



# Minutes

**Date:** September 24, 2018

**Time:** 2:00 – 4:00

**Location:** EW 207

**Present:** Jill Board, Stephanie Brantley, Heather Ostash, Corey Marvin, Vivian Baker, Jaime Broussard, Jessica Kawelmacher,

**Absent:** Ryan Khamkongsay, Cliff Davis, Laura Vasquez, Sharlene Paxton

## 1. Call to Order

Time: 2:05pm by Corey Marvin, Vice President, of Instruction

## 2. Approval of Agenda

Approved

## 3. Approval of Minutes and Action Items

Minutes from April 16, 2018 – approved no changes

## 4. Welcome New Members

Welcome Jaime Broussard and Jessica Kawelmacher

## 5. 2018 College Report Card

## 6. Spring 2018 Planning Survey

Handout: [Strategic Planning Survey](#)

## 7. Review of 2018-2019 Goals

## 8. Quality Focus Action Plan

### 8.1 Action Project #1

- Develop infrastructure for cross-functional inquiry work of the institution, including the development of protocols processes and procedures, such as those concerned with initiating, scheduling and organization, structure and membership, incorporating the student voice, requesting and using resources, reporting, and acting on outcomes.
- Develop the charge for the two cross-functional teams:
  - Onboarding Inquiry- while the complete charge and approach to this inquiry will still need to be fully developed, the SSSP Committee has mapped out the following elements of the student experience to focus on improving for



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- onboarding: pre-enrollment, application, core services, registration, and interim communications leading to first day and census
  - Program/Pathway Information Inquiry- while the complete charge and approach to this inquiry will still need to be fully developed, SSSP has mapped out the following elements of the student experience related to pathways and clarity of program requirements: presentation and clarity of pathways online and in print, education planning's connection to the pathway and to major meta-majors, and general education mapping for pathways and meta-majors
- Develop a timeline and matrix for the action items to come out of the cross-functional inquiry groups. Action items are expected to address some or all of the following:
  - Key communication points
  - Marketing and outreach strategies
  - The Cerro Coso College Promise program
  - Evidenced-based placement
  - Technology solutions
  - Cultural sensitivity training for front-line staff
  - Culturally responsive teaching and learning strategies for faculty
  - Establishment of key performance indicators, development of new data gathering instruments (e.g., survey) as necessary, identification of baseline data
  - Data literacy across the institution
  - Counseling/advising dashboard
  - Professional development opportunities that support items in this AP
- Implement action items based on a timeline reviewed by key governance committees, workgroups and constituents

## 8.2 Action Project #2

- Develop the charge for additional new cross-functional teams:
  - Staying on the Path Inquiry - while the complete charge and approach to this inquiry will still need to be fully developed, SSSP has mapped out the following elements of the student experience for improving program completion: success in the first semester, success in the first year, completion of program, successful "off-boarding" into employment or transfer (or parole)
  - Special Populations Inquiry – the following topics have been developed by SSSP related to staying on the path for particular sub-populations served by the College: the special challenges and needs of part-time students, the special challenges and needs of incarcerated students, special challenges and needs of concurrent enrollment students, special challenges and needs of online students.
- Develop a timeline and matrix for the action items to come out of the cross-functional inquiry groups. Action items are expected to address some or all of the following:
  - Days and hours services are open
  - Open educational resources (OER's), onsite, in the prison, and online



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- Institutional literacy for all staff for seamless and proactive referral to support services
- Cultural sensitivity training for front-line staff
- Culturally responsive teaching and learning strategies for faculty
- Corequisite remedial education and embedded tutoring
- Online teaching engagement tools
- Online student center
- Milestone recognitions
- Off-boarding strategies for employment and transfer
- Establishment of key performance indicators, development of new data gathering instruments (e.g., survey) as necessary, identification of baseline data
- Data literacy across the institution
- Instructional faculty dashboard
- Professional development opportunities that support items in this AP
- Implement action items based on a timeline reviewed by key governance committees, workgroups and constituents



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## 9. Strategic Plan Goals

### 9.1 Maximize Student Success

9.1.1 Improve Onboarding

9.1.2 Improve Momentum Toward Students' End Goals

### 9.2 Narrow Equity Gaps

### 9.3 Ensure Student Success

9.3.1 Optimize Student Enrollment

### 9.4 Enhance Community Connections

9.4.1 Improve Workforce Programs that respond to local industry

9.4.2 Reflect the communities we serve

### 9.5 Strengthen Organizational Effectiveness

9.5.1 Improve Effective Professional Development

9.5.2 Reflect the communities we serve

9.5.3 Improve participatory governance

9.5.4 Improve facilities and maintenance

9.5.5 Improve safety and emergency preparedness

## 10. Future Business

10.1 Report Review Matrix

10.2 Completing Thoyote

## 11. Review of Action Items

## 12. Future Agenda Items

## 13. Future Meeting Dates



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October 22, 2018 2-4pm EW 207

November 26, 2018 2-4 pm Admin Conference Room MB 318

## **14. Adjournment**

Time: 4:02pm by Corey Marvin, Vice President, of Instruction

Meeting Chair: Corey Marvin

Recorder: Stephanie Brantley