



Integrated Student Success Committee

Meeting Minutes

Friday, November 6, 2020

Zoom Meeting: 9:00am-10:30am



Present: Jake Aharonian, , Paulette Bell, Li Collier, Anne Donegan, Robert Ethington, K Frindell Teuscher, Luz Garcia, Regina Guerra, Robert Holcomb, Blair Lamb, Matthew Long, Daniela Kingwill, , Sean Martin, Amy Merkel, Lisset Miranda, Geoff Navarro, Inge Stockburger, Victor Tam, Delashay Carmona Benson, Hector Delgado, Michelle Vidaurri, Kyle Wallstrum, Vanessa Luna Shannon, Hilleary Zarate and Brandon Repp

Guests: Julie Thompson, Pedro Avila, Candy Owens, Jenn Perez and Megan Rhodes

Absent: Amanda Morrison, Andrea Alexander, Michael Hale, and Regina Mahiri

Welcome

Minutes approval

1. Discussion of the minutes from the September 4 and October 16 meetings
 - Matthew provided a reminder that the current meeting is being recorded in order to facilitate creation of the minutes. The recording will be deleted as soon as the corresponding minutes are approved by the committee.
 - Sean said lot of edits are needed in the minutes (especially the September 4 minutes which do not reflect the recording accurately). A draft of the September 4 minutes was already published on the committee webpage and it is full of inaccuracies. This draft should be pulled off the webpage. We need to find a venue and methodology for getting the minutes right. Some less substantial corrections are also needed in the October 16 minutes.
 - Anne stated the September 4 minutes need to reflect all the statements, some quite damaging, that were said at the meeting.
 - Matthew saw the need to capture the scope of changes that the committee is suggesting for the September 4 minutes.
 - Sean stated that the selectivity and accuracy of what was reported in the minutes is the problem. For example, in section D an attempt was made to reflect the conversation but the attempt is full of inaccurate reports. Also, positive contributions of several committee members were excluded from the minutes. Sean stated the purpose of the correct minutes is to provide a historical record and also a legal document (e.g. when anti-union comments are made in violation of the law). Also, a comment was made at the September meeting regarding diversity in appointments. That comment was corrected by a committee member but the correction is not reflected in the minutes. Also, the resolution that was voted at the meeting is not represented accurately in the minutes. He stated that so much was wrong in the September meeting that yet has to be reflected in the minutes. He appealed for a process that can produce correct minutes without consuming much of the committee time.
 - Matthew offered that Maria can create a new set of September 4 minutes from the recording.
 - Sean stated he was not suggesting that anyone was attempting to misrepresent the minutes on purpose.
 - Matthew stated that a meeting transcript instead of minutes could be a way to go.

- Sean stated that a transcript could be a solution but it will also involve some editorial process. Transcripts often fail to address contextual matters.
- Li stated that the staff has tried very hard to capture the essence of the meetings. She suggested we post the Word version of the minutes from both meetings on Teams so committee members can make edits and corrections.
- Julie stated that group editing is a poor idea. There needs to be an accurate and verified record of everything that was said.
- Luz posed a question about Board policy for the meeting minutes/records, about whether meeting minutes are not the same as a detailed record of who said what.
- Matthew answered that there was no board policy on minutes. We use past practice to reach consensus of the content of minutes.
- Anne mentioned the importance of accurate minutes for future reference. She was please that people now regret what happened at the September 4 meeting but the committee has to have a correct record of this.
- Luz asked if a detailed transcript a way to go forward on this.
- Julie responded that we need to accurately and completely portray what happened at the September 4 meeting.
- Anne stated that minutes should be a summary but it needs to be accurate.
- Sean said he was not calling for a transcript. A summary would be appropriate as long as it captured accurately and with no omissions the content of the meeting.
- Sean stated that the October 16 minutes are much more narrative but some terms, like “shared opinion”, can be ambiguous and damaging to the speaker. He said the September 4 was so important not just for the committee but also for the District that a very detailed record of it is necessary. Other times it may be inappropriate.
- Matthew offered to make another attempt at the minutes, especially for the September 4 meeting. He was happy to work with the individuals on how to make the minutes more accurate. He also offered to make the transcript available to committee members as well.
- **Action Item:** Matthew will implement the notes from today’s conversation in the minutes from September 4 and October 16 and will bring these minutes back to the committee for consideration and more edits.

Feedback/questions on website and committee materials

- Matthew asked for general thoughts on the website and how it could be better.
- Vanessa stated the orientation part is very helpful to new committee members. Other committees should post similar orientations.
- Daniela stated it would be helpful to have rosters of the past committees.
- **Action Item:** Matthew will update the website with committee rosters.

Research: Disproportionate Impact and Program Outcomes and Evaluations

- Blair video presentation was played and is available here:
<https://web.microsoftstream.com/video/6b197e24-69b8-4471-9c3b-af5b4f7cd369>

- Matthew reviewed the 2% stipulation is from the Chancellor’s Office for Disproportionate – all the groups that fall below 2% of the average are considered disproportionate impact groups.

Three Action Teams

- Pedro stated it would be interesting to dive deeper into some of the groups, especially considering the ethnicities of the students in such groups as “first generation”.
- Hilleary questioned if the committee could look at other factors, like “part time” status.
- Matthew stated the legislature defines some groups that we are obligated to consider, but the committee can look at other subgroups as well.
- Robert pointed out that it would be very interesting to look across multiple variables and intersections of various groups.
- Matthew said the Tableau™ Visualizations that Blair created allow for such analysis.
- Amy suggested a need to look at the remote instruction in Spring 2020 and the impact on the disproportionate groups.
- Matthew said one of the Action Teams is working on this.
- Luz shared her screen to demonstrate how to use Blair’s Tableau™ dashboards to look at various demographic groups.
- Matthew provided a discussion of various demographic groups and their disproportionate impacts. There is a mystery of non-participation in programs that are designed to help disproportionately affected groups.
- Matthew then provided instructions for the breakout groups
 - Appoint leaders and recorders
 - Come up with questions for exploration
 - Come up with hypothesis re. the group topic (not theories), areas of exploration
- Breakout groups included:
 - Part-Time Students: How can our college be ready for part-time student success?
 - The Mystery of Non-Participation: how can we move non-participants to take part?
 - How Are We Doing Remotely? What is happening with our students in the age of Covid?

a. Members of groups at this meeting included:

<u>Part-Time Students</u>	<u>The Mystery of Non-Participation</u>	<u>Students in Remote Instruction</u>
Co-Leads:	Co-Leads:	Co-Leads:
Geoff Navarro	Hilleary Zarate	Amy Merkel
Jenn Perez	Inge Stockburger	Michelle Vidaurri
Candy Owens	K. Frindell Teuscher	Daniela Kingwill (recorder)
Jake Aharonian	Vanessa Luna Shannon	Hector Delgado
Kyle Wallstrum	Michael Hale	Lisset Miranda
Li Collier	Robert Ethington	Brandon Repp

Paulette Bell	Delashay Carmona Benson	Robert Holcomb
Pedro Avila	Luz Garcia	Amanda Morrison
Regina Guerra	Sean Martin	Megan Rhodes
Victor Tam	Regina Guerra	
Andrea Alexander		
Anne Donegan		

The next committee meeting will be held on Friday, November 20, 2020 via Zoom.

Meeting adjourned at 10:30am.

Duly submitted by Maria Banachowicz, Administrative Assistant III