



Student Success Committee

Minutes

April 27, 2017

3:30 – 5:00pm

Room 2314

CALL TO ORDER- Jim called the meeting to order at 3:35pm

ROLL CALL

X	Dan Bryant	X	Tim Johnston	X	Sonia Randhawa
X	Jim Crooks		Jason Kelly	X	Student Rep - Alyssa Buendia
X	Cheryl Cruse		Kate Mahar	X	Susan Sawyer
	Teresa Doyle		Lyndia McBroome		
	Lorelei Hartzler		Jennifer McCandless		
	IT-Rep-James Crandall	X	Shelly Presnell		

Guests		
Sharon Brisolaro		

APPROVAL OF MINUTES - Approval of minutes from February and March was postponed due to lack of a quorum.

DISCUSSION/ACTION

- **Integrated Planning Update**

- This committee has historically overseen the integrated planning elements of SSSP and BSI. Since we last met, we have divided the planning into subgroups and presented to Academic Senate in order to update them on our progress up to date. The intention is to give them the opportunity to make known anything they are opposed to or uncomfortable with as it will need Cathy Anderson's signature for approval.
- We will build a draft over the summer and have the SSC meet as early as possible in the fall to provide feedback and then have time to come back for one more reading and approval before it reaches Senate, College Council and then the Board in November.
- Historically the Student Equity Committee has approved the Student Equity Plan. The proposal is to integrate some members of the Equity Committee into this committee as ex-officio members in order to create cross-communication.
- It remains to be determined who owns general oversight and approval authority for the integrated planning document. Ideally the Student Equity Committee and the Student Success Committee would both make recommendations which would create an identical document.
- Sharon Brisolaro would like to join the SSC as an ex-officio member.

- We don't have a quorum today so voting on adding Sharon as an ex-officio member including her voting privileges will be tabled until the next meeting.
- **Hobsons Starfish Update, implementation**
 - A standing group continues to meet every Monday 11am – 12pm in Room 720.
 - We are planning for a moderate roll out in the fall with expanded roll out in the spring.
 - Instructional Council moved to wait until early fall or perhaps Flex Day to showcase the functions of Starfish to faculty.
 - On Tuesdays from 12-12:30pm they are holding a technology update meeting where IT is working through a technology punch list to create course lists, roles and responsibilities.
 - They are planning to go to the Board for a \$66,650 implementation grant through the Chancellor's Office.
 - \$26,650 of this grant will offset future licensing for the program and the remaining \$40,000 will offset additional staff time, communications, and publicity for the program.
 - Kate Mahar was able to receive an innovation grant for \$45,000 that has helped to continue to keep the licensing off the general fund. At this point we are headed towards being cost neutral.
- **Hobsons Starfish Update, branding**
 - The subcommittee formed for branding Starfish presented the following options:
 - Knight Life
 - They decided this doesn't really relate to the function of Starfish.
 - Scholar
 - Teresa doesn't think this encompasses the vision of Shasta College.
 - SuCcess
 - HOME (Habits of Mind).
 - Shasta College Success Network
 - Ideally this would be branded so that it can be rolled out all together in order to avoid confusion. Tim would need the final name by the end of the semester in time for it to be rolled out.
 - The committee will continue the discussion by email and finalize the name by vote at the first meeting in the fall.
- **Bylaws, Including Adding an Ex Officio Member**
 - Jim never received wording for adding amendments, so we are letting that pass until next year.
 - We don't need to mention any specific processes the committee is involved in in order to keep the bylaws current and consistent from year to year.
 - As a joint committee, we don't need to follow the Brown Act to the letter, so our bylaws do not need to include functions such as posting our minutes, holding open meetings, etc. although it is our intention to continue doing so.
 - Jim presented to options for updating the language in the definition of quorum in order to keep vacant seats from holding us back in reaching quorum.
 - His first proposal was to amend the current wording by changing "nine (9)" to "a majority of."
 - His second proposal was to add the following language: "A quorum is defined as a 50% plus one of the members. Vacant membership seats will not count toward the calculation of quorum."
 - In order to avoid dealing with fractions, it was agreed that in the next meeting, the committee would vote on amending the bylaws to state: "A quorum is defined as a

majority of voting members. A quorum must be present for official action to be taken. Once a quorum is achieved, a simple majority vote of those voting members present constitutes approval.”

- Next meeting the committee will vote on adding an ex-officio member defined as “the Assistant Dean of Access and Equity or designee.” If we approve this addition, the committee membership would need to be changed to 17 voting members.
 - Jim proposed the labeling under Article I be changed to “Membership” instead of “Faculty” and “Non-faculty” to promote the understanding that we are all on the same team. The committee will vote on approval at the next meeting.
- **Review This Year, Preview Next**
 - September we saw a Starfish demonstration. Initially the committee was looking for just an early alert system, but Tim brought Starfish forward and we approved it in that meeting!
 - October we saw Portfolium presented and approved it in February. We also heard from Jenna and Toni on multiple measures, and it’s a success.
 - At our February meeting we approved withdrawing from the Noncredit SSSP because the cost outweighed the benefit and heard from Kate on the ALFI report
 - March brought us discussion on Starfish rebranding and we heard about the ways in which ESL support has expanded.
 - A lot of important work has come through the committee and we have gotten to be a part of it.
 - Next year will be our first year participating in the Integrated Planning, We will have a new BSI coordinator and Jim will pass off the committee co-chair baton on to them. We will see a rebranding of Starfish and soft roll out.
 - On May 23 there will be a visit of from the Chancellor’s Office. They are checking in on the integrated planning process of colleges that are doing it well. Let Sharon Strazzo know if you would like to be involved in the process.
 - Be on the lookout for emails about branding and when we can meet early next semester.

REPORTS

- Update on SSSP – Cabinet approved funding noncredit programs through SSSP funding.
- A CALE Rep came to campus yesterday to do a workshop to review the findings from the ALFI report and discuss next steps from that report to support adult learners.
 - We were able to define who adult learners are and what they need.
 - This is work that this committee can continue to engage in next year.

ADJOURNMENT – Jim adjourned the meeting at 4:27pm

Respectfully Submitted,

Taylor Mobley
Recorder