

**SEED COMMITTEE MEETING
APRIL 23, 2013
MEETING NOTES**

ATTENDANCE: John Chavez, Tarek Eljarrari, Nina Floro, Katie Galvin, Hung Guo, Mary Gutierrez, David Hasson, Harry Joel, Lucia Lachmayr, Jessica Lopez, John Mosby, Sherrie Prasad, and David Reed

REVIEW OF MINUTES

- Overview of research – needs clarification on the meeting notes
- Changing domain to resources on the website

M/S/U: Lucia and Vanson approved the minutes. David H. seconded the motion.

WELCOME, GOALS AND AGENDA REVIEW

David reviewed the agenda and welcomed the group.

Lucia mentioned that it was wonderful to see SEED mentioned throughout the accreditation self-study.

Equal Employment Opportunities (EEO) Language Review

- Leigh Anne started the review process and sub-committee reviewed the language.
 - Added in additional language, criteria and gender identity.
 - The subcommittee only dealt with the EOC issue.
- Harry Joel mentioned that the last EEO plan was written in 2004
- Harry will send an updated document to the subcommittee for review.
- We will need to vet the document with CSM and Canada as well.
- Several suggestions were made to different sections of the document.
 - Harry will update the language to make it consistent throughout the document.
 - Harry will make the recommendation about the confidentiality language.
- Harry will make edits and recommendations and send it to the committee for review.

ASCCC Student Equity Workgroup

Update by David H.

- All colleges are required to create an equity plan but they don't have to do anything with it.
- No mandates to update the plan frequently
- There is a new arc scorecard
- Need to see the picture of our equity plan in one piece.
- ASCCC will recommend that each college use their equity plan

Benefits Access for College Completion (BACC)

Heather Smith, Assistant Project Director of BACC gave an overview of the BACC Program.

Overview

- Skyline College is one of the six colleges in US who received the BACC program grant and Skyline is the only college in CA and in the west coast to receive this grant.
- BACC is connected through SparkPoint and it helps low income students connect with county benefits such as support services i.e., Cash Aid, Food assistance.
- Students can apply via Online
- BACC prepares students for follow-up interview with the county.
- BACC also collaborates with the financial aid office
- Heather would like to work with divisions and faculty where there's more interaction with students to build more awareness of the BACC program.
 - Lucia offered to use her classes for presentations.
 - It was suggested that it can be used as extra credit.
 - Students get more excited when other students make the presentations.
 - Use CTTL to hold informational workshops for faculty
 - Could be part of the new faculty orientation
 - Adjunct faculty would benefit with receiving information on BACC.
 - Heather will connect with Nina Floro.

SUBCOMMITTEE REPORT BACKS

Hiring

- EEO report back

Curriculum

- Vanson created a new survey and this survey is for faculty only.

Comments from group

- Student services questions – give it more clarity.
- Are we asking information on academic services as well?
- Use resources throughout the survey
- Give more examples of services.
- Question #2 - What resources would you like to see on campus that are not already here?
- Have a selection of range of different time(s) so it's easier to compile the data.
- Lucia commented that email surveys might be a better tool instead of paper survey because things get buried in faculty's piles.
- Make this survey so this would become the best practices for resources
- Vanson will conduct both paper and email survey
- Vanson will create a new inquiry question next month

Digital Divide

- Conduct the survey on student access to: Computer labs, internet access, campus events, emails from instructors, access to help with instructors etc.
- Using a Novi Survey – sending it out to smart phones and via paper survey

NEXT STEPS

- Vanson will send out a friendly invite for May 21st meeting. This will be the last meeting of the year.