

## Los Rios District Matriculation & Student Success Committee

Monday, March 20, 2017

District Office Main Conference Room

2:30pm-4:30pm

### Minutes

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**Members Attending:** **Judy Mays** (Chair), **Sue Lorimer** (Administrative Liaison), **Victoria Rosario** (Administrative Liaison), **Melanie Dixon** (VPSS Representative – FLC), **Salena Mamuyac** (Assessment Rep), **Jessica Nelson** (Counseling Rep – ARC), **Tera Diggs-Reynolds** (Non-Counseling Faculty/Local Co-Chair – ARC), **Jerome Lahey** (Classified Matriculation Rep – ARC), **Kathy Degn** (Non-Counseling Faculty/Local Chair – CRC), **Tadael Emiru** (Matriculation Coordinator – CRC), **Richard Andrews** (Classified Matriculation Rep – CRC), **Mark Garrett** (Counseling Rep – FLC), **Genevieve Siwabessy** (Interim Matriculation Coordinator – FLC), **Tucker Zurawski** (FLC – Student representative), **Leila Stone** (Counseling Rep – SCC), **Karen Tercho** (Non-Counseling Faculty/Local Chair rep – SCC), **Molly Springer** (Matriculation Coordinator – SCC).

**Members Not in Attendance:** **Deb Luff** (VPSS Representative -SCC), **Troy Meyers** (DAS Liaison), **Christine Thomas** (Matriculation Coordinator – ARC), **John Hess** (Non-Counseling Faculty/Local Co-Chair – ARC), **Camile Moreno** (Non-Counseling Faculty Rep – CRC), **Howell Ellerman** (Non-Counseling Faculty Rep – FLC), **Irina Marsant** (Classified Matriculation Rep – SCC).

- I. **Call to order** – The meeting was called to order at 2:35pm.
- II. **Approval of agenda** – Kathy Degn requested that we add coordinating SSSP/SE/BSI plans as a discussion item.
- III.
- IV. **Approval of minutes from February 27, 2017 meeting** – The job title of the Associate Vice Chancellor of Communications & Media Relations was amended (not Vice Chancellor of Public Information). It was clarified that timelines are adjusted for dismissed students to petition for readmission between fall and spring semesters at ARC and the sentence “ARC’s practices are currently in alignment with district regulations” was deleted from item IX.b. Also under IX.b in the sixth paragraph, Melanie Dixon’s name was removed and the sentence was amended to read “Colleges have agreed to a shared practice of avoiding sending the student back to the campus where the hold was placed.” The minutes were approved by consensus as amended.
- V. **Public comments** – None.
- VI. **Introductions** – None.
- VII. **Administrator’s report** – Sue Lorimer provided an update on moving forward with the district technology plan. Each college has appointed members to two separate committees to begin the first phase of selecting software (i.e. student experience lifecycle and course scheduling). Kickoff meetings for the two separate committees are scheduled back-to-back at the district office on March 28<sup>th</sup>. The first phase will focus on determining what the interests are at each college. Sue is chairing the committee focused on selecting the course scheduling software. Victoria Rosario will chair the committee focused on software for the student experience lifecycle.
- VIII. **Chair’s report** – Chair Judy Mays shared a memo explaining the changes made to the Incomplete grade email message based on the feedback provided by faculty and asked for any additional comments or

suggestions. No additional input was provided. Chair will send the memo to District Academic Senate Chair, Ginni May to forward to the college Academic Senate presidents.

IX. **Action items** – None.

X. **Discussion items**

- a. **Email message to students regarding Incomplete grades** – Victoria Rosario reported that the email message is ready to go into production at the end of grade processing for spring 2017.
- b. **Probation & Dismissal Regulations (R-2133)** – After some discussion focusing on the time delay in grade reporting from fall to spring which creates issues for campuses in adhering to timelines to petition for readmission, there was consensus to do some data gathering to better inform the discussion. Some data queries discussed included looking at success and completion rates based on reinstatement date and the number of students who fail to make satisfactory progress and are dismissed at the end of the term of readmission. Other suggestions included looking at success rates for readmitted students who take one or two classes on a compressed/short-term schedule. Jessica volunteered to assist with fleshing out the data queries and it was recommended that she seek input from a researcher on campus or at the District office for assistance. Sue Lorimer will look into other data that may be readily available.
- c. **Coordinating SSSP/SE/BSI** – As has been done in the past when SSSP plans and Student Equity plans were being written, it was suggested that campuses provide updates on where they are in the process of completing the new integrated plans as well as strategies used to complete the plans. Sue stated that coordination at the district level will take place to ensure that colleges are including appropriate budget expenditures. The due date for the new integrated SSSP/SE/BSI plan is December 1, 2017. This will require that campuses be ready to present their plans at the November 8<sup>th</sup> meeting of the Board of Trustees. The preliminary budgets for the plans would ideally be ready for review two weeks prior to the Board meeting. Each college provided the following update:  
**CRC** – An integrated committee has been assembled and recently met and a second meeting has been planned. A timeline has been discussed, but may need adjustments.  
**FLC** – In the process of creating an integrated committee and finalizing a proposal to bring the group together under the Matriculation Committee with a goal of eventually bringing it to the Institutional Effectiveness Committee by the spring of 2018.  
**ARC** – In the process of pulling together the committee.  
**SCC** – A meeting has been scheduled to bring in representatives from the Center for Urban Education (CUE) at University of Southern California to assist them in establishing common goals. Their hope is to come up with a set of goals that sensitizes the intent of each initiative.

XI. **Next meeting:** April 17, 2017, Main Conference Room.

XII. **Adjournment** – The meeting was adjourned at 4:13pm.