

## Los Rios District Matriculation & Student Success Committee

Monday, October 19, 2015

District Office Main Conference Room

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), 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), Christine Thomas (CRC Matriculation Coordinator) Tera Diggs-Reynolds (ARC Non-Counseling Faculty/Local Co-Chair), Bobby Gosal (FLC Classified Staff).

**Members Teleconferencing:** Rebecca Mendell (FLC Non-counseling Faculty/ Local Chair), Pamela Smith (FLC Student Representative), Camile Moreno (CRC Non-Counseling Faculty/Local Chair), Denise Marshall-Mills (CRC Counseling Faculty).

**Members Not in Attendance:** Salena Mamuyac (District Representative for Assessment), Melanie Dixon (FLC Interim VPSS) Parrish Geary (FLC Matriculation Coordinator) Michael Poindexter (VPSS SCC), Leila Stone (SCC Counseling Faculty).

**Meeting Guests:** Irina Marsant (SCC Assessment SPA), Julie Olson (CRC SSSP Specialist).

- I. **Call to order** – The meeting was called to order at 2:39 p.m.
- II. **Approval of agenda** – Approved as presented.
- III. **Approval of minutes for September 21, 2015** - Approved with corrections.
- IV. **Public comments** – Public Comments: (Jill Morrison – FLC Counselor) There is currently a District Wide Workgroup to Discuss Campus Dismissal Policies. This workgroup is discussing how the different campuses are handling the process. It was stated that currently the Dismissal Policies are different at each campus and this is confusing to both students and staff. The Workgroup is discussing the possibility of establishing a common policy for all Campuses. This group is only in the discussion stage at this time but updates will be provided as they become available. There are a variety of people from each campus on the workgroup. It was specifically noted by the DMSSC Chair, that no official appointments or sanctioning of this workgroup has been made or sought from DMSSC.
- V. **Introductions:** None
- VI. **Administrator’s Report:** Items c and d included below.
- VII. **Chair’s Report:** None
- VIII. **Action Items:** None
- IX. **Discussion items**
  - a. District Office Update – SSSP Related Items - V. Rosario  
There is an SSSP presentation on the agenda for the LRCCD Board Meeting taking place tomorrow, October 21. All 4 colleges will be presenting an update to the board. It was also noted that our SSSP MIS data looks clean and should result in a improved level of funding.

The on-line orientation workgroup is once again meeting to determine/identify changes needed to improve this product. The orientation is currently being offered in multiple languages; Spanish, Russian and Vietnamese.

For Fall 2015: Of the 75,457 students currently enrolled;  
47,965 completed the online orientation,  
54,610 have an ISEP,  
And 58,154 completed 1 or more assessments.

V. Rosario will present LRCCD's on-line orientation to the CCCCCO Statewide group of the same name at their next meeting. LRCCD's on-line orientation is considered a model effort and product produced towards this activity.

Version 2.4 of the iSEP tool was released in the prior week. Several improvements were made to this version. However, there were some glitches identified and those are being corrected. The number of iSEP's being completed is increasing. More templates will be added as part of the future enhancements. There is a need for additional training from the CCCCCO on follow-up services required by SSSP regulations, which include comprehensive iSEPs. The VPSS Council will be forming a workgroup to identify what, if any, changes are needed. It was noted that there should be one central group working on this, some overlap is okay but frequent communication between any groups will be very important to the success of the work being done.

The question was asked if we were assessing students about the information in the on-line orientation after they have completed it. It was stated that we were but this practice had subsequently stopped. It was requested/suggested that we might need to revisit the evaluation/assessment process since SLO and other reporting data will be connected together and released to schools.

The new SSSP funding formula is being reviewed by the CCCCCO to make sure that it is hold harmless to colleges.

- b. SSSP/Equity\* – Revised Plans for 2015-16 - All  
Campus Updates – Status of Revised plans/Best Practices/Unresolved Issues or Concerns  
All campuses reported the process to be very inclusive and an increase in the active involvement of faculty during this current planning cycle. The efforts mentioned by the individual campuses included: Web pages, D2L, google docs, multiple planning meetings of interested parties and in person presentations to Faculty and Classified Senates. A common concern was that student involvement at most campuses was very sparse. SCC did ask for and received an extension for submitting their plan to the CCCCCO until 11/16.
- c. Adult Education Grant update – S. Lorimer  
It was reported that \$5 million of Maintenance of Effort funds were allocated to our local Regional Consortium and that an addition \$5 million was recently added to the original amount. These funds can only go to K-12 schools or County Offices of Education. Even with the additional \$5 million dollars the amount of funds available is well below the original \$33 million previously available to the region. The Consortium is hoping to distribute these funds to eligible groups by December 15, 2015. This Consortium is also working on aligning Adult Education Courses to Community College courses, CC faculty are participating in this project.

d. LMS-Distance Education update – S .Lorimer

Canvas is the CCCCO choice for the on-line education platform. The LMS workgroup appointments have been made and the group is currently scheduling their first meeting. Criteria needs to be identified before any platform can be evaluated. It is expected that it will be at least 2 years before any conversion is done. It was stated that our current orientation utilizes the D2L platform and will this be considered when determining selection criteria? The response was that yes, this would be part of the evaluation process and the DMSSC will be part of the evaluation process. There are also DMSSC Reps serving on this Committee.

e. DMC – Committee Charge – All

It was agreed that the Committee charge and board Policy regarding the group needs to be revised and updated. It is not expected that the changes will be major, but more in line with things like the name and responsibilities being changed to reflect the most current Title 5 Regulations. It was discussed that possibly the membership needs to be refreshed to better reflect the newly hired positions related to SSSP, i.e. Coordinators and Assistant Deans, etc. Once we have a draft completed and approved by this group, the document will be brought to DAS for review and approval and submission to general counsel to be moved forward.

This discussion brought up another issue – the possible need for more District Wide committees. The Student Equity and Basic Skills projects are growing and there may be a need for increasing District collaboration and/or communication between all three groups, DMSSC, Equity and Basic Skills. It was suggested that we may need a total redesign of DMSSC/Equity/Basic Skills into one Super Committee. It was also noted that we don't need to include everyone who is connected to these projects, more likely just those dealing with policy, not the nuts and bolts issues.

This then lead to a discussion on Administrative Support for District Wide committees. The DMSSC has no admin support and this is becoming very challenging. What do other groups do?

f. Math Course Repeatability – All

There is a Pre-requisite pilot workgroup that is discussing this issue. It was acknowledged that we may have courses with different formats but the same content. This appears to have been under discussion for an extended period of time and there seems to be no sense of urgency from within this workgroup to make changes to these courses. That could be related to the upcoming assessment changes (both LRCCD and State Mandated changes) and the possible creation of new math modules and other delivery methods to better accommodate these assessment changes.

Others District Staff have expressed concern over possible audit exceptions and possible financial liability if these courses are deemed to be duplicative of each other and are identified to be illegal repeats.

g. BOGFW program changes – K. Degn

Discussed BOG fee waiver changes and the loss of possible eligibility for students that fail to make adequate academic progress. Special populations of students would have greater flexibility to have waiver status reinstated, ie. CalWORKS, EOPS, DSPS or Veterans. Data from DO suggest that less than 1000 students would be affected by the change, this is a very different number than was presented

earlier by ARC, the DO number is much lower.

- h. New Standard Assessment Practices implementation – How is this working at the campus level?  
Concerns from the individual campuses ranged from very little concern to large areas of concern. ARC stated that they are considering paying faculty via an ESA to complete pre-requisite challenge forms. Course recency continues to be an issue, for example a student that started a course sequence 20 years prior and those prior courses are still considered “valid” and prevent the student from taking the assessment test or repeating the course that was successfully completed 20 year ago. It was questioned how successful the student would be at applying the knowledge gained in the previously taken course in the current time frame. It was further discussed that the phrase “recency” needs to more appropriately defined. The suggestion was made that the workgroup be re-convened to review updates/changes to the Use Scenario Guide.

Future Agenda Items:\* (Suggested from 2014-15)

\*Phase II of Orientation process/Successes and area for improvement and future plans.

\*Accreditation Results – Items related to DMSSC

- X. **Next meeting:** Monday, November 16, 2015 DO Main Conference Room
- XI. **Adjournment:** The meeting was adjourned at 4:45 p.m.

I.