

Los Rios District Matriculation & Student Success Committee

Monday, September 21, 2015

District Office Main Conference Room

2:30pm-4:30pm

APPROVED Minutes

Members Attending: Kathy Degn (DMC Chair), Associate Vice Chancellor Victoria Rosario (Alternate Administrative Liaison), Jerome Lahey (ARC Classified Staff), Jessica Nelson (ARC Counseling Faculty – Matric Co-Chair), Judy Mays (ARC Matriculation Coordinator), Robert Heisleman (SCC Classified Staff), Richard Andrews (CRC Classified Staff), Mark Garrett (FLC Counseling Faculty), Debra Luff (SCC Matriculation Coordinator), Camile Moreno (CRC Non-Counseling Faculty/Local Chair), Christine Thomas (CRC Matriculation Coordinator).

Members Teleconferencing: Rebecca Mendell (FLC Non-counseling Faculty/ Local Chair), Bobby Gosal (FLC Classified Staff).

Members Not in Attendance: Vice Chancellor Sue Lorimer (Administrative Liaison), Salena Mamuyac (District Representative for Assessment), Denise Marshall-Mills (CRC Counseling Faculty), Melanie Dixon (FLC Dean of Student Services).

Meeting Guests: Irina Marsant (SCC Assessment SPA), Julie Olson (CRC SSSP Specialist), Tera Diggs-Reynolds (ARC SSSP Coordinator).

- I. **Call to order** – The meeting was called to order at 2:31 p.m.
- II. **Approval of agenda** – Approved as presented.
- III. **Approval of minutes for May 11, 2015** - Approved as presented.
- IV. **Public comments** – None.
- V. **Introductions** – Irina Marsant, SCC Assessment SPA was introduced. Irina will be replacing Robert Heisleman on this committee effective for the November 2015 meeting.
- VI. **Administrator’s report** – VC Lorimer was unable to attend this meeting but submitted a written report that included the information provided for agenda items c and d noted below.
- VII. **Chair’s report** – Chair Degn reported that she had attended the District Academic Senate Retreat in August. Items of discussion included:
 - SSSP plans for 2015-16* - Concern was expressed that in the completion of the prior year plan there was a lack of faculty inclusion in the process and that if it was determined that this pattern continued, Faculty would not be signing off on the current years plans.
 - CA Common Assessment initiative* - Schools will not be required to participate, but those choosing not to adopt the new the assessment tools will forfeit all SSSP monies.
 - Equivalency evaluation in faculty hiring process* – Concern was expressed that this needs to be enforced consistently at all colleges. At the present time equivalencies in certain instances are being very casually determined at some colleges.
- VIII. **Action items** – None.

IX. Discussion items

a. *SSSP/Equity* – Revised Plans for 2015-16 - All*

Campus Updates – Status of Revised plans and Best Practices

ARC – Judy Mays reported that leads from different areas on campus were appointed to solicit information from their constituent groups and then asked to bring that information forward for inclusion in the SSSP plan. Faculty were also brought into the process as this was viewed as a gap in the prior plan. ARC is also developing an SSSP specific website for employee use only.

SCC – Deb Luff reported that the process used at SCC was similar to the one be used at ARC, i.e. leads were identified, etc. They also held two flex workshops to discuss the plan and the content. A steering group was appointed that had representatives from all employee groups on campus. SCC also expressed concern about the short timeline for the completion and submission of the SSSP plan.

CRC – Christine Thomas reported that they were utilizing research data provided by DO IT and campus level research departments to complete the plan. The SSSP budget has also been shared campus wide and they are in the process of prioritizing requests for funds. The recently hired Associate Dean of Student Success and Equity Tadael Emiru, has been instrumental in shepherding the process and has held several meetings and focus/discussion group sessions.

FLC – Rebecca Mendell reported the VP's and the Deans have been doing the coordinating of the writing of the plan, but a lot of collaboration went into the prior plan.

District Office Update – AVC Rosario reported that there has been 3 District wide meetings held to discuss the SSSP plans, representatives from all 4 campuses participated in these discussions. Among the topics discussed were: SSSP related staffing costs at the District Office, required Data elements and how they were being defined and applied to the statistical reports needed to complete SSSP plans. AVC Rosario also reported that she will be presenting the plans to the Board at their October 21 meeting. There was also a special meeting scheduled to take place between representatives from SCC and FLC and the CCCC (VC Nolden) to discuss Los Rios concerns and questions about the SSSP plans. All colleges were invited to a pre-meeting to discuss any issues they wanted to be brought forward and discussed at this meeting. AVC Rosario also reported that there would be a similar process and coordinated effort in place to facilitate the completion of the Equity Plans.

b. *New Standardized Assessment Practices* - District wide standardized assessment practices developed by a 17 member workgroup will go into effect on October 1, 2015. All Colleges will now be complying with and following the new assessment practices. Students were sent an email informing them of these important changes in mid-September, faculty and staff also received this information at the same time. There is also an FAQ page that students and staff can use to locate additional information about the process, the link to this information is: <http://success.losrios.edu/assessment-faq.php>. Questions were asked during the meeting about how specific situations related to the assessment process should be resolved? It was suggested that staff work with their campus level assessment people who will refer to the Use Scenario Guide for resolution. If the Scenario Guide does not provide resolution the campus level assessment staff will forward the scenario to Salena Mamuyac, (Co-Chair of the district wide assessment group), who will then share the question(s) with committee members or appropriate department to develop a response. At the present time the User Guide is available only to Assessment Staff as it is still be modified and refined.

c. *Adult Education Grant update** – Passed in July 2013, provided \$25 million in grant funding to the CCCC and State Dept. of Education for regions to rethink and redesign their education systems to better serve CA adult students. A Sac regional plan was completed in the spring 2015 and

approved by the CCCCCO. The 2015-16 state budget includes \$500 million in new funding for adult education. The local consortia for the Sacramento region, Capital Adult Education Regional Consortium (CAERC) received \$5,024,847 in MOE funds and a consortium allocation of \$5,496,881 “beyond MOE funds.” There are restrictions on how the funds can be spent, and as such the availability of these funds is very limited in regards to CCC. However, one way that funds can be spent is on activities to improve adult education to community college curriculum and assessment alignments. CAERC will convene assessment and curriculum alignment work groups this year that our faculty have been asked to participate in. In spite of the increase in funding of over \$10.5 million, the Sac region is still receiving \$17.5 million LESS than in 2012-13.

- d. *LMS-Distance Education* – Due to recent changes in distance education regulations, colleges are now able to use a standardized process to review and explore other LMS platform options for potential replace of their current systems. Several colleges have expressed interest in reviewing CANVAS for potential adoption. In order to begin the evaluation process a LMS workgroup must be formed. This group will include faculty representatives from DCC, DMSSC, Ed Tech, DAS and LRCFT. *DMSSC Reps on Committee* - We have been asked to submit 4 faculty names for the DMSSC committee to participate in this evaluation process, there is still a need to fill these spots.
 - e. *AAT/AST Degrees for high unit majors* – Information was provided with regards to creating ADT for all Transfer Model Curriculum disciplines finalized prior to 2013-14. This included some high unit majors. It was noted that creating ADT for high unit majors might be problematic in that some courses may have to be reduced from 4-5 units to 3 units in order not to exceed the maximum unit limit for these degrees. There was a memo sent out from the CCCCCO that provided additional information and guidance about this. A copy of this memo is attached to these minutes.
 - f. *DMSSC – Alternate meeting format, date and time* - No recommendations or suggestions were made to make any changes to the meeting logistics. It was requested that reviewing the committee charge and member composition be placed on the October agenda.
 - g. Future Agenda Items:*
- Math Course Repeatability* – Follow up is needed to determine who is now taking the lead on this ad hoc committee and/or if it still active.

BOGFW program changes – There is a District wide committee working on developing policies to implement the changes and to create the messages to be sent to students informing them of the changes and the possible impact they will have. The committee asked that follow up information be brought to the next meeting.

Phase II of Orientation - Process/Successes and areas for improvement and future plans - Update will be provided by AVC Rosario at the October meeting.

Accreditation Results – Items related to DMSSC - Will be placed on future agenda after reports are received from the ACCJC.

X. **Next meeting:** Fall 2015 – October 19, 2015 – D.O. Main Conference Room

XI. **Adjournment:** The meeting was adjourned at 4:10 p.m.