SEEED/Student Equity Committee Meeting
September 28, 2011
Summary Notes

Attendance: Linda Allen, Don Carlson, John Chavez, Larissa Espada, Nina Floro, Heidi
Hansen, David Hasson, Lucia Lachmayr, John Mosby, Vanson Nguyen, David
Ulate, Jocelyn Vila, Rick Wallace, Mike Williamson, Dennis Wolbers, Soodi
Zamani, Lavinia Zanassi. Facilitator: Singhashri Guzmari. Recorder: Linda
Bertellotti

Absent: Amory Cariadus, Nohel Corral, Lynne Douglas, Kirsten Feenstra, Rob Johnstone,
Joe Madrigal, Melissa Michelitsch, Sandra Rodrigues, Richard Soyombo, Regina
Stanback Stroud, Phyllis Taylor, Pat Tyler

Introductions
Members of the design team were introduced: David Hasson, Lucia Lachmayr, Jocelyn Vila and
Vanson Nguyen. They will be meeting a week before the regular meeting. Singhashri will
provide resources and work with the design team to facilitate the process through the end of
January. In February, she takes on the role of coach to the design team.

Ground Rules for Authentic Dialogue
Singhashri reviewed the ground rules for the committees, which were included in the tool kit that
Vanson emailed to the group.

Appreciative Inquiry
The group engaged in the activity, pairing up to find out what work their partner is doing that
they find exciting.

History of the committee
The history of the SEEED and Student Equity Committees was reviewed by the committee.
SEEED, which stands for Stewardship for Equity, Equal Employment and Diversity, was formed
in 2005 by President Vicki Morrow. The committee evolved from an affirmative action
committee and Vicki Morrow changed the format to facilitate diversity events and make
recommendations to the district EEOAC Committee. The Student Equity Committee formed a
few years ago and focused on student success data and issues. There was some overlap with the
College Success Initiative (CSI) Coordinating Committee. The Student Equity Committee
reviewed the college mission and goals to see if they aligned with student equity goals. They
developed research questions that would address student equity. They worked closely with Rob
Johnstone and reviewed best practices of other colleges. The main goal was to form a
diversity/research framework. The committees had parallel goals, which is why they merged.
There will be a discussion about possibly changing the name of the committee.

Finalizing the committee's focus question and the purpose of the work
Ideas for focus questions were formed last year. The design team took the ideas and
consolidated them into one question, which was discussed at the final meeting of the spring
semester. The question that was developed was: "How do our systemic processes impact equity,

collaboration and communication to help or hinder student success?" Many feel the question is too broad. Singhashri said it is a question that cannot be answered and will be evaluated continually, but it does help to guide the work. There was a discussion and some issues were raised as well as recommendations:

Equity
- The group should define what it thinks the word equity means
- A suggestion was made to improve student equity by improving communication. Also, people are doing things in smaller groups, and that may not be well-communicated. We also don't want to duplicate work.
- What are the definitions of collaboration, communication and equity on this campus?
- We have to serve the communities that are serving the students. We need to be prepared to ask difficult questions, listen to difficult answers and then decide what we do with that information

Student Success
- Why aren't some students succeeding and what populations of students are not succeeding?
- Once students come to Skyline, what do we have in place to help students succeed? What is the definition of student success because it can vary for different people in the institution?
- Do the informal things that we do hinder or block student success? We also have a culture here that allows/accepts informal practices.

Focus Question
- The focus question could be discussed in CSI and it could be a question discussed outside of equity.
- There is a concern that the question is too broad to be a good research question.
- The language of the question is confusing and there were suggestions to improve it.
  - Consider replacing the word "systemic" with "institution" and reword it so that it focuses on processes that include collaboration and communication that impact equity.
  - Lucia rewrote the question to read, "How do our institutional communication and collaboration processes impact overall equity and student success at Skyline College?"
  - Singhashri recommends changing the word "processes" to "practices" in order to address the informal and formal practices that take place.
- There was also a discussion on adding something about cultural responsiveness.

Purpose of the committee's work
Singhashri also reviewed the group's purpose, which she will distribute to the committee.

Domains
The eight domains that the subcommittees worked on were reviewed and the group will talk about the findings in the assessments. Following is a list of the domains and some of the sub-committee members appointed to those groups:

- Community Connections   Lavinia Zanassi, Jocelyn Vila
- Pedagogy   David Hasson, Dennis Wolbers
- Student Support Services   John Chavez, Rick Wallace
- Communication   Regina Stanback Stroud, Amory Cariadus and Amory
- Hiring   Lucia Lachmayr, Nina Floro, Pat Tyler
- Leadership   Will be talked about at the design level
- Resources to Succeed   Will be talked about at the design level

Nina would like to have someone from administration on the hiring domain and will contact Don Carlson to see if he would be on it.

Committee Goals
Singhashri reviewed the goals which will be worked on through December. Mike noted that there is an Academic Senate Faculty Research Committee and they should be included in any discussions involving faculty and students.

Expectations of Committee Members Moving Forward
Vanson talked about the expectations of serving on the committee. He asked the group to consider their other commitments and if there is someone the members know who might be excited to join, please ask them to attend. Meetings are held monthly from 2:10-4 p.m. The biggest commitment will be a two-day retreat in January and Rob and Regina will determine the date. Singhashri suggested that members who cannot attend should send a proxy who can report back on what was discussed. She encouraged people who have issues around commitment and time to talk to her or the design team leaders. Heidi said the students may have difficulty attending a two-day retreat and may not be able to commit in the fall without knowing their spring class schedule. Mike suggested that the retreat not be held in January.

Group decisions
Singhashiri recommends that the group comes to consensus when making decisions. David suggested developing tangible goals at the end of every meeting that would be addressed at the next meeting.

Acknowledging the groups' work
Singhashri asked how the group would like to be acknowledged for the work it will be doing.
- Mike thought most of the group would feel acknowledged if the work they did moved forward to other committees.
- Offer stipends to students on the committee
- Acknowledge that the committee exists in campus communications.

Communicating with other SEEED/Student Equity Committee members
Between meetings, the group will communicate using SharePoint. Currently, students do not have access to SharePoint because they do not have SMCCD email accounts. The President is

working with IT to try to arrange access to SharePoint for students. Otherwise, the committee will come up with another method for getting information to students before the next meeting. A phone and email list will also be distributed to the committee. John would like a list of the subcommittee members.

Preparing for the next meeting
The committee was asked to work in groups to brainstorm and develop possible committee names.

Next Meeting
October 25, 2011, 2:10-4:00 p.m., Building 6, Room 6203