**CONTRA COSTA COLLEGE**

**Student Success Committee Meeting Agenda**

Thursday, December 3, 2020: 2-4pm

Attendees: Rodolfo Santos, Jennifer Aguilar, Lucile Beatty, Hector Moncada, Michael Zephyr, Nikki Ferguson, Brianne Ayala , Daisy Rodriguez, Itzia Guerrero, Zaira Sanchez, Jackie Ore, Katherine Krolikowski, Jenna Hornbuckle, Michell Naidoo, Joel, Albert Duenas, Kate Weinstein, Elizabeth Bremner, Vanessa Crisostomo, Stephanie Figueroa, Kelly Ramos, Mayra Padilla, Vanessa Mercado, Brandy Gibson, Jackie Ore, Angela Loera, Maritez Apigo, Nooshi Borhan, Carolyn Hodge, Shelley Ruby, Demetria Lawrence, Tretha Harris

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

Meeting ID: 989 1116 1970 - PASSWORD: 069450

1. Welcome by Co-Chairs (Jennifer Aguilar, Rod Santos)
	1. Reminder to use RAISE HAND (Click on Participants, “Raise Hand” blue button)
	2. Jennifer A Called the Meeting to Order at 2:01pm
2. Approval of Minutes (Thursday November 5, 2020)
	1. 1st motion for approval: Albert Duenas
	2. 2nd motion of approval: Kate Weinstein
	3. All approved – Passed unanimously.
3. Public Comment (any items not listed on agenda)
	1. *No public comment.*
4. Guided Pathways Update (Evan Decker & Demetria Lawrence) – NO UPDATES
5. Subcommittees of the Student Success Committee - Updates
	1. Professional Development Committee (Cile Beatty)
* Planning pedagogy for faculty on equity practices; scheduled for **March 19th 2020**
* Working on getting panelists
* Classified professionals conference will be held during spring break
* Equity Speakers Series – Academic Senate gave PD a number of recommendations on speakers – committee to work with student success to develop themes
* **January 20th Wed 1-2:30pm** – Welcomes Student Success to meet with PD and help decide on themes for the spring and upcoming year
* Yesterday Lucile sent out an email with survey to get a broad input for the Equity speaker series – information will be used to help get ideas
* Volunteers
	+ Kate Weinstein
	+ Hector Moncada
	+ Brianne Ayala
	+ Nikki Ferguson
	+ Mayra Padilla
	+ Jennifer Aguilar
	1. AB 705 Task Force (formerly Basic Skills Initiative Committee) (Jason Berner)
		1. *No updates for this meeting today*
	2. SLO & AUO Committee (Brandy Gibson)
		1. *No updates for this meeting*
	3. Racial & Social Justice Committee (Mayra Padilla, Cile Beatty, Demetria Lawrence & Rod Santos)
		1. Update on Charge and Activities of Committee
	+ First meeting was powerful; discussed about how to focus on the work of the committee
	+ Keyed in to becoming an advisory group – working with VP and President
	+ Working details out and are currently working on charge
	+ Next meeting on **December 17th from 3pm-5pm** to focus on next year’s activities
	+ It was an honest conversation – excited about the depth that folks went into on the first meeting
	+ Had representation from all constituent groups there
		- Can see the personal commitment
	+ In the spirit of decolonizing our work at a community college – there is representation from each of the affinity groups at this committee meeting as well
	+ Lucile points out that they have started holding space for white faculty and staff to address and build capacity to address anti-racism – Brianne did an excellent job at getting this started
		1. Update on Equity Speaker Series (Mayra Padilla)

Two events coming up next week

* + - 1. Dr. Bell is holding space for the reading of *How to Be Anti-Racist*, by Ibram X. Kendi.Conversation - Professors Manu Ampim and Agustin Palacios will be leading a group discussion **December 8th 2020 from 3:00pm-4:30pm**
				1. Equity office is paying for any of the books: <https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.gle%2F3LmRTBGxmALmLinR9&data=04%7C01%7Crsantos%40contracosta.edu%7Cd962d9a5718b4e11757108d896834a9d%7Cc354694acce5489fb2a3a2a9d26e0c3f%7C0%7C0%7C637424837932020090%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=1A7OYkjaG1i4wPCR1azwbg7Zv795RUDBjDuYav2yCVQ%3D&reserved=0>
			2. The next speaker in the Equity speaker series is Dr. Abdimalik Buul – **Wednesday December 9th 2020 at 3:00pm-5:00pm**
				1. Two hour workshop and will have activities – purpose is to plant seeds of justice – Flyer to be send out later today
		1. Public Comment – No public comment
1. COVID-19
	1. Fall Semester Check In
		1. Maintenance of labs and classrooms
			1. Rene shares things are going well. All classes meeting have strict protocol
			2. Reported that two students came to campus when they were positive for COVID-19.
			3. Proper protocols were taken and students had to quarantine and/or take test before coming back to campus
				1. First incident student broke protocol
				2. Second incident – student did not know they were positive and notifications happened less than an hour and a half

There hasn’t been an incident of anyone contracting virus from those students who came in

* + - * 1. Student was sent home recently due to having a temperature– arrangements were made for student to work remote until better
				2. Standardizing protocols
		1. Canvas support for faculty, timely student responses from faculty (David De La Cruz)
			1. David brought to attention that peers had reached out about professors still not responding in a timely manner
				1. Taking more than a week to respond
			2. Communication is not consistent in platforms – professors email back when students reach out through pronto causing confusion
				1. What campus supports are there for faculty to have them answer in a timely manner?
				2. Response: Apigo responds that DVC and LMC has seen how CCC has embraced Pronto tool and will purchase Pronto as well for the next year
				3. She adds, that CCC does have a policy in preparation for Accreditation – all instructors are aware of Distance Ed – policy details that faculty need to be responding within 24 to 48 hours and faculty not following that are not in compliance.
			3. Might need to work on from spring semester – determine which tools are going to be used
			4. Action: Help clarify communication plans
			5. Pronto is growing as we move into another semester online
				1. Michael Zephyr points out that pronto is a great tool but lacks privacy because everyone in the class can see
				2. Teachers need to keep this in mind
				3. Daisy Rodriguez comments that there is direct messaging/ private messaging
			6. Nooshi shares that students continue to share that students are frustrated that professors use a wide range of tools – it would be ideal to get all faculty on similar mechanisms – when different tools are used it affects students
			7. Jennifer A. – Going back to ASU to survey which tools are best for students for communication with professors
			8. Vanesa Crisostomo shared one of her professors shared pronto as an immediate quick response and for wider more detailed questions to use email as form of communication – could be a possible solution
		2. Spring 2021 Semester instruction
			- 1. Bringing back Physiology in the Spring – working the schedule out
		3. Revisit: Student Tech Resources Proposal
			1. Next steps: College Council Approval of $200K
				1. Suggested changes to lower the numbers
				2. Next steps: move to college council for final approval and working with James Eyestone, Library and Darius from book store to price items – will announce information as we move along
				3. Priority is laptops currently to be able to configure and get library ready for distribution
				4. Will provide full report once it is finalized
				5. Will send out notification of online request form once it is ready
		4. Revisit: Registration System Enhancements Proposal
			1. Came out of conversation of faculty and students over the summer
			2. Had a meeting with counseling faculty, A&R, - group put together a list of desired items and are working on getting resolutions of these items and will be proposing those resolutions to faculty
			3. Will try to initiate changes for the spring and long term
			4. Waitlist, registration codes, late registration protocols are some of the items being discussed currently
			5. Nooshi: Is it district wide of do faculty have any control over it?
				1. It is a district wide issue

Waiting for solutions district wide can present down the road

Students are getting caught up and not able to register because of correct section requirement to be able to register

Other ideas include having a drop down on the Ed Plan when selecting course

* + - 1. Hoping that these considerations are taken from district and changes are made to make the process easier for the students
			2. Kate Weinstein: had someone who has issue with registering for a PE class and couldn’t even do that
			3. Katherine Krolikowski shares that these are district wide tools and share the same frustration
				1. Resolutions that go from this committee and through college council can make a change
				2. Suggest to have a small group create resolution to present to college council in February
				3. Volunteers from group to work for registration enhancements: Vanessa Crisostomo, Jennifer Aguilar, Mayra Padilla, Daisy Rodriguez, Joel Nickelson-Shanks, Nooshi Borhan, Carmen Tirado, Stephanie Figueroa, Jackie Ore
				4. Action Item: Contact Larry to get link to include in email when it is time for students to register
				5. The more we can include the resources at the time of need, the better it is for the students
				6. We have power collectively to create resolutions that will meet all of our needs
		1. Revisit: Online Proctoring Software, OER & ZTC, Comet Support Hub (Maritez Apigo)
			- Working on Quest for Online Success 2.0 with updates
				* Quest for Online Success 1.0 - 1,105 student completed and earned certificates
				* Faculty making it available to students made it so that students complete it
				* Majority of student felt it was helpful for them and vast majority felt it was helpful for them
				* 95.9% of students would recommend Quest for Online Success to other students
				* Erica Watson will be working on a series of new videos (under 5 minutes) How-To demonstration videos
				* Adding links to wellness resources
				* To include information about Wellness Central
				* Jennifer A. – Question about languages available for Quest for Success – it would be great to have it in Spanish.
			- Wellness Central – Project is being pushed to spring and will roll out once it is completed
				* Would like to share a draft of this before it gets rolled out
			- DE Guidance on Online Assessment and Proctoring Software:
			- <https://docs.google.com/document/d/1Gl-9sCB6LePMYS9kIsrpeWuGHcG1gVu_Ic0iOa6kY3w/edit?usp=sharing>
			- OER—Fall semester updates: Since then ASU has created resolutions and Academic Senate also came up with a resolution – Associated Students 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>
				* OER Interest Form for faculty: <http://bit.ly/oerinterest>
		2. Revisit: Student Success Survey for Spring 2021 (Vanessa Mercado)

CCCCO COVID-19 Student Impact Survey Summary <https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/reports/student-impact-survey-v2>

* + - * 1. Recapping our existing efforts – one of the reasons for looking back at spring in to reach out to students and learn how we can help them
				2. In general there is a low response rate
				3. It was more of a challenge to get students to respond to the survey
				4. Connecting the dots to service implementation

We have limited alternatives to the services we can provide face to face

Some of the themes across all student surveys include mental health and wellness, financial stability/ economic impact

Colleges have created CARES Act funding to make tech updates, provide relief checks to students, added laptop loaner program

Question posed: How can we utilize existing resource in new ways to bridge the gap and address needs?

Possible Directions

1. Develop a plan for how existing student survey data information is going to be used
2. Getting perspective from those students who have been reached
3. Getting perspective from those students who have not been reached or those who have not received the resources they need
	1. An alternative is to get focus groups with staff and with students to receive feedback
* Next Steps

Institutional Effectiveness Projects

* 1. Strategic Plan Implementation
	2. Accreditation QFE monitoring
	3. Equity Plan
	4. STEM grant
	5. HSI grant
	6. Data coaching
	7. Campus Data Request
* Opportunities for Data Training
1. 2021: Student Success Data & CCC’s Strategic Plan (Rod)
2. We have our goals for the strategic plan: <https://www.contracosta.edu/about/college-plans/>
3. Information will help ground this and hopefully see where we go next.
4. Setting the context for everyone – this is the direction we need to start thinking about
5. The next step now is to begin prioritizing – paying attention to the highlighted disparities
6. As we begin to implement the strategic plan – we need to involve the campus about what needs to be done and will be able to plug in the work from Student Success
7. Action Item to Everyone: Please read through the links that Rod will send – thinking about what will be prioritized

g. How do we reach the students that do not respond?

Ideas on approach – will work with welcome center staff to discuss

Kelly – suggest working with retention services and work with students in probation

Mayra comments on getting registration dates for student who have been disengaged as a form of reengagement

h. Action: Look into priority registration as an incentive

Katie: This group has been focused on immediate – the way we are looked at

* + - * 1. How does our work on day to day – how do they lead to these indicators

Enrollment

Promise grant recipients

AB540 Recipient

Jobs/ increase in wages

Part of the job of this committee is to find peace with that and think longer term about those things that get measured

Equity plan takes into consideration demographics

* 1. Student Resources
		1. HSI Grant (Kelly Ramos & Mayra Padilla)
			1. Title V Grant – received
				1. Grant provides assist to HSIs to expand educational opportunities for, and improve the attainment of Hispanic Students
				2. Grant is inclusive and will serve student populations that have been identified in Student Equity Plan
				3. Grant is not about building new things but to bring together initiatives and work already happening
				4. Title V Logic Model
				5. Offering some type of alternative group from Per Ankh Academy and Puente Project

Increasing program enrollment has been most effective when we do recruitment into the high schools

How do we connect with Black Student Union, Raza Studies and all affinity groups in the high schools and make the connections early

Will be looking at what kind of project we can do to get hands on experience and spaces

Equity minded professional development – will be working with UC Berkeley and SF State who both give certifications/ units for academic progression

This can help classified professionals move up in their ranking

High school college connection – Joel

* + - * 1. Next steps:

Advisory board

* + 1. National League of Cities Basic Needs of Postsecondary Students Initiative (Dennis Franco) – moved to February meeting
		2. ASU (Jennifer Aguilar)
			1. Ugly Christmas sweater as last event
			2. Revisit: Student involvement on college committees (Hector Moncada)
	1. 2021-2022 Student Success Committee Co-Chairs (Faculty, Student)
	2. Public Comment
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 Wednesday February 2nd, 2021 – 3pm to 5pm (note change of date to 1st Tuesdays)

1st motion to approve: Maritez Apigo

2nd motion to approve: Brianna Ayala

Motion approved

1. Adjournment @ 4:05pm