

Los Rios District Matriculation & Student Success Committee

Monday, May 11, 2015

District Office Boardroom

2:30pm-4:30pm

APPROVED Minutes

Members Attending: Kathy Degn (DMC Chair), Vice Chancellor Sue Lorimer (Administrative Liaison), Associate Vice Chancellor Victoria Rosario (Alternate Administrative Liaison), Jerome Lahey (ARC Classified Staff), Angelia Jovanovic (SCC Counseling Faculty), Jessica Nelson (ARC Counseling Faculty – ARC Matric Co-Chair), Judy Mays (ARC Matriculation Coordinator), Melanie Dixon (FLC Dean of Student Services), Bobby Gosal (FLC Classified Staff), Robert Heisleman (SCC Classified Staff).

Members Teleconferencing: Salena Mamuyac (District Rep. for Assessment), Camile Moreno (CRC Non-Counseling Faculty/Matriculation Chairperson), Christine Thomas (CRC Matriculation Coordinator).

Members Not in Attendance: L. Milan Fisher (ARC Student Representative), Anna Lozano (CRC Student Representative), Jeff Stephenson/Robin Neal (ARC VPSS), Gerri Scott (SCC Counseling Faculty/Local Chair), Remi Rivera (SCC Student Representative), Denise Marshall-Mills (CRC Counseling Faculty), Richard Andrews (CRC Classified Staff), Mark Garrett (FLC Counseling Faculty), Lisa Sapra (FLC Non-counseling Faculty/ Matriculation Chairperson), Stephen Mayfield (FLC Student Representative), Debra Luff (SCC Matriculation Coordinator).

- I. **Call to order** – The meeting was called to order at 2:38 p.m.
- II. **Approval of agenda** – Approved as presented
- III. **Approval of minutes for March 16, 2015** - Approved with changes: Paragraph F – comments contained within parenthesis were deleted.
- IV. **Public comments** – None
- V. **Introductions** – Dr. Tera Diggs Reynolds the recently hired SSSP Coordinator at ARC was introduced.
- VI. **Administrator's report** – VC Lorimer - Common Assessment Initiative (CAI) - There will be a webinar specifically for LRCCD; all staff, faculty, administrators are invited to participate. SCC is a pilot school for this CAI project.
Adult Ed Planning Grant – Extension to expend funds was applied for and approved, extension goes thru August 2015.
VC Rosario – Announced that she had been appointed to the Ed Plan Initiative Committee, which will be modeled after the iSEP. This project will also include a portal for students to use to access the ed plans.
- VII. **Chair's report** – None
- VIII. **Action items** – None
- IX. **Discussion items**
 - a. Update on LRCCD Regulation and Policy 7145 (Distance Education) - VC Lorimer
These have been approved and are in place. The composition for the LMS Committee has been expanded to include four faculty representatives from the DMSSC.

- b. Comprehensive iSEP Implementation – VC Rosario – It was suggested that we probably do not want to tie any more requirements to enrollment priority outside of what is required in statute, and LRCCD is already meeting all those specified requirements. It was suggested the perhaps offering a one-time “bump” in enrollment status may be a useful incentive to encourage students to complete the comprehensive iSEP. Also discussed was the importance that we do not present any perceived barriers to students.

**A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student’s declared course of study. *From the CCCC MIS Data Element Dictionary, DED#SS09.*

All iSEPs completed, initial or comprehensive, affect funding. This applies to all students, grandfathered or not. All students should be encouraged to get comprehensive iSEPs done. A comprehensive iSEP can be done at any time during the student’s attendance in college. Follow-up iSEPs are not “measured” the same as the abbreviated or comprehensive. CCCC MIS Data Element Dictionary has good information on this:

<http://extranet.cccc.edu/Divisions/TechResearchInfoSys/MIS/DED/StudentSuccess.aspx>

Compliance check for SSSP requirements from CCCC is not yet being conducted. There is no audit manual available yet, but this may possibly include an MIS data check and verification we are doing what is required and following the guidelines. We may also be asked to provide documentation of our processes and show what type of documents that we are using, i.e. appeal process, tracking, coding, etc. LRCCD is well positioned to be audited, compliance is a priority and the data to verify this is readily available.

- c. Update on Attendance Policy for Specific Populations of Students - It was concluded that this is not a DMSSC issue. That an attendance policy of this type would be decided at the instructor level. It was stated that the Faculty Handbook has no policy that identifies any distinction between the general attendance policy for all students and one for special populations of students, i.e. Athletes, Student Government, etc.
- d. 2015-16 DMSSC Suggested Agenda Items –
(Items identified from previous DMSSC meeting of March 16)
Math Course Repeatability
Adult Education Grant
Equity and SSSP plans
BOGFW program changes
Phase II of Orientation process/Successes and area for improvement and future plans.

It was agreed that the above items would be put on future DMSSC agenda along with the following items:

Student Equity Committee and DMSSC – How can we support each other?

Regular updates from campuses - How are they providing SSSP services to student and “best practices.”

Review and if needed update DMSSC committee charge
DMSSC- Alternate meeting format, date and time – change or??
DMSSC Committee Composition – How is this determined and under what circumstance can it be revised?

- X. **Next meeting:** Fall 2015 – September 2015 – D.O. Main Conference Room
- XI. **Adjournment:** The meeting was adjourned at 4:10 p.m.