

**SEED Committee Meeting
January 24, 2012
Meeting Notes**

Attendance: Linda Allen, John Chavez, Nohel Corral, Andy Davis, Nina Floro, Heidi Hansen, David Hasson, Lucia Lachmayr, Jessica Lopez, Richard Lopez, Vanson Nguyen, Jocelyn Vila, Rick Wallace.
Facilitator: Singhashri Gazmuri; Recorder: Sherrie Prasad and Theresa Tentes

Welcome, Goals and Agenda Review

- Lucia welcomed the group and everyone introduced themselves.
- Singhashri will stay involved with the SEED Committee but will slowly phase out of the committee. She will continue to meet with the Design team but will no longer attend the SEED Committee meetings.
- Retreat
 - Set for August 24 – 25, 2012. Timeline for the retreat is 12pm – 4pm on August 24 and 8am – 4:30pm on August 25.
 - Funding for retreat was approved by VP of Instruction by using Professional Development funds. The retreat falls on the first weekend of fall semester but the dates seems to fit everyone's schedule as of today.
 - Purpose of retreat will be vision planning and developing strategies and discussing next steps.

Reviewing the Big Picture

Singhashri provided an overview of the SEED Committee.

Objective of the committee

- 2011 – 2012: Merged SEED/Student Equity Committee under SEED name.
- Determine and address a key focus question and areas of inquiry.
- Develop vision and strategy to the guide the committee.

Planning Cycle

- Using a strategic planning model but focused on equity. Currently on Equity Driven Data Gathering and Analysis section which explores how can we implement and evaluate. How can we improve our services and programs? What has been successful? How do we scale up? At the retreat we will explore the next section of the planning model – Culturally Responsive Strategy Development. The Design team will explore this as well.

Our Focus Question

- How do our practices and processes in connection, entry, progress and completion impact campus equity and student success at Skyline College?
 - Look at language used at district level
 - How do we connect with community and students? Also, with new faculty and staff?

- Capture milestones for students i.e., are they meeting their goals at Skyline College? How are things impacting student success?

Equity-Driven Systems Change (ESC) Model

- Is an operating model
- Assess and create strategies
- Use the Rubric model
- How is the data connected?
- Where does your domain area fit within the model?

Lucia asked how do we assess and gather data if there's a cultural block? Singhashri suggested paring survey with interviews for qualitative data. Find ways to measure.

Sub-Committee Report Backs

- **Student Support Services** (Rick and John)
 - Conduct assessment with high school students
 - Create pilot questions
 - Conducting a post assessment during the semester
 - How seriously does the student consider the test to be?
 - How did the student prepare for the test?
 - Entry Question: How does our assessment process affect equity for perspective students?
 - Look at math and English faculty and counselors.
 - Also, look at student support services
 - Linda suggested using DSPS and general pep tests
- **Community Connections** (Nohel, Jessica, Jocelyn, Theresa and Sherrie)
 - Entry Question: How does our current outreach effort make Skyline College accessible to potential first generation college student at local feeder high schools?
 - Currently, there's outreach through many departments
 - Other types of outreach include: Cosmetology, Automative, and Allied Health
 - How to narrow it down?
 - Working on a manageable research question
 - Comments from group
 - Singhashri – Choose general counseling and one other program for data collection and conduct comparative analysis. Create a model that other departments can use.
 - Rick – Financial aid has the most outreach
 - Joselyn – Some departments go beyond high school i.e., Sparkpoint. Need an outreach calendar and a designated department. High turnover of staff is a challenge. Need transition procedures in place when next coordinator comes in.
 - Singhashri – Explore what's the impact of not having a consolidated office.
 - Jocelyn – there was an outreach committee in 08-09 but dispersed because of lack of funding.
 - Rick – There used to be 3 outreach counselors

- Nohel – maybe do a comparison to other institutions and make a recommendation. Streamline our processes so other departments can model it.
 - Lucia – there’s a rumor that there’s a push to decrease enrollment because of budget cuts.
 - Joselyn – would still like to outreach to low income students since they don’t have information on how to attend college.
 - Nohel – Are we a certification institution or a transfer institution?
 - Singashri – Don’t underestimate what impact you are having? Documenting and sharing information with other institutions will lead to finding out that they are having similar issues.
- **Hiring/Diversity** (Lucia, Nina, Linda)
 - Entry Question: What kind of outreach we use to hire diverse faculty and staff?
 - Comments from group
 - Singhashri – Look at the question: what happens in a hiring committee when they say they are not a good fit? Las Positos college conducted a study on the topic.
 - Nina – there’s confidentiality issues with hiring committees.
 - Singhashri -- Make a call out on general questions.
 - Rick – Colleges have the same hiring processes. Address how applicants and new hires can deal with college community culture. Look at different vehicles.
 - Nina – Hiring procedures are set in stone.
 - Lucia – Procedures are over 20 years old. Needs to be reevaluated.
 - Linda – Current procedure is to tweak it to the position.
- **Resources to Succeed** (Heidi and Richard)
 - Heidi recruited Kayla and Caitlin.
 - Brainstorm meeting scheduled for Friday at 2pm.
 - Entry Question: What are the availability for computers and printers for financial aid students?
 - Comments from group
 - Lucia – Find research in digital divide
 - Joselyn – Computer labs are closed by 8pm and students have midnight deadlines.
 - Richard – No timelimit regulation on use of computers.
 - Vansen – Look at faculty diversity internship program
 - Singhashri – How can we utilize technology in classes?
- **Curriculum and Pedagogy** (David Hasson)
 - Looking at cultural dimensions of math curriculum. Do the data problems connect with students?
 - Comments from group
 - Richard – Does data include connecting to student income? Use of insurance policy?
 - David – No financial education yet
 - Vansen – will think about using the insurance policy in my class.
- **Communications** (Vansen and Christianne)
 - Vansen recruited Christianne Marra to the sub-committee group
 - Finalizing question. How does sharing and not sharing by adjunct faculty with students? Adjunct faculty might be too limiting

Finalizing Inquiry Questions and Action Research Plans

- Everyone broke into their domains to finalize their question

Sub-Committee Report Backs

- **Community Connections**
 - Focusing on a manageable question.
 - How to collect data and define certain terms.
 - Chose general counseling. It's the first place students go.
 - Entry question: How effective is what is done at local feeder high schools?
- **Hiring/Diversity**
 - Developed some ideas for the process of hiring
 - Evaluate internal processes
 - Look at Las Positas College document
 - Meet with HR Manager, Debbie Carrington
 - Look at how well are we doing?
- **Resources to Succeed**
 - Create a list of data to research and how to research the data
 - Research
 - Where are the computer labs?
 - How many computers are available?
 - Are there any time limit regulations?
 - What percentage of financial aid students have computer access?
 - Does college collect data on use of computers?
 - Work with financial aid office to do survey
 - Singhashri – Ask students what are the challenges of using computer labs in the survey. Do they have any ideas?

Next Steps

- Sub-Committees to meet very soon to finalize data plans and get started on data collecting.
- Once sub-committees get the data, they must look at how to crunch the data. Singhashri will assist sub-committee chairs by phone.