

## **MINUTES**

### **Quorum – Met**

- Professor Perez moves to approve agenda.
- Dr. Carter approves the motion.
- Dean Alvarado seconds the motion.
- Agenda is approved

### **Guided Pathways**

Review of Pathways Coordinator Job Description

Susan Mills is currently serving in this role, in conjunction with Kathleen. There is a suggestion to have two people, but one person is needed to take over duties of coordinating. There will be possible liaisons from divisions and departments. Eddie suggests two people would serve best. As it stands, the current activities that Dr. Mills engages in will continue to be fulfilled by the next person. There is only funding for one full time person and the liaisons may have reassign time for their participation. Recruitment may be difficult due to lack of volunteer interest. The job is quite expansive in duties and tasks.

Question concerning engagement centers in regards to this position.

Deans of the divisions and faculty of those divisions are responsible for creating engagement activities.

Work compensated as 100% reassign time in summer and winter – like full time faculty

Longevity of the position is still in discussion, however when engagement centers are fully immersed there should be no need for this coordinator position

Recommendations: 7-6 vote in favor of two people assigned as coordinator

### **Program Review**

Review of Program Review and Planning Process Year 3

Bird's eye view of the plans; review and reflect in preparation for joint meetings in Fall 2018

First meeting the week of September 24, 2018

### **Accreditation**

- Accreditation Standard II Worksheets

Standard IIC:

**Faculty** – Ellen Brown-Drinkwater and Garth Schultz

**Staff** – Vevesi Save and Johanna Vasquez

**Administrator** – Cecilia Alvarado and Kyla O'Connor

Dean Alvarado is presenting the first draft of evidence gathered from all the leads in the Student Services division. They were submitted via email upon Dean Alvarado's request. Dean Alvarado compiled all the info to be comprehensive, but also information is on TracDat.

Dean Alvarado completed the first four questions, Admissions and Records and Counseling are handling the rest of the questions. Dean Alvarado worked with leads to compile information to answer questions with evidence from links off of the website and pdf files converted into links.

Dr. Carter will review and compile the final report with quality evidence in Summer 2018

Next steps: Dr. Carter will review all the Standard IIC during Summer 2018

Standard IIB:  
Jacqueline Leshe

Library/Learning Resources

Dr. Inez Moore – sent information to Haley for review and feedback. Positive response.

Library has submitted their first draft.

Next steps: Pull the evidence from both areas into one report. They will be quality aware since the information is vast. They will have the report ready before May 22, 2018.

Will address gaps in student service assessment

Service area assessments – how are they improving services in learning resources and Library

Reached out to Business Services – identify the labs currently operating on campus

Janelle Wortman is working on this information. The facilities master plan has not coded every lab, so they are cleaning up data

Dr. Chicoye – Engagement centers will be part of the report. She has reached out to the

Deans to find out how the centers are reporting their services

Disability Resource Center – it can be referenced in both standards

## Sub-Committee Reports

### ➤ **Student Life and Services** – Miguel Contreras (or designee) reporting:

- Maxient – new tool in place to assist in processing

### ➤ **Current Task(s):**

- Student Sanction Recommendations and conduct forms
  - Concerns with clarity – Draft “At-A-Glance” handout
  - These handouts can be distributed more widely
  - Conduct reporting page – one stop place for conduct issues on Maxient
  - Drafted reporting form for conduct, as well as mental health referral form through Maxient
  - How does one that reports an incident get information if the report has been received and is there follow up
- Mental Health Referral form
  - Lines to notate observed behavior and committee is in favor of check boxes for simpler reporting of student mental observations
  - Encourage faculty to talk with mental health
    - Cold referrals are very difficult for faculty and students, especially if they do not know they were referred

- Faculty training is provided during Flex Days and ongoing training throughout the year
- Student Services has a resource library of CD webinars in various mental health trainings that faculty or their departments can use as resources
- Take advantage of the training during the year offered by Dr. Martin-Thornton and her department;
- Faculty should suggest other time frames more conducive to their teaching schedules and Dr. Martin-Thornton and her team are receptive to smaller sessions at those accommodating hours – COGNITO training
- Plan in advance for trainings in academic department meetings; Dr. Martin-Thornton has a very small staff, so the further out the better
- Need more faculty feedback – Academic Senate will be given a report and they will review and give their feedback at that time
- Academic Dishonesty policy – according to Board policy faculty can recommend to their area Dean to suspend a student from their course when caught cheating. Faculty have concerns about academic dishonesty being unchecked and that there is no clear process to sanction the offending student. Academic Affairs is the college department that handles policies and procedures concerning academic issues.
- “At-A-Glance” should include board policies on the link and handout to faculty to empower them in the classroom should issues arise
- When a suspension takes place, this is reported to the dean of Student Services and the student cannot return to class without a meeting with the Dean
- Conflict Violation Sanctions Table was drafted and reviewed by committee – concerns about sanctions being too lenient or inconsistencies
  - Worked off of Board policy to address these sanctions
  - Used El Camino College as example
  - Too prescriptive – automatic sanctions; does not give the student services staff opportunity to assist
  - Tiered possible disciplinary actions – at the discretion of well-trained conduct officers
    - Always look for the opportunity to support the student after the sanctions
    - Still seeking to assist the student in their successful completion of college
    - Matrix was emailed to the committee by Miguel Contreras
  - When a student is removed from campus, how can the entire campus be informed?
- Recommendation to Academic Senate: Dr. Perez asked for a motion to vote on moving this information and forms to Academic Senate. Greg Ferrer approved the motion to vote with the stipulation that the issues highlighted during this meeting be discussed at Academic Senate. Dean Alvarado seconded the motion. The ayes had the vote to move forward with the recommendations

➤ **Integrated Student Support** – Dr. Allison Douglas-Chicoye reporting (or designee)

**Current Task(s):**

- **To chart the hiring of the Tutorial Services at RCC: Inez Moore**
- **Sub-Committee Reports**
  - Need to streamline tutorial services processes across the campus – hiring and trainings
  - Add an online module about conduct and that students are adequately trained
  - Continue to accept tutor recommendations from faculty at sister campuses

- Screening potential tutors, peer mentors and student employees for conduct might be in conflict of our current mission and active initiatives – willing to talk with staff, faculty and students to report and provide feedback about potential tutors, peer mentors and student employees
- Consensus of the committee – overwhelming burden to screen all potential student employees and there is no clear threshold of what is appropriate and inappropriate past behavior that would pause their experience as a student tutor, peer mentor and/or employee
- Issues of confidential access – Conduct clearance is usually by student request. There is no campus wide access to Colleague for conduct clearance for tutoring or other student employee positions at this time
- Desire to continue a welcoming atmosphere for students and student success – students should not be doubly reprimanded for a misconduct already remedied. Further discussion is necessary - vote to move to Academic Senate was moved, seconded and the ayes have it

## **Adjournment**

Meeting adjourned at 1:55pm