

SEED Meeting
February 28, 2012
Meeting Notes

Attendance: Amory Cariadus, John Chavez, Nohel Corral, Andy Davis, Nina Floro, Heidi Hansen, David Hasson, Lucia Lachmayr, Jessica Lopez, Richard Lopez, Vanson Nguyen, Carlos Romero, Jocelyn Vila, Rick Wallace

Facilitators: Vanson Nguyen, Lucia Lachmayr, David Hasson and Nohel Corral
Recorder: Sherrie Prasad

Welcome and Agenda Review

- Lucia and Vanson welcomed the group and everyone introduced themselves.
- Vanson reviewed the meeting's agenda.
 - Committee members will report to the group and finalize their research questions. Everyone will share their action plans after breakout.
 - Vanson asked the group to report back by answering the following questions:
 1. Inquiry question
 2. Data gathering methods
 3. Gathered any data?
 4. Any Challenges?

Sub-Committee Report Backs

Student Support Services (Rick, Andy and John)

- They are currently preparing for a pilot survey for the spring semester. They will use PEP mainly students from South San Francisco High School.
 - **Survey Questions:**
 - **Pre-Assessment**
 - How did you last prepare for an exam?
 - What's your last English course and grade?
 - What's your last math course and grade?
 - How prepared are the students?
 - **Post- Assessment**
 - Do you feel you were prepared enough?
 - Are you satisfied with the placements?
 - What are the factors that might affect the performance?
 - What was your overall experience?
- The team will have a follow up assessment once the students are 6 weeks in. They will also work with faculty and high school counselors as well. Overall, they are looking at how can they prepare to help students do better with their tests?
- Comments from group:
 - Lucia – Are you looking at minority students?
 - Rick – We are looking at all students and looking into minimizing any barriers.
 - Vanson – What's the timeframe?
 - Rick – The pilot will be in March and April. In May, they will do the survey with pep students.
 - Vanson – Math jam is coming in June.
 - Nohel – Details haven't been solidified for math jam.

Hiring/Diversity (Lucia and Nina)

1. Inquiry Question

- How do our current hiring practices reflect our ability to attract/hire/retain employees reflective and our student population?

2. Data Gathering Methods

- Google, Debbie Carrington (HR), Las Positos College article on bias

3. Data Collected

- SMC Ethnic demographics; SMCCCD 2010-12 Equal Employment Summaries for FT/Permanent positions; Responses from Human resources(SMCCCD) – Skyline President is attending all hiring committee meetings and asking committees to think about diversity.

Comments from group:

- Nohel – Does the research include all employees? There are a lot of part time faculties
- Lucia – We are looking at full time and permanent positions
- Nina – Information specific to college
- John – how many new hires have worked for district before?
- Vanson – When someone is the on hiring committee, are they allowed to speak about things?
- Lucia – It'll be a violation of privacy
- Nina – It's important to get information from hiring committees
- NC – How about having something signed by HR to get that information from hiring committees?
- Nina – Maybe create a general survey without specifics
- Jocelyn – Final decision is made by the hiring manager than the hiring committee. Does it take in consideration of any conflicts?
- Amory – Are we different from other two colleges in our district?
- Jocelyn – There are different processes for new hires especially if positions are created from a grant etc.

4. Challenges

- Time, finding resources to use

Resources to Succeed (Heidi and Richard)

1. Inquiry Question

- Does Skyline have adequate computer/printer resources for students with financial need? If not, where and how are we looking?

2. Data Gathering Methods

1. Student Survey
 - a. Have asked financial aid to help
 - b. Will ask other financial-related resource
 - c. Built a survey and will ask for David Ulate's input
 - d. Info on Current Resources
 - i. Number of computers/ how accessible are the computers?

3. Data Collected

1. None so far

4. Challenges

- Need feedback on the survey. Need more venues to distribute our survey.

Comments from group:

- Nohel – Standardize hours of operation? In summer – learning center and library are open 8am – 7pm. This may impact the findings.
- Heidi – The survey will be done in spring
- Amory – Currently developing tools to find information on students that do not qualify for financial aid.
- NC – Students feel more comfortable providing their financial info to financial aid office rather than a survey. Will need to incorporate financial aid into the survey.
- Lucia – Is there a log jam at the computer lab?
- NC – Maybe do a survey during the 8am classes
- Amory – Skyline is currently renovating Bldg. 6 which may help with some of these issues

Curriculum and Pedagogy (David)

1. Inquiry Question

- How does existing algebra curriculum and pedagogy prepare schools for success in statistics?

2. Data Gathering Methods

- Survey, focus groups, analysis of success data. Question: Do online algebra classes prepare students for statistics classes?

3. Data Collected

- Identifying survey items

Comments from group:

- Vanson - you seem to be already finding the processes.
- Nohel - Look at the current data. There's plenty of data on current algebra curriculum.
- John C – There are different statistics class
- NC – How are you gathering data?
- David – Will need to talk to David Ulate on survey and focus groups questions, i.e., Did the online algebra homework prepare them to statistics class?
- Lucia – Do all students have access to computers?

Communications (Vanson and Amory)

1. Inquiry Question

- Considering that a student's financial status can affect progress, knowledge of financial aid and scholarship opportunities is important. How do adjunct faculty receive and share information regarding financial scholarship opportunities with Skyline college students? What is its impact on reaching different groups?

2. Data Collecting Methods

- Faculty: create a survey
- Students: Survey, focus group
- Financial Aid: Conduct an interview – how do they get information from? Students hear about scholarships from lots of sources.

- Lot of adjunct faculties are not aware of what various student activities are? They are not as plugged in. Scholarship opportunities are equitable. How are they receiving information? How much plugged in are they?

Comments from group:

Lucia – Are we making assumptions that full-time faculties are plugged in?

Jocelyn – Broaden it to financial aid resources instead of scholarships.

Nohel – How do faculty encourage scholarship applications?

Amory – There may be a gap. Need to figure out why certain group of students are applying.

Vanson – Once we gather data, question might change altogether.

Heidi – Some student s think they don't qualify for financial aid.

3. Challenges

- Scheduling discussion with the president

Community Connections (Nohel, Jocelyn, Jessica, Carlos and Sherrie)

1. Inquiry Question

- How does our current outreach effort make Skyline College accessible for potential 1st generation colleges students at local feeder high schools?

2. Data Gathering Methods

- Area of inquiry: General counseling
- What's being done?
- What are our sister colleges are doing?
- Tasks: Survey Jefferson High School/ SSFHS
 - What program are being offered?
 - What populations are served?
 - What do the high school know about skyline?
 - Developing a survey for HS administrators and HS counselors on our program. What are other campuses doing in our district?

3. Challenges

- Different departments doing HS outreach.

Comments from group:

- Rick – There are a high percentage of outreach from financial aid and general counseling.
- Jocelyn – Other departments are doing outreach because there's not appropriate staff time.
- Rick – CSM has centralized outreach and they are coming into our high schools.
- Jocelyn – Currently there's no Skyline outreach staff. There's a lack of representation from Skyline at the high schools.
- Rick – Use concurrent enrollment as an outreach activity
- Lucia – There are budget concerns on the outreach. In the past, it seemed there was a stronger representation.
- Jocelyn – There was a one stop coordinator before. The position was defunded. Skyline may have transfer ambassadors soon in place.
- NC – We are in process of developing tools on what to measure.

Break Out Session On Next Steps

Communications

- Create a 3 question survey for faculty:
 1. Do you receive this info? Yes or no
 2. How do you prefer receive this info? Yes or no
 3. If you receive this info, how would you share this info?

Hiring/Diversity

- Beginning of anonymous survey. Do they experience bias?
- What is your position?
- What position was your committee for?
- Were you aware of the policies of hiring committee?
- Were the interview questions bias?
- Hiring manager or college president or district person?

Curriculum

- Focus on math lab

Student Support Services

- Email 4 folks.
- Would TRIO be willing to be part of survey?
 - Nohel answered yes.

Community Connections

- Different areas of outreach – starting with the high schools.
 - What are their perceptions of our outreach.
 - Working on survey questions for administrators, counselors and instructors and another survey for students.