

# Los Rios District Matriculation & Student Success Committee

Monday, March 19, 2018

District Office Board Room

2:30pm-4:30pm

## Minutes

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**Members Attending:** **Judy Mays** (Chair), **Melanie Dixon** (Administrative Liaison), **Robin Neal** (VPSS Representative – ARC), **Renee Hyder**, (District Representative for Assessment), **Tera Diggs-Reynolds** (Non-Counseling Faculty/Local Co-Chair – ARC), **Jerome Lahey** (Classified Matriculation Rep – ARC), **Shannon Cooper** (Matriculation Coordinator – CRC), **Richard Andrews** (Classified Matriculation Rep – CRC), **Ellen Holmsen** (FLC Counseling Faculty), **Tina Royer** (Non-Counseling Faculty/Local Chair – FLC), **Davin Brown** (Matriculation Coordinator – FLC), **Leila Stone** (Counseling Rep – SCC), **Anel Bravo** (Classified Matriculation Rep – SCC).

**Members Not in Attendance:** **Shannon Mills** (DAS Liaison), **Kimberly McDaniel** (VPSS Representative – CRC), **Jessica Nelson** (Counseling Rep – ARC), **John Hess** (Non-Counseling Faculty/Local Co-Chair – ARC), **Chad Funk** (Interim Matriculation Coordinator – ARC), **Kathy Degn** (Non-Counseling Faculty/Local Chair – CRC), **Camile Moreno** (Non-Counseling Faculty Rep – CRC), **Molly Springer** (Matriculation Coordinator – SCC), **Karen Tercho** (Non-Counseling Faculty/Local Chair – SCC).

- I. **Call to order** – The meeting was called to order at 2:32pm.
- II. **Approval of agenda** – There were no additions to the agenda; approved by consensus.
- III. **Approval of minutes** – The minutes from February 26, 2018 were approved by consensus.
- IV. **Public comments** – There were no public comments.
- V. **Introductions** – Committee members introduced themselves for the newcomers present.
- VI. **Administrator's report** – District Administrative Liaison Melanie Dixon announced that another Guided Pathways workshop is scheduled to take place on Friday, March 23, 2018 at ARC. Those invited to the workshop include people currently serving on Guided Pathways workgroups across the district and department chairs across the district. Approximately 100 to 150 people are expected and the day is designed to provide an opportunity to gain additional knowledge and information from Rob Johnstone and Kay McClenny who are national experts on the topic of Guided Pathways.
- VII. **Chair's report**
  - a. **AB 705 Update** – DMSSSC Chair Judy Mays reported that on March 13, 2018, District IT gave Assessment Center staff the opportunity to take a look at a pilot group of about 400 students whose placements had been determined by high school academic information. The roll out was designed to ensure that the placement process was working as intended. According to Jerome Lahey, there were very few issues with the new placement process for new students who had not completed an assessment. There were, however, some issues for students who had placement exam results already in the system. Judy also learned that counselors should be able to see all placement levels when students have completed an assessment and the student's placement has also been based on high school academic information. Students, however, will only see their highest placement results once the system is updated. It was suggested that Assessment Center staff on the Committee bring a copy of what the new screens look like to

the next meeting so that others on the Committee can see the difference between what a staff person sees and what the student sees.

VIII. **Action items** – There were no action items.

IX. **Discussion items**

- a. **Assessment Communication Plan** – Melanie Dixon reported that faculty assigned to the AB 705 discipline workgroups were asked to create language that could be communicated to students based on the new placement model. Assessment Center staff were then tasked with “massaging” the message to fit their respective campuses. Messages were then uploaded to the “Send” feature in PeopleSoft and emailed to students. Students who completed the CCCApply application on March 13<sup>th</sup> and later are receiving the message now and new students who completed applications prior to March 13<sup>th</sup> will receive the email message at a later date prior to the start of enrollment. There is currently no plan to coordinate a district wide message to continuing students. Each college is tasked with developing their own messaging process to communicate with continuing and returning students.
- b. **DMSSC Crosswalk with current initiatives and intersections with local campus governance structures** – As the charge and the relevance of DMSSC has been questioned several times in the past year, the Committee agreed to suspend the regular meeting format and to work together in small groups to discuss the intersection of DMSSC and various initiatives which are impacting the student experience in California Community Colleges. The various initiatives were presented on a matrix or crosswalk with X’s indicating how the initiative had an intersection with the current charge of DMSSC (see separate document attached). Guided Pathways is the more comprehensive initiative and the one which includes several pillars designed to increase student success. The questions developed in advance of the meeting by Melanie Dixon and Judy Mays included the following:
  1. Should our Committee structure represent our value/s related to the student experience in the Guided Pathways framework? What structural consideration should we make to support our values/s?
  2. What role if any, do you see DMSSC having in relation to the following existing workgroups?
    - a. Orientation Workgroup
    - b. iSEP Workgroup
    - c. Probation and Dismissed Students Workgroup
    - d. Student Life Experience (SEL) Workgroup
  3. What is the intersection between DMSSC and Student Equity/Equity agenda?
  4. Are there any other initiatives, workgroups or ways in which DMSSC should support the student experience rooted in the Guided Pathways framework?

There were a total of three groups with four people in each group that reported out at the end of the discussion. Below is an overall summary of the ideas presented in response to the questions above:

### Question #1

- There is consensus on the need for a districtwide group to provide overall guidance on the values represented within the Guided Pathways framework; there was also consensus to embrace all components of the Guided Pathways framework
- It is important for information to flow to the governance structures at the campus level
- Would embracing a focus on the Guided Pathways model now, exclude LRCCD colleges that are not yet implementing the framework?
- A matriculation or onboarding process that is seamless, accessible, and meaningful and eliminates barriers is important
- Should the name of the committee be based on the particular initiative or on our values as a district?
- There could be future mandates which cause another shift in how we do things; when initiatives change, our values could remain the same
- There was a recommendation to change the name of DMSSC to the Student Success Committee as a way of being more inclusive
- Does the current committee composition include the right people?
- There is a strong need and desire to include more instructional faculty participation on the Committee; Guided Pathways is very curricular focused in its framework and supports the integration of student services and instruction and breaking down the silos

### Question #2

- Currently communication issues exist between workgroups and DMSSC because there is no linkage or flow of information; there is the potential for duplication of effort
- If there are numerous people working on the various workgroups and then representatives from the workgroups are assigned to serve on the district committee, would it become unmanageable?
- Orientation, iSEP and Probation and Dismissed workgroup could focus on developing best practices; Student Experience Lifecycle would provide more comprehensive view

### Question #3

- Student equity is rooted in the Guided Pathways model and is the lens through which everything should be considered; however, it was acknowledged that defining student equity from a district perspective could be a challenge

### Question #4

- Student Equity initiative and the Basic Skills Initiative do not currently have a district wide governance structure
- Is there a need for a steps to success workgroup? A way to track students and nudge them through the enrollment steps? Feedback could be provided to colleges to ensure equity
- There is a new funding formula on the horizon and it is not certain at this point how it will impact our colleges in the future; it is very likely to include a formula that is in part based on how well our colleges address the achievement gap

5. **Probation & Dismissal Information from the district wide workgroup** – Melanie Dixon reported that she extended an invitation to Jill Morrison at FLC and other members of this workgroup to attend the next meeting of DMSSC. They have been asked to consider how their work links or intersects with the work of DMSSC.

6. **Priority registration categories and number of students in each category** – is there basis for updating priority registration guidelines as a way to incentivize enrollment for students enrolled in their first semester? – Postponed

X. **Adjournment** – The meeting was adjourned at 4:28pm.

**Next Meeting:** Monday, April 16, 2018 – Main Conference Room

*Respectfully Submitted:*

*Judy Mays*