

# Student Success & Equity Committee (SSEC) MINUTES

October 25, 2021

1:30p.m. - 3:00p.m. | Zoom Meeting ID: 942 5171 8037

**ATTENDEES:** (**BOLD** indicates online presence)

Joanne Armstrong  
Starr Avedesian  
Nena Baldizon-Rios  
Jennifer Coto  
Rosa Salazar de la Torre

Dora Escobar  
Angela Guevara  
Anne Hauscarriague  
Pam Hilburn  
Loretta Jordan (Guest)

James Kennedy  
Baltimore Padron  
Mahbod Parvar  
LaKyshia Perez

Rachel Petrocelli  
Maureen Roe  
Avery Simone (ASG)  
Kristen Skjonsby  
Aaron Voelcker (Guest)

OLD BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP/MEETING PREP
Approval of prior minutes from September 27, 2021 (5 minutes – all)	<p>Meeting called to order at 1:34pm</p> <p>Committee was advised that the meeting would be recorded</p> <p>Grammatical error found on September 27<sup>th</sup> Minutes (Item 5, third paragraph)</p>	<p>Motion to approve the September 27<sup>th</sup>, 2021 minutes: Anne Hauscarriague Second: Nena Baldizon-Rios Minutes approved</p> <p>Abstentions: Starr Avedesian, Angela Guevara</p>
NEW BUSINESS & UPDATES		
1. Public Comments	No public comments	
2. Election of Committee Faculty Co-Chair, and New Administrative Co-Chair Selected – Discussion/Questions (5-10 minutes)	<p>Mike Taylor proceeded to an election of a new faculty co-chair via email and asked faculty members to vote. Rachel Petrocelli was nominated and elected as the new faculty co-chair. Rachel wanted to give the committee an opportunity to discuss the outcome or answer any questions.</p> <ul style="list-style-type: none"> <li>• Maureen Roe commented that all faculty names were listed without first being consulted as to their interest in serving as faculty co-chair</li> <li>• Nena Baldizon-Rios nominated Rachel by email</li> <li>• Nominations have never been via email in the past, and Nena suggested to formally nominate Rachel and the rest of the committee can vote or nominate others</li> <li>• Jennifer Coto mentioned that the email was only sent to faculty and not all members. Aaron clarified that all members of the committee can vote</li> <li>• Administrative co-chair is appointed and not voted</li> <li>• Rachel has been appointed as the new faculty co-chair</li> </ul>	<p>Nena Baldizon-Rios motioned the election Second: Rosa Salazar de la Torre</p> <p>Abstentions: LaKyshia Perez</p> <p>Rachel accepted the faculty co-chair role</p>

<p>3. Schedule and Protocol for Revising SCC's Equity Plan (10 minutes)</p> <p>a. Nov. 2022 deadline for final submission from college</p> <p>b. Establish submission date to Academic Senate</p> <p>c. Establish goals for each meeting re: writing and revising</p> <p>d. Determine protocol: writing group or sub-group or committee-wide work; and use of Microsoft Teams</p>	<p>Rachel mentioned that in the last meeting, there were questions regarding revising the equity plan and she wanted to follow up.</p> <ul style="list-style-type: none"> <li>• Would it be the whole group, subgroup as a writing group, or another task force?</li> </ul> <p>Jose Vargas informed Rachel that the plan needed to be submitted by November 2022</p> <ul style="list-style-type: none"> <li>• Rachel stated that a realistic timeframe to have Senate look at the committee's proposal would be sometime in May 2022</li> </ul> <p>Rachel also suggested that once the sections are determined, the committee needs to consider a schedule especially since members only meet once a month.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>• Maureen suggested that the whole group could decide what the major elements of the plan would be and then there would be subgroups of 4-5 people and at the monthly meetings they share their ideas.</li> <li>• Dora liked Maureen's idea because it would allow each subgroup the opportunity to dive deep into a specific area</li> <li>• Aaron provided an update from the State Chancellor's Office <ul style="list-style-type: none"> <li>○ He reached out to ask about equity data, since the last file is from 2019</li> <li>○ New data will be provided sometime around March 2022</li> <li>○ New data may not be available to embed within the report and previous data needs to be used until new data is provided</li> </ul> </li> <li>• Rachel mentioned that existing data can be used and adjustments will be made to the reports with updated data.</li> </ul> <p><b>Microsoft Teams:</b></p> <p>Aaron created a Microsoft Teams platform for the committee to share ideas and comment on existing drafts</p> <ul style="list-style-type: none"> <li>• Aaron has gave committee members asses to TEAMS</li> <li>• Rachel added on TEAMS a vague schedule that each group can be used as a timeline</li> <li>• Rachel suggested that the committee should have a draft by April to share with Senate and that will give them time to bring it back before the end of the academic school year</li> </ul>	
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<p>4. Review (60 minutes)</p> <p>a. Proposed first working draft of Equity Plan Revision</p> <p>b. Discussion</p>	<p>Committee will brainstorm ideas and concepts that will be included in the Equity plan</p> <ul style="list-style-type: none"> <li>• Nena asked if the committee has access to a plan template</li> <li>• Rachel suggested to request a plan template from Joseph Alonso's Office since they have managed it in the past</li> <li>• Rachel stated that she has been researching other colleges plans and there is a balance between the narrative, which explains what the college is intended to do and how equity is envisioned as well as the budget component</li> <li>• Rachel suggested for the committee to start working own their own even without the form because it will allow people to contribute their ideas more organically and then input their ideas to the form, or their impulse would be just to fill out the form since the beginning</li> <li>• Members will have access to the updated form on TEAMS for their reference, but Rachel recommended for each writing group to share their own ideas first</li> <li>• Starr Avedesian wants clarification on what exactly is being reported</li> </ul> <p>The Office of Equity reports on the cycle that is currently in process. The committee does not necessarily produce data but advice.</p> <ul style="list-style-type: none"> <li>• Last semester the committee proposed the idea of rewriting the plan, some committee members may be interested in writing on a specific aspect and their areas of expertise</li> <li>• Some comments in the previous meetings stated the importance of linking an activity to data and if there are enough activities, such as tutoring, supplemental instruction, and other things that contribute to students' academic success</li> <li>• LaKyshia noticed in the plan that there is a request for a reduction of salaries to direct student services and she questioned what exactly the plan is <ul style="list-style-type: none"> <li>○ That is something that should be discussed within a writing group, it can be one of the areas of focus</li> <li>○ Dora mentioned that in the past, the committee has never seen a budget for equity, but they are interested in how the committee can have access to the budget and better serve students</li> <li>○ Rachel said the budget summaries will be added to the TEAMS for everyone to have access to it</li> <li>○ The goal of the committee is to propose ideas of how to save money and use that money to provide more activities for students</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• LaKyshia Perez will find out more information about the plan template</li> <li>• Jennifer and Rachel will find the updated form and share it with the committee members</li> <li>• Updated membership list will be added to TEAMS</li> </ul>
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- Rachel would like Equity to be moved out of Students Services and into Academic Services.
  - Nena believes that Equity should stay under Student Services because they work with Academic Services to make things happen
  - With the new plan, the committee is trying to put money towards services that will help students be successful
  - Rosa shared that Continuing Ed was left out in the last budget. She wants to know if non-credit is having part of the budget or is it just focusing on the credit side.
  - Rachel suggested to have Continuing Ed as one of the writing drafts and talk about the role of non-credit within the metrics.
  - Rosa mentioned that non-credit should also have a part of funds to support her students who continue to the credit side of the institution.
  - Aaron mentioned that not every recommendation that goes his way may result in a cost savings for Equity, but they will develop a recommendation that is the best fit for the college.
  - Nena mentioned to keep in mind that the college is getting a new Vice President soon and things may change
  
- Rachel shared with the committee her draft of a proposed structure
  - She proposes that the committee membership will change and the committee will have a closer relationship with the equity program
  - Faculty co-chair will work closely with faculty and other stakeholders on campus
  - Faculty co-chair, admin co-chair, and equity analyst will all work together
  - An idea is to have peer mentors or peer ambassadors
  - Jennifer and Nena mentioned that reviewing the budget may take time and it also depends on what the new VP thinks about the budget

**Subgroups**

- Nena suggested for committee members to read the current equity plan and proposal before writing a new section
- Aaron and Rosa mentioned that there are a few adjustments being made to student services
- Aaron will add the current Equity Plan on Teams from both the committee webpage and the NOVA portal

- Rachel shared with the committee that President Ralston will be attending the next meeting. President Ralston will also meet with Jennifer and Rachel to get more information about what the committee is currently working on

	<ul style="list-style-type: none"> <li>• Committee members will have a chance to read over the documents and decide which subgroup they would like to be part of</li> <li>• Maureen is interested in working in a group that focuses on what specific measures can be done in the classroom, such as embedded tutoring and maybe supplemental instruction</li> <li>• Nena suggested a subgroup working on retention</li> <li>• LaKyshia asked what happens when a department closes the equity gap for groups based on the metric. Do they lose funding? Is this embedded in this plan? <ul style="list-style-type: none"> <li>○ Rachel mentioned that it is something to think about when determining activities</li> </ul> </li> </ul>	
5. Other Items: <ul style="list-style-type: none"> <li>a. Questions</li> <li>b. Information Items</li> <li>c. Suggestions for future agenda items</li> </ul>	Committee members would have the opportunity to look over existing documents on TEAMS and Rachel and Jennifer will connect with them via email on November 5 <sup>th</sup> to know which groups they are interested.  Committee members have access to TEAMS and the documents are within the "General" folder in the "Files" area  Meeting adjourned at 3:03pm	Motion to adjourn meeting: Joanne Armstrong Second: Dora Escobar
<b>FUTURE AGENDA ITEMS</b>		
	President Ralston will attend next meeting	
<b>Future Meeting Dates:</b> November 22, 2021 February 28, 2022 March 28, 2022 April 25, 2022 May 23, 2022		

**Santiago Canyon College Mission Statement** - Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

**Student Success & Equity Mission Statement** - The Student Success and Equity Committee helps facilitate college-wide development, support, and implementation of programs, evaluations, policies, and procedures that are in line with Santiago Canyon College's vision of student access, success, equity, social justice, and multicultural education. The committee helps meet the goals and objectives of student success and equity at Santiago Canyon College.

**SCC Equity Statement**

Santiago Canyon College is proud to provide a safe and inclusive environment that promotes and establishes respect and dignity, identifies and eliminates barriers to learning, and creates and encourages equitable outcomes for all students. It is a college community enriched and strengthened by individuals with differing ideas, values, beliefs, experiences, and identities. (Approved by SCC College Council: 10/13/2020)