



**Minutes of Stewardship for Equity, Equal Employment and Diversity (SEEED) Committee
Held on April 28, 2015
Building 6, Room 6-203**

Tri-Chairpersons:

Angélica Garcia, Lucia Lachmayr, Aaron McVean

Members Present:

Amory Cariadus, Serena Chu-Mraz, Nina Floro, David Hasson, Nathan Jones, Miku Mendoza, David Reed, Phillip Williams, Karen Wong

Members Absent:

Jonathan Gonzales, Michele Hagggar, Raymond Jones, Jessica Lopez, Melissa Matthews, Jocelyn Vila, William Watson, Lavinia Zanassi

Guests:

Arielle Smith

Resource:

Belinda Chan (Recorder)

1. GENERAL FUNCTIONS

1.1 Call to Order

Lucia Lachmayr called the meeting to order at 2:19 p.m.

1.2 Approval of Agenda

A motion was made by Karen Wong and seconded by Serena Chu-Mraz to approve the April 28, 2015 agenda as written. No change was made. Motion carried unanimously.

1.3 Approval of Minutes

A motion was made by Nina Floro and seconded by Karen Wong to approve the March 17, 2015 agenda as written. No change was made. Motion carried unanimously.

2. ANNOUNCEMENT

2.1 Lost members

The SEEED Committee has learned with profound regret, the passing of Richard Soyombo, former Dean of Global Learning Programs & Services, happened on Monday, April 20, 2015.

Lucia Lachmayr regarded to announce that Michele Hagggar will no longer be able to serve the SEEED Committee as a committee member due to ample of engagements.

3. DISCUSSION/ REPORT

3.1 Student Equity Plan Review – SEEED Involvement Worksheet Plan Update



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The Committee members were invited to study and complete Student Equity Plan Planning Worksheet prior to attending this meeting. Below listed the comments from some members and/or groups:

A.1.2 – Expected Outcomes of implement the established institutional capability framework to increase resources and professional development. Members of this group did not submit their comments.

A.1.3 – Expected outcomes in obtaining HSI and AANAPISI designations. Members of this group, represented by Lucia Lachmayr, submitted the following comments.

Activities- Identify which activities are pertinent to SEED scope	Evaluation Criteria
<ul style="list-style-type: none"> - Identify best practices in the recruitment of Hispanic students (SEED?) - Target outreach to high schools and continuation schools which are HSI(Outreach) - Increase Hermanos/Hermanas (PIF or CSI) - Increase Jumpstart cohorts (SEED) - Develop outreach materials in English/Spanish (Outreach) - Conduct outreach sessions in Spanish (Outreach) - Conduct admissions application workshops in Spanish (A &R) - Hire Outreach Ambassadors who are bi-lingual in English/Spanish (Outreach) - Increase in units enrolled per student (SEED research?) - Increase instructional support in high enrolled ESOL classes Target outreach to feeder high school and continuation schools which are HSI. (Outreach) - Expand Hermanos and Jumpstart programs (PIF or CSI) 	

B.1.1 – Increase success rates in credit courses to “at or above” 80% of the benchmark group for African American, Latino, and Pacific Islander students. One of the members of this group, Karen Wong, submitted the following comments:

Activities- Identify which activities are pertinent to SEED scope	Evaluation Criteria
<p>In collaboration with the PRIE office, SEED members can generate questions for the focus groups and later analyze the transcript (or perhaps watch a video of the focus group) to identify factors that influence their success. We can share these factors, and perhaps identify which areas can implement and/or scale up these factors; another possibility is sharing these findings in a CTTL workshop.</p>	<p>The current evaluation criteria doesn't make sense to me for what I see as an oral exchange; rather we may want to record this focus group. We'll need staff/volunteers to recruit students to participate, facilitate the focus group, film the focus group, and perhaps hire someone to transcribe the resultant dialogue. The PRIE office should help to shape the questions so that they are ideal for focus groups, and offer tips on how to conduct such groups. An incentive for students</p>



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	could be gift certificates to the bookstore, pizza, etc.—to compensate them for their time.
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C.3.3 – Increase outreach and communication to current and prospect students with certificate, degree, or transfer goals to promote progression from pre-transfer to transfer ESOL course. Members of group, included Angelica Garcia, Serena Chu-Mraz, and Wissem Bennani, presented with following comments:

Activities- Identify which activities are pertinent to SEED scope	Evaluation Criteria
<ol style="list-style-type: none"> 1. Dean of Language Arts to work with ESOL faculty to further determine capacity for developing pathway programs for adult school students to enter at a level of 3 for ESOL. 2. Dean of Counseling to work with counseling division to increase ESOL counseling availability to meet the needs of ESOL students (ESOL Registration day, registration period, and weekly appointments as needed). 3. Dean of Planning, Research, and Institutional Effectiveness to help develop qualitative research on Latino students in ESOL persistence and success strategies. 4. Dean of Enrollment Services works with LA dean to determine appropriate outreach activities. 	<ol style="list-style-type: none"> 1. LA develops pathway programs. 2. Counseling adds hours for ESOL students 3. PRIE establishes a mixed methods approach to data collection 4. Outreach increased in the community

3.2 Work Team Group Work

The Committee was divided into previously committed work teams, Leadership, Student Services, and Admission and Policies, and reviewed process of forming research question. Forming Research Question worksheet was tabled. (see Appendix I)

4. NEXT REGULAR MEETING

Next meeting will be held on Tuesday, May 19, 2015, in room 6-203.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:08 p.m. The remaining meeting time was designated for work teams’ discussion.

Minutes were approved by Members on September 22, 2015.