



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 November 4, 2019 – Minutes

Members [18]

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|--|---|---|---|
| <input type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lance Heard, Co-Chair | | |
| <input checked="" type="checkbox"/> Madelyn Arballo | <input checked="" type="checkbox"/> Francisco Dorame | <input checked="" type="checkbox"/> Matt Munro | <input checked="" type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> David Beydler | <input checked="" type="checkbox"/> Michelle Dougherty | <input type="checkbox"/> Donna Necke | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> George Bradshaw | <input type="checkbox"/> Matt Judd | <input checked="" type="checkbox"/> Bruce Nixon | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Guadalupe De La Cruz | <input checked="" type="checkbox"/> Sara Mestas | <input type="checkbox"/> Chisa Uyeki | <input type="checkbox"/> |
| Student Representatives: | <input type="checkbox"/> Jacob Duarte | <input type="checkbox"/> Michael Myers | <input type="checkbox"/> Sophia Ruiz |

Guests: Christine Romeo

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from October 21, 2019	Quorum met at 2:05pm 3.0 – change "exits" to "exists;" last paragraph, changes to "Chisa recommends that the Council move forward..." Remove hyphen in Noncredit; Change all "said" and "says" to "shared."	Minutes moved, seconded, passed unanimously to approve minutes with minor edits. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Basic Skills – no minutes received to date		No minutes for acceptance.
b.	Student Equity – October 14 minutes for acceptance	Bruce shared that he brought the Council's suggestions for the Student Equity Committee's Purpose and Function statement to the October 14 th meeting and the Student Equity Committee was in agreement with all changes.	Minutes accepted. Accreditation Standard IV.A.7
c.	SSSPAC – October 9 minutes for acceptance		Minutes accepted. Accreditation Standard IV.A.7
3.0	Review Student Preparation & Success Council's Purpose and Function Statement draft	Move Michelle Dougherty from #9 "faculty" to #16 "Basic Skills Coordinating Committee Co-Chair faculty, or faculty designee." #9 faculty is now vacant.	The Purpose & Function statement has been accepted with changes to



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		<p>Add Madelyn Arballo to #13 "Representative*" (manager appointed by the Vice President, Instruction)"</p> <p>Discussion regarding the opportunity to get another noncredit faculty member. Donna Necke will then be moved to "faculty" #11. Faculty #10 "Noncredit" will change to "vacant."</p> <p>Move David Beydler from #4 "faculty" to #15 "Student Success and Support Program Advisory Committee Co-Chair faculty, or faculty designee." #4 "faculty" is now vacant.</p>	<p>membership and will be forwarded to Academic Senate.</p> <p>Accreditation Standard IV.A.2</p>
4.0	Review 2019-20 Goals and Progress Report – Council to tie goals to College's overarching goals		Review at November 18 meeting
5.0	2018-19 Year End Accomplishments (to be submitted with Goals and Progress Report)		Review at November 18 meeting
6.0	Review SSSPAC Purpose & Function Statement draft		Review at November 18 meeting
7.0	Subcommittee for Administrative Procedures & Board Policies		Review at November 18 meeting
8.0	AP/BP 4230 – Grading Symbols (George Bradshaw)	<p>George presented his recommended revisions to AP 4230 to the Council. W and F were made equivalent in terms of course repeats to stop students from taking W's too many times. "WF" is problematic because faculty might not have enough information to conclude that the student is failing. "WF" is listed, but does not appear. This is currently being discussed with the President. "WF" is a grade that is not issued by instructors or admissions.</p>	<p>George will send Madelyn a draft of AP 4230, so she can receive feedback from noncredit faculty. This will be brought back to the December 2 meeting</p>



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		<p>Question as to whether this document can be extended to include noncredit grades. Madelyn mentioned that it may not fit with the section since there are no units with noncredit. There are, however, noncredit grades in Title 5. Madelyn suggests a separate noncredit subsection to include: letter grades, pass/no pass, and satisfactory progress (SP).</p> <p>Discussion on the verbiage used in the first paragraph and whether “the absence of mistake, fraud, bad faith, or incompetency,” is a full list. George clarified that this may not be complete but this is what the language says in Title 5.</p> <p>George shared that there used be a limit of pass/no pass course grades that would count towards a degree. Part of the reason for this was that several newer degrees had a 19-unit requirement, but were only offered as pass/no pass. Matt shared that there are many courses without a pass/no pass option. It offers students a way to take a breadth of courses without the worry of affecting the GPA.</p>	<p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.A.10 Accreditation Standard II.C.6</p>
9.0	AP 4225 Course Repetition and Withdrawals - sent back by Academic Senate to SP&S (Lance)	<p>Lance shared that the main concern from Academic Senate was the last paragraph on page 2. There were concerns about students filing a petition to repeat a class because there is no found evidence on the Mt. SAC website of documentation for petition. An additional concern is students approaching faculty with these situations, since faculty want to be able to provide accurate direction about the process.</p> <p>George shared that the petition to repeat a class an additional time (after 3 attempts [limit set by the state] and not passing) is the Petition for Exceptional Action. Documentation is required to show extenuating circumstances.</p> <p>Madelyn suggests adding “credit” to the first sentence in the first paragraph for clarification to distinguish from noncredit.</p>	<p>George will bring back AP 4225 to the December meeting with the following changes:</p> <p>Add “credit” to the first sentence in the first paragraph – “Students will be limited to three substandard grades and/or withdrawals for the same <u>credit</u> course.”</p> <p>Add grading symbols definitions (copied from AP 4230).</p>



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		<p>Bruce shared the following reasons as to why Academic Senate kicked back AP 4225:</p> <ul style="list-style-type: none"> • Documentation was not user-friendly and was not provided at the Academic Senate meeting. No definitions were listed. • Title 5 references were struck out. • Are faculty aware of EW grade? What are the circumstances to generate the EW? <p>George pointed out that the catalog explains who issues incompletes and EWs. Faculty do not issue the EW grade and they should direct students to Admissions and Records. The EW shows up on the student's transcript. If, for example, a student has 2 EWs and 1 W, they are able to take the class two more times. EWs do not put students on probation.</p> <p>Petition for Exceptional Action is not an online document. It's a triplicate: copy for Admissions, copy for student, and the outcome copy (mailed back to the student with results).</p>	<p>Change "petition to repeat a class" to "petition for exceptional action," in the first sentence of the last paragraph.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.A.10 Accreditation Standard II.C.6</p>
10.0	Review Accreditation Standards for SP&S		Review at November 18 meeting
11.0	Future Presentations/discussions		
	Update on AQ and Review Counselor Guide to Multiple Measures (Sara & Jason Hayward confirmed to present November 18 th)		
	Report on Student Equity Plan (November 18 meeting)		
	Report on SEAP Workgroup (November 18 meeting)		
	AB 705 Guided Self Placement Method Submission (November 18 meeting)		



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	Review Basic Skills Coordinating Committee's Purpose and Function Statement (Michelle to present 12/2)		
	BP 5140 – Students w/ Disabilities (currently being revised by Grace Hanson; tentative date 12/2)		
	AP/BP 5030 – Fees (Francisco)		
	AP 5520 – Student Discipline Procedures (Andi & Koji to present at a future date)		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works (Spring)		
	Next meeting dates: November 18, December 2, March 2, March 16, April 6, April 20, May 4, May 18, June 1		