SEEED/Student Success Committee Joint Meeting
November 23, 2010 – Agenda and Notes

Participants

- ☑ Linda Bertellotti
- ☐ Amory Cariadus
- ☐ John Chavez
- ☑ Nohel Corral
- ☑ Barbara Daley
- ☐ Lynne Douglas
- ☑ Maria Escobar
- ☐ Kristen Feenstra
- ☑ Mason Feldman

- ☐ Nina Floro
- ☐ David Hasson
- ☑ Rob Johnstone
- ☐ Lucia Lachmayr
- ☐ Joe Madrigal
- ☐ Melissa Michelitsch
- ☐ Vicki Morrow
- ☐ Phyllis Taylor
- ☑ Pat Tyler

- ☑ Richard Soyombo
- ☑ Regina Stanback Stroud
- ☑ Jocelyn Vila
- ☐ Rick Wallace
- ☐ Dennis Wolbers
- ☐ Karen Wong
- ☐ Soodi Zamani
- ☐ Lavinia Zanassi
- ☐ Rosie Bell, ex-officio

2010-2011 Committee Goals

1. Develop a holistic diversity framework and create an action agenda. Identify a research agenda that is relevant to the diversity framework.

2. Develop and implement professional development/flex day opportunities that can be shared district-wide. Perform an analysis of what programs and services are effective in supporting student success and closing the achievement gap.

3. Increase dialogue regarding effective classroom practices. Share practices using a deliberate Scholarship on Teaching and Learning approach that facilitates faculty to faculty dialogues. Draw from On Course training to address this goal.

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1. Approval of the Minutes – 9/28/10 minutes approved as written (Tyler/Johnstone)

2. SharePoint Site/Resources
   http://sharepoint.smccd.edu/SiteDirectory/skyseeed/default.aspx
   Committee reminded to use SharePoint sight. The committee was asked to post items as desired. The chair encouraged the sharing of diversity related resources. SharePoint also has a discussion board. Group encouraged to use it to engage in smaller group discussion.

3. Status on Student Representative: Mark Feldman has been appointed and is in attendance. Welcome Mark.

4. Strategy for reaching goals
    a. Diversity Framework (process and timeline) – recommendation provided by Regina and Rob. Process and timeline attached.

We are working on A-Diversity Framework (process and timeline). In the minutes of the last meeting, we talked about the framework support and what needs to go into it. We decided that Regina and Rob would make a recommendation about process and timeline. They discussed it and developed one, which was distributed. The first page is process and on the back is the timeline. Regina took the group's suggestions from the September meeting and used the diversity framework from the University of Minnesota, which the committee reviewed. Items I, II and III make up the diversity framework. Under III, priority domains were identified, which include, hiring, admissions, registration policies, scholarship et al.

A mini equity review using some of the formal review processes will be completed. At the conclusion of the process, domain specific priorities and recommendations should emerge.   Rob: we will keep these in mind and then move toward creating the domains, and then develop the benchmarks and way to audit. For December Rob and Regina can work on identifying the resources needed. In February, we will discuss definitions and context setting. It means we need to have people interested in doing this lead the conversations, so that as we do the equity audits, we know what context we are working in, grounded in our mission, vision, goals and define what we mean when we talk about diversity. Then, we can then complete the equity audits in the various domains.

At each of the meetings, we would have someone lead the discussion on the particular audits. In spring we look at it and in summer pull together the document (see timeline for language). In September, we come back to a draft diversity framework that we can start getting feedback on. The various drafts will be looked at by the constituencies and the third draft is completed in December 2011, which would be approved by college council in February 2012.

Regina talked about the history of the SEEED/Student Equity Committee. SEEED formed a few years ago. The Student Success Committee disbanded for awhile, but was reformed in 2008 and renamed Student Equity Committee.

The recommended framework includes potential domains listed under III. The University of Minnesota's holistic diversity framework suggested that people look at different areas (domains) within categories, such as Leadership (academic senate,

students, classified, president, etc.). Regina said a domain in student support services may be assessment. The domains listed filtered out of the SEEED/Student Equity Committee's discussions in September. The committee discussed possible domains. Nina recommended adding community connections (resources that might come from the community, partnerships, mentorships, etc.) be included. Scholarship may be too broad, but it does need to include classroom activities. Regina does not recall a discussion in Curriculum Committee about equity.The committee identified the following domains:

Committee members in attendance selected domains they were interested in. Those not in attendance were assigned based on committee recommendations. Those assignments can be changed once all attendees weigh in. Here is the tentative list of assignments:

Domain	Team Members	Notes
1. Community Connections	Nohel Corral Jocelyn Vila Feyi Sayo Soyombo Lavinia Zanassi Linda Bertellotti	
2. Curricular and pedagogical approaches to equity	Dennis Wolbers Kristen Feenstra David Hasson Karen Wong	Dennis, David and Karen not present and need to confirm
3. Resources to succeed (Finances and other) i.e. textbook/technology cost, transportation	Maria Escobar Joe Madrigal Soodi Zamani Mason Feldman	Soodi not present and needs to confirm
4. Student support services-processes	Rick Wallace John Chavez Lynne Douglas Rob Johnstone	Lynn not present and needs to confirm
5. Communication/Dissemination of information	Barbara Daley Amory Cariadus Regina Stanback Stroud Phyllis Taylor	Phyllis not present and needs to confirm
6. Hiring/diversity	Pat Tyler Melissa Michelitsch	Melissa, Nina and Lucia not present and need to

	Nina Floro Lucia Lachmayr Rosemary Bell	confirm
7. Institutional climate	Barbara Daley Amory Cariadus Regina Stanback Stroud Phyllis Taylor	Phyllis not present and needs to confirm
8. Leadership	Barbara Daley Amory Cariadus Regina Stanback Stroud Phyllis Taylor	Phyllis not present and needs to confirm

Barbara noted that hiring is a district function and Regina said the committee should look at Skyline's processes as well.

Rob thinks some of the domains may be too broad, such as pedagogical, resources and student support services areas, and recommends dividing them up or layer the smaller ones in with the larger ones. The domains will be grouped as following:

Domains 5, 7 and 8
Domain 2
Domain 3
Domain 4
Domain 1
Domain 6

Guiding thoughts
1. Interconnecting of domains to student pathways
2. Definitions
3. Accessibility
4. Persistence/Retention/Completion

Committee approval of the Recommended Diversity Framework Process and Timeline
The SEEED/Student Equity Committee approved the adoption of the framework process and timeline.

Follow-Up
- Rob will draft a statement of work and create a definition of equity audit and an explanation of how it is done in an informational sheet for the group.
- Regina and Rob will communicate with the groups to get their approval on their assignments.
- Rob will lead the February meeting with Regina to talk about the definitions and context setting.
- The actual dates of the audits will be communicated at the February 22 meeting, but the tentative dates are:
- March 22 (Domains 3, 1); April 26 (Domains 2,6) and May (date to be determined) (Domains 4, 5/7/8)
- Strategies for reaching the other two goals relating to classroom activity dialogue and professional development will be talked about at a future meeting.
- Regina will talk to Jasmine Witham about setting up a guest email account for Mason Feldman so he can access the SharePoint site.

    b. Professional Development
    c. Classroom Activity Dialogue

5. Status of ideas
    a. David Hasson recommended that values and principles should be on a poster in the center of the student center instead of the in the student handbook.
    b. In response to some of the "all students" language, Regina provided information regarding "colormuting language" as described by Mika Pollick in her book, Colormute. Regina promised to share a bibliography of works that may be of interest to the committee

6. Future Agenda Items
    a. Consider a future recommendation to make a formal change in the governance committee structure by combining the groups into one committee with the charges revised to have a more equity minded focus.

7. Upcoming Spring Semester meetings
    a. Feb 22   b. March 22   c. April 26   d. May 17 – tentative

Joint SEEED/Student Success Committee
Recommended Diversity Framework Process

Process		
Components	**Approach**	**Note**
I. Definitions	Define Diversity and connect it to discovery, academic and scholarly excellence Establish an aim of transformation instead of celebration	
II. Context Setting	Connect to Vision, Mission, Goals and Strategies – analyze for integration and gaps Inventory of work already underway	
III. Priority Domains	Establish priority domains (hiring, admissions processes, registration policies, Scholarship such as curricular and pedagogical approaches, institutional climate, leadership, and student support) and perform a "mini equity audit" Select the key measurements, intermediate milestones, cohort tracking in basic skills, and identify 4-7key benchmarks. Use an agenda item to identify the measurements; examples that are not about student outcomes but more campus related. Consider using Noel Levitz for examples. This will incorporate gender, age, and other variables This approach may lead to recommendations in the priority domains in areas such as curriculum, international education, online education, student service processes.	

Joint SEEED/Student Success Committee
Recommended Diversity Framework Timeline

Timeline			
What	**When**	**Who**	**Resource**
• Adoption and of Diversity Framework Statement and Plan by College Council – Recommendation to the President	February 2012		
• Third Draft complete with clean-up modifications from second review) and	December 2011		
• Second draft with revisions based on feedback from September review complete and distributed for review by Classified Council, Academic Senate, Associated Students of Skyline College, Managers Council, Cabinet, Instructional Leadership Team, Student Services Council,	November 2011		
• Review of draft Diversity Framework by Divisions and Units, Classified Council, Academic Senate, Associated	October 2011		
• First Draft Complete	September 2011		
• Summer Task Group combine all subcommittee work into one document	June – August 2011		
• Equity Audit in various domains	May 17, 2011		
• Equity Audit in various domains	April 26, 2011		
• Equity Audit in various domains	March 22, 2011		
• Definitions and Context Setting	February 22, 2011	Rob and Regina	Eq Audit info
• Identify resources needed (people, data, documents, etc)	December 2010	Rob and Regina	
• Identify Domains	November 2010	Committee	