Student Success Committee
Minutes
Dec. 5, 2019
3:30 – 5:00pm
Room 2314

<u>CALL TO ORDER</u> – 3:33pm

<u>ROLL CALL</u>

x	Valerie Ambrose		Rose Miranda		Brian Spillane
x	Kari Aranbul	x	Rochelle Morris		Heather Wylie
x	Dan Bryant		Barbara Perry	x	Bing Xu
x	Cheryl Cruse		Sonia Randhawa	x	Zhanjing Yu
	James Crandall		Student Rep – Vacant		
x	Jennifer Healey		Susan Sawyer		

Guest(s)		
Phil Churchill		

- <u>APPROVAL OF MINUTES</u> Jennifer Healey motioned and Cheryl Cruse seconded to approve Thursday, October 31st 2019 minutes. All in favor, none abstained.

- <u>INFORMATION</u>
  o Student Education Planning Tool/Self-Service presented by Phil Churchill
    - MyShasta/SCOnline Login Portal will be changing to a new look and allow for a single-sign-on (SSO) process.
    - The look-and-feel will change depending on the role someone has in our system (e.g. counselor, staff, student, etc.).
    - Counselors are already starting to utilize the tool with students.
    - Training started with six counselors as the pilot group.
      - The pilot group has now been teaching all other counselors.
    - Students will be auto-assigned counselors based on their degree choice through CCCApply.
    - Education Planning Tool is also mobile friendly.
    - Counselor view:
      - Counselors will have the ability to look through course plans semester-by-semester. The tool also has a built-in degree audit system, which can be viewed by counselor and student.
        o Counselors can make changes to the timeline, approve, deny changes or lock a class from changing.

- o Counselors can also move the student's timeline around and send it back to the student for another review.
    - Any counselor can look up a student's profile, even if the student is not assigned to that specific counselor.
        - o Look up a student based on the counselor that is assigned to the student.
    - Emails will be sent to students when a counselor declares that an education plan has been reviewed.
    - Course Catalog utilized in the tool will match the actual course catalog of the current year, same as Web Advisor.
        - o The Education Planning Tool will keep track of the student's catalog rights.
- Student view:
    - Every student currently has access to the Education Planning Tool via MyShasta.
        - o Rochelle Morris stated that we are already including transferred courses into student Education Planning Tool.
        - o Eventually it will include AP, CLEP, etc.
    - A warning has been placed at the beginning advising students that the tool is a work-in-progress.
    - Students will be immediately guided to building an education plan once they access the tool.
    - Students can explore as many programs as they want too. A program map will be shown so they get a glimpse of what is needed.
    - AD-Ts and Transfer level will have placeholder courses for GE, etc.
    - The tool will let the student know if a class is not offered in a specific semester as well as if a prerequisite was, or was not, chosen in the correct semester(s) prior.
    - Students can request a review from their counselor once they are done with their education plan.
    - Petition and waivers will also be shown through student Education Planning Tool.
    - Students can email a counselor directly through the student Education Planning Tool, even if they do not have an assigned counselor.
    - Students will be able to download a PDF education plan in a clear format.
        - o Student will also be able to download unofficial transcripts.
    - Students can also choose classes more directly if they do not want to go through the entire catalog.
- Hard cut-over from Excel to the new Education Planning Tool is estimated to happen in mid-to-late February.
- Program mapping that is currently being done through Guided Pathways will help guide the student Education Planning Tool.
- All program maps are loaded, but bugs are still being found.
- IT is still waiting on correcting waitlist functionality. Students will be able to register for classes through the Education Planning Tool once the waitlist functionality is completed.
- Questions, concerns and comments:
    - What is available if a student changes their major? The student can load any plan and compare what they have completed with what is required in a major.
    - Are unofficial transcripts UG or UGOFF Transcripts? UG printing will not show a degree, only a group. It may help to have UGOFF Transcripts for the unofficial transcript request.
    - Currently, there are no automatic flags to advise students if they are close to another degree that has not been considered.

- Meta Majors are sitting above all other programs. All programs will fit in a "meta major bucket", a student can jump from one bucket to the next.
  - Currently, students will still see the big list; however, students will have already chosen a plan from CCCApply and will have a program map pre-loaded into the system.
- Everyone has student access, faculty included. Will faculty have access? Yes, everyone has student access.

- DISCUSSION/ACTION
  - Student Equity Plan Report – John Yu
    - Student Success Committee is the first committee to approve the Equity Plan, which is sent over to Academic Senate for approval. Eventually the Equity Plan goes through College Council and Board approval.
      - The Equity Plan landed in the CCCCO on June 30th, 2019.
    - Community Colleges are now required to do a report by end-of-year.
      - The report is being done through NOVA.
    - Community colleges are required to report at least five disproportionate impacted (DI) groups.
      - Two groups are required to be African American and Hispanic.
        - However, Shasta College's Hispanic group does not show a gap that was required, so another group was chosen in its place.
      - Foster Youth: Female/Male – Both are female because they are under different metrics.
    - We have 114 colleges with multiple activities leading to thousands, so Chancellor aggregated two different categories and further broke them down into eight categories.
    - We have the option to include success stories and challenges.
    - Questions: Corequisite courses are under Learning Assistance – what does it mean? This activity is considering classes like our accelerated math classes with a lab.
    - We have more students enrolled in math and English then prior years. However, the report does not reflect the new numbers due to the quick turn around on the report.
    - Committee members are concerned about access to the Equity Plan and think it may be best to highlight the location.
      - http://www.shastacollege.edu/Participatory%20Committees/SSC/Documents/2019-22%20Student%20Equity%20Plan%20Executive%20Summary.pdf
  - Student Equity Plan Internal Tracking – John Yu
    - The tracker measures all activities and metrics.
    - The Committee stated that it is important to let departments know that they are part of the Equity Plan. Tracker is helpful to show others what they are responsible for and what is required to be reported.
      - In the creation of the Equity Plan activities that were already happening were chosen in order to make it easier for departments to report.
    - There is a SEA group that meets every two weeks and review the activities.
    - John Yu requested that Committee members consider the departments responsible for reporting on each activity and suggest if any of them should be changed.
    - DI groups:
      - Student with disabilities – Male/Female
      - Veterans - Male/Female
      - Black/African American – Male/Female
        - UMOJA: Designed for African American student, even though anyone can participate.
        - To help place students into instruction cohorts.
      - LGBT – Male/Female

- - Foster Youth – Male/Female
    - Sci-Fi is specifically designed for Foster Youth.
  - Fully-Online Degree/Certificate Student Services and Supports – John Yu
    - The Student Success Committee will recommend actions to Student Services and Enrollment Services.
    - Some parts of the student process are mandated by laws and regulations, so it will be interesting to see how we can improve the process for fully-online students.
    - Further discussion postponed for future meetings.

- REPORTS
  - No reports at this time.

- OTHER
  - Committee Mission Statement was provided to the members:
    - Kari Aranbul wants the Committee to consider what they want to accomplish.
    - John Yu stated that members should also look into the by-law in order to make sure the Mission Statement aligns with the by-laws.
    - John Yu suggested that members could submit agenda items a week or two before the meetings.
    - Cheryl Cruse stated that she liked the idea of having people present on the Equity Plan activities.
      - John Yu stated that the Enrollment Management Committee is currently going through presentations from various people about the Enrollment Management Plan activities.

- ADJOURNMENT – 5:07pm

Next meeting, Thursday- Jan 30, 2020 (3:30-5:00 PM) - Room 2314
Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.