

Los Rios District Matriculation & Student Success Committee

Monday, October 17, 2016

District Office Main Board Room

2:30pm-4:30pm

Minutes

Members Attending: **Judy Mays** (Chair), **Deb Luff** (VPSS Representative -SCC), **Kate Jaques** (VPSS Representative – FLC), **Salena Mamuyac** (Assessment Rep), **Jessica Nelson** (Counseling Rep – ARC), **Tera Diggs-Reynolds** (Non-Counseling Faculty/Local Co-Chair – ARC), **Christine Thomas** (Matriculation Coordinator – 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), **Melanie Dixon** (Matriculation Coordinator – FLC), **Leila Stone** (Counseling Rep – SCC), **Irina Marsant** (Classified Matriculation Rep – SCC).

Members Not in Attendance: Sue Lorimer (Administrative Liaison), **Victoria Rosario** (Administrative Liaison), **Karen Tercho** (DAS Liaison), **Camile Moreno** (Non-Counseling Faculty Rep – CRC), **Howell Ellerman** (Non-Counseling Faculty Rep – FLC), **Angie Lambert** (Matriculation Chair – SCC), **Molly Springer** (Matriculation Coordinator – SCC).

Guest: **Kayla Anaya**, SSSP Specialist – ARC

- I. **Call to order** – The meeting was called to order by Judy Mays at 2:35pm.
- II. **Approval of agenda** – The agenda was approved as presented.
- III. **Approval of minutes for September 19, 2016** – The minutes were approved without corrections.
- IV. **Public comments** – There were no public comments.
- V. **Introductions**
 - a. Kayla Anaya was introduced as a newly hired SSSP Specialist at American River College and attended the meeting as a guest.
- VI. **Administrator's report** – There was no administrator's report.
- VII. **Chair's report**
 - a. **Update on status of R-3412 at District Academic Senate** – DAS was unable to review the revisions to the regulations at their October 6th meeting because they did not have a version of the proposed regulation changes showing where revisions were made. They now have a copy and this item is on the agenda for their October 17th meeting.
 - b. **Update on Common Assessment Initiative** – Several committee members present attended a District wide meeting on October 13, 2016 that provided an update on the Common Assessment Initiative for representatives from all constituent groups. It was learned that we should not plan on having the assessment tool for at least one year. Some of the concerns which caused the Chancellor's office to hold off on implementation had to do with accessibility for disabled students and not enough data for some of the test items.

Jessica Nelson provided an update on the topic of Multiple Measures informing the Committee that the implementation of Multiple Measures as a conjunctive process in determining student placement is on hold at this time. District Office IT representatives made it very clear that they do not have the staffing or resources to move forward with implementing Multiple Measures which would take into

consideration high school academic history along with Common Assessment results to place students in courses. In light of this, individual colleges are free to take into consideration their own Multiple Measures during the interim.

During the discussion of the Common Assessment, concerns were expressed about the District reading competency exam (COMPASS) expiration on November 30, 2016. As a result of the many concerns that Committee members voiced, a motion was made by Mark Garrett and seconded by Tera Diggs-Reynolds to make a formal recommendation to DAS to convene the District Reading Competency Committee to address the issues. The motion passed by majority vote with one abstention. Judy agreed to put the recommendation in writing and present it to DAS at their October 18th meeting. Below is the text of the recommendation that Committee members approved via email subsequent to the meeting:

In light of the discontinuance of the COMPASS reading competency exam effective December 1, 2016, DMSSC respectfully recommends that the District Academic Senate request that the District Reading Competency Committee be convened to provide a recommendation on the processes and procedures for students needing to complete the reading competency exam beginning December 1, 2016. DMSSC notes that District structure for this DRCC includes a faculty representative from assessment; however, currently no designees have been appointed to serve in this capacity. It is therefore recommended that a faculty representative from assessment from each campus be promptly appointed. DMSSC further suggests that a classified representative from Assessment for each campus be included in discussions to address any questions regarding implementation and business processes.

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

IX. **Discussion items**

a. **Process and procedures of “I” grades** – The following are campus reports regarding this topic.

ARC – Discussions focused on the text of the email that would go out to students. It was suggested that the word “recently” be removed so that the message could be sent multiple times. ARC Committee members did not feel that faculty lack clarity regarding the policies in issuing Incomplete grades.

FLC – There was consensus among Committee members at FLC that there is a lack of clarity among students about what it means to have an Incomplete as well as a lack of understanding on the part of faculty on how to clear Incomplete grades. Committee members at FLC have an interest in creating some consistency in how Incomplete grades are issued and plan to move the discussion forward to their local Academic Senate.

CRC – Committee members at CRC like the email as drafted and did not suggest any changes. They especially like that it would include the work that the student is missing. CRC Committee members have an interest in making sure faculty understand what their obligations are when issuing Incomplete grades, but did not see the need to move it forward to their local Academic Senate.

SCC – Committee members have a lot of interest in having the email sent to students. They also feel there is a lack of clarity on the role and responsibility of faculty when issuing Incomplete grades and plan to assemble a subcommittee to discuss an appropriate strategy.

Future discussions on this topic at DMSSC will focus on finalizing the email that will go to students and the intervals in which it would be sent. Recommendations from this

Committee will then be taken forward to the Student Services Administrative Liaison team by Victoria Rosario.

- b. **Probation & Dismissal Practices** –This item was originally placed on the agenda by Victoria Rosario and Committee members felt her presence is needed before further discussion should take place. Therefore, this item was tabled until the next meeting.
- c. **Dual Enrollment and issues impacting student success support programs and services** (i.e. assessment, counseling, probation status, etc.) – With regards to one of the questions raised on the subject of dual enrollment, Victoria Rosario sent clarification via email prior to the meeting noting that high school students currently attending under advanced education are counted in the 900:1 student to counselor ratio. Deb Luff also reported that high school students taking classes on our campuses are entitled to use DSPS services. It was noted, however, that in the case of dual enrollment where classes are offered on the high school campus, we are not obligated to provide such services because high schools are required to do so. As discussion continued on this topic, it became clear that currently proposed guidelines for dual enrollment are necessary in order for the Committee to make recommendations. It was not clear whether there will be a distinction between dual enrollment which may potentially be more geared toward CTE courses and advanced education which could still require higher standards for enrolling in college classes.
- d. **Priority .75 Registration for Athletes – What is the take rate?** – Judy will follow-up with Sue Lorimer regarding the data needed for this discussion. Sue was unavailable to attend the meeting due to another meeting taking place at the same time.

X. **Next meeting:** November 21, 2016 in District Board Room

XI. **Adjournment** – The meeting was adjourned at 4:37pm.

Respectfully Submitted by:

Judy Mays