November 18th, there will be a further discussion on how to provide resources to help
* Looking into possibly having a separate student centered session
* Katie Krolikowski comments that this is great work and it is important to have the work in one place for everyone to be able to see all of the work that is being done
* Mayra comments that she had a couple of preliminary meetings to see how we can make this happen and is high in priority list and will hopefully get an update in December
* Nooshi asks that the information be shared with her to be able to include into orientation
  + Jennifer Aguilar comments that here at CCC we need student leadership – it represents who we are and what CCC is all about
    - Albert agrees with Jennifer Aguilar’s previous statement
* Recommendation: Have students go back to ASU and pull information from groups to bring some dates forward and have students engaged – maybe give a report on what kind of activities that students are trying to move forward (Student Clubs are currently not as active but would like to honor those events that have been happening or have happened in the past)
* There is great potential to have coalition – great to consider working toward racial and social justice themselves – helps students learn more and increase awareness

1. COVID-19
   1. Fall Semester Check In
      1. Maintenance of labs and classrooms

* Albert comments that his labs are in the physics building but everything had been pretty good as far as temperature and protocols while in labs
* Rene Sporer – has been in the biology building and there is an abundance of care when it comes to cleanliness. Students come in one at a time, put on gloves and sit down in stations and pick up antiseptic wipes and wipe down material that they will be using and dispose of wipes in order to begin their activities for the day and the same process is repeated right before they leave. After students leave the lab techs are also wiping down between courses – there is real attention happening.
* There are enough supplies currently and are paying for an enormous amount of PPE – district provides some of the materials and the rest is being purchased to make sure everyone is as safe as possible.
  + 1. Spring 2021 Semester instruction –
       - Update from instructional deans: First day of instruction is January 25th 2020. Schedule will be posted soon and registration begins November 15th – best way to get classes is to plan now and get what is needed (counseling appointments, etc.) to prepare accordingly.
    2. Revisit: Student Tech Resources Proposal
    - Asking for approximately $282k – will be asking for tech resources that have been discussed in previous meetings
    - Because hot spots are a bit pricey and because there is a need on students and staff on faculty end – there need to be further discussion on how they will be purchased and who will purchase
    - For headsets – will need a little bit more time of how it will be disbursed
    - For parking lot – it is up and running:
      * + Dennis comments signage has been up 2-3 weeks ago for students to be able to see where it is available
        + There is currently no way to track how many students are using the WiFi currently
        + Nooshi comments on adding a survey that can gage student needs or if there is capacity from welcome center to follow up on students who express needs
        + Dennis comments that application already asks for student needs – might be able to add certain things on it

In terms of notifying students – if there are other ideas around marketing please email Larry Womack

* + - * + Nooshi comments faculty can also help with this

Action Item: have multiple types of sharing this information

* Shelley Ruby comments that some students still have horrible WiFi connection and can’t really participate due – Could possibly use devices that boost signal for those students
* [Internet booster to boost internet speed: https://www.amazon.com/gp/product/B01929V7ZG/ref=ppx\_yo\_dt\_b\_asin\_title\_o01\_s00?ie=UTF8&psc=1](Internet%20booster%20to%20boost%20internet%20speed:%20https:/www.amazon.com/gp/product/B01929V7ZG/ref=ppx_yo_dt_b_asin_title_o01_s00?ie=UTF8&psc=1)
* Rod comments that the point of the Hot Spots is to provide to those students who do not have stable housing, etc.
* Dennis comments that we need to discuss further possibly with James Eyestone to see what exactly it is that we are looking for
* Need to make a distinguisher between signal booster and hotspot – to include an additional item for signal boosters, Ethernet cable for wireless connection, etc.
* Dennis Franco comments that we could possibly negotiate faster internet speeds with carriers
* Reality is there needs to be a variety of things and issues to address and how can we determine what students actually need
* **STUDENT TECH RESOURCES PROPOSAL APPROVAL**: Formal approval with add of Shelley Ruby’s recommendations – add a miscellaneous item in the amount of $10,000.
  + First motion to approve: Evan Decker
  + Second motion to approve: Vanessa Mercado
  + Approved unanimously
* Next steps: Budget Committee Review on November 18th
  + 1. Revisit: Registration System Enhancements Proposal
* Will be meeting next week to discuss further of changes that will be made
  + 1. Revisit: Online Proctoring Software, OER & ZTC (Maritez Apigo)
* OER – DE Guidance on Online Assessment and Proctoring Software:
  + - * <https://docs.google.com/document/d/1Gl-9sCB6LePMYS9kIsrpeWuGHcG1gVu_Ic0iOa6kY3w/edit?usp=sharing>
* Momentum is beginning – have 5 faculty who have submitted applications and are beginning their process
* Question: How do you think we can continue to further promote OER & ZTC to both student and faculty?
  + Evan Decker comments that he had seen some compelling data about expenses students have for classes
  + There is some work right now developing an orientation for students – Need to find out ways to let students know which courses are zero cost
  + Nooshi—curious of how the students will be able to search for ZTC courses specifically
  + There has been a draft already given for spring – will be designating specific indicators for the ZTC courses
  + Nooshi mentioned that the way to get more faculty involved – it might be a daunting project for some to get this going. There should be support for those who think so.
  + If there are any ideas – please let Maritez know
* Comet Support Hub—localized place to get access to many resources and will be accessible on canvas – each service to have their own page
* Add suggestions from the chat – for ongoing work
* Online proctoring software – we now have a DE guidance for online assessment and proctoring
  + - Addressing equity concerns and breaks down the issues and consequences around emotional and technological resources
    - Presented guidance to Academic Senate – at next Academic Senate will have further discussion – there is some push back currently and should be a lively conversation. Open for public and students are welcome to come
    - Next Academic Senate Meeting: Monday, Nov. 16, 2:15-4pm – would be wonderful to have student voice
    - Action Item: Rod to send out link to Jennifer, Albert and David for the November meeting
    - Dr. Vanessa Mercado’s dissertation is referenced on the guidance
    - Mayra – to Kate – have not had a lot of students reaching out specifically about Proctorio – do not have new data but have had students in the past talk about looking away from the screen for a little bit and getting kicked out of the exam due to it assuming the student is cheating or if someone walks through
    1. NEW BUSINESS: Student Success Survey for Fall 2020
* Has come up in multiple spaces in response to multiple calls of action – conducting a survey on what has been working and receive feedback on what could be done better
  + - * Mayra comments that there is no current effort but have data from last survey – what information do we have a capacity to do something already – it is a lot of work to put the surveys together and actually gather the information – feels a little in effective
      * Dr. Mercado comments that we can get input on those things that we have not already addressed with more effort
      * Currently short on capacity and sounds like we need to look at results and make a post survey of the effectiveness on the changes that have been made
      * Now that accreditation is over, more content will be added to IE website – information should be available for public access – only in middle stages of Student Tech Proposal to refine what we are asking
      * Mayra comments that we need to have some awareness building on internal resources and where efforts can be placed
        + Need to find ways to better engage and get more will around these issues
        + Nooshi comments that students who are not tech savvy are falling through the cracks and need to find ways of using our limited resources to address that
      * ACTION ITEM: Rod to schedule a meeting with Mayra and Vanessa to evaluate possible post-assessment Spring 2021 survey in response to 4CD COVID-19 report from in Spring/Summer 2020.
  1. Student Resources
     1. National League of Cities Basic Needs of Postsecondary Students Initiative (Dennis Franco) – to be delayed to December 2020 SSC Meeting
     2. ASU (Jennifer Aguilar) Finished Halloween Costume event and are up on social – it was nice to see students who were participating
        + Action item: Include a need to incentivize event through gift cards, or anything like that but need to figure out how to support those events and make these events worth their wild and need to figure out how to support ASU with this
* \*\*Please note that currently due to accreditation guidelines, CCC is not allowed to fund incentives for students only through private monies

Next Meeting: Scheduled for December 3, 2020

Adjournment @ 4:03pm

**Additional info and links shared**

Standing and *Ad Ho*c Committees of Neighborhood Councils under the Brown Act: [https://empowerla.org/wp-content/uploads/2012/04/Brown-Act-Standing-and-Ad-Hoc-Committee.pdf](https://empowerla.org/wp-content/uploads/2012/04/Brown-Act-Standing-and-Ad-Hoc-Committee.pdf%20)

Minnesota community colleges offer textbook-free associate degrees | Star Tribune 10.28.20 <https://www.startribune.com/more-minnesota-community-colleges-ditch-pricey-textbooks-in-favor-of-free-online-readings/572902871/>

OER Presentation Slides: <https://docs.google.com/presentation/d/1lY3WmNIEyTPz3J1KnMPAslu12O2E4U5r0LCMuaWx2iU/edit?usp=sharing>

Associated Student Union Resolution: <https://docs.google.com/document/d/1WNmveRLSA7Dx6yxLrQDK7X1fTNlOvz86GjDucVYsMvQ/edit?usp=sharing>

Academic Senate Council Resolution: <https://docs.google.com/document/d/1pa3MZB-sBhNqmfyxQWKjhAgvkuU7WK_tzhxk_09uUvY/edit?usp=sharing>

California Community College's systemwide COVID-19 summary (1-page info graphic ): <https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/reports/student-impact-survey-v2>

Institutional Effectiveness: <https://www.contracosta.edu/about/accreditation/institutional-effectiveness/>