



## Student Support Council

Minutes for May 26, 2022

12:50-01:50pm

<https://rccd-edu.zoom.us/meeting/register/tJEvceqgpjwpGtZ2WqjGnhPpkeBlki5pbZU->

Meeting ID: 952 6388 7302

### **Committee Members (total:16)**

#### **Meeting Participants**

#### **Committee Members Present**

Natalie Aceves (co-chair), Melissa Bader, Janelle Brekke, Patti Brusca, Lilia Garcia, Dominique Hitchcock, Lisa Martin, Jethro Midgett (co-chair), John Moore, David Schlanger, Klutvert Tabot, Kaneesha Tarrant (co-chair)

#### **Committee Members Not Present**

Mark DeAsis, Tenisha James, Leticia Martinez, Daniela McCarson

#### **Recorder**

Monica Esparza

### **1. Call to Order**

- Time 12:53pm

### **2. Action Items**

#### **2.1 Approval of Agenda**

- MSC Moore/Bader

#### **2.2 Approval of March 22, 2021 Minutes**

- MSC Moore/Bader

#### **2.3 NC Commencement Workgroup Charter (attached)**

Not in purview- Operational. Recognizes the work, does not need a workgroup.

### **3. Discussion Item**

### 3.1 Report of Effectiveness 2021-2022 -attached

Dr. Tarrant and Natalie Aceves reviewed draft with team; will act upon in fall 2022.  
Sending Google form to team to submit narratives; no pictures or supporting documents necessary.

## 4. Information Items

### 4.1 Student Equity Plan Project Team (Hitchcock/Oceguera) -attached

Dr. Hitchcock and Dr. Oceguera presented Student Equity Plan 2022-2025 Project Team

- Team Members
- Differences Between Templates
- Structure
- Plan Templates
- Metrics: Definitions
- Template: Student Groups & Metrics
- Our Approach
- Part V: Optional Survey Questions:
  - GP & Financial Aid
  - Addressing Students' Needs
  - Institutional Change
- Timeline

## 5. Good of the Order

- Commencement
  - District lifts vaccine mandate for June 10<sup>th</sup> only.
  - Working through process of number of participants and follow up.
  - Set-up remains the same
  - Signage for mask mandate recommended.
  - Prison Program will be highlighted and independent student for concurrent enrollment.
- Counseling discipline: Effective Fall 2022; additional FTES and re-assign time, Counseling more involved in Guided Pathways.
- One proposed school expansion; 2 project teams
  - Institutional and Student Phasing; Survey with faculty to move forward (Quintin Bemiller and Amanda Moore heading)
  - Guided Pathway Lunch & Learn completed
    - 150 Views
    - Podcasts-50+ views
    - Sent to Region 9 Partners
- Degree/Certificates awarded continue to increase

- 2021- 390 (more than 2020)
- Time 01:31 pm

**Next Meeting:**

Date September 22, 2022

Time: 12:50pm

Location: In person and Via Zoom

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## Charter for NC Commencement Workgroup

2021 – 2022

This Charter is established between the Commencement Workgroup and the Student Success Council to structure the process and planned outcomes included herein during the [duration dates of charter in years/terms] period of the 2021-2022 academic/calendar year.

### Purpose

The purpose of the NC Commencement Workgroup is to determine the best course of action to positively acknowledge and recognize students who have successfully met the requirements to receive a degree or certificate.

### Charge

To plan and implement memorable and inspirational commencement ceremonies annually.

### Guiding Principles and Assumptions

Norco College believes that students who have earned their degree or certificate should be recognized for their accomplishment and hard work. Commencement is the formal time and place to recognize our students. This is also a time for fellow students, family members, faculty and staff to celebrate their accomplishments. The largest commencement takes place at the close of the Spring Semester; however, NC also is committed to celebrating other students throughout the year, such as our students at the CRC.

### Scope & Expected Deliverables

Commencement is the largest, and arguably, the most important event Norco College hosts. It is a year-long planning activity which involves every department on campus in some capacity. Below are the Expected Deliverables, as well as the scope of the Commencement Workgroup.

- Acknowledge and recognize students who have successfully met the requirements for graduation.
- Inform the campus community via website, shared governance meetings, and emails about upcoming Commencement Ceremonies, as well as the changes from year-to-year.
- Provide regular updates to the campus community about online, in-person, drive-thru, and CRC Commencements.
- Communicate with students about their role and responsibility in the Commencement Ceremony.
- Deliver a memorable experience for students and family members who attend Commencement.
- Create a safe and fun environment for all participants of Commencement.
- Seek new and innovative changes to improve upon the Commencement Experience.

### **Membership**

The Commencement Workgroup consists of campus community members who have commencement duties in their job description, as well as others who wish to participate in the planning and implementation of Commencement.

- Dean, Student Life – Chair
- Members-at-Large

### **Meeting Time/Pattern**

The Commencement Workgroup meets either in-person or via Zoom the second Monday of the month from February through June. Meetings take place from 11 am – 12 pm. The chair reserves the right to call additional meetings in May and June as the Commencement date draws closer. The chair is expected to have sub-workgroup meetings with various departments or individuals throughout the year to discuss ways to improve on the NC Commencement experience. In addition, a debrief meeting takes place at a predetermined date approximately 7-10 days after the conclusion of the ceremony.

### **Roles of Chairs and Members**

The Chair is accountable to the Student Success Council to ensure continuity of dialogue between governance tiers. The Chair works directly with the Vice President of Student Services as the liaison to the President and Executive Cabinet.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Commencement Workgroup that can help to achieve the Workgroup charge of annually planning and implementing memorable and inspirational commencement ceremonies.

Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Commencement Workgroup, while representing the perspectives of the constituency group to which they belong.

Members are expected to engage in effective dialogue with their Commencement Workgroup peers with the intention of creating a memorable Commencement Ceremony for our graduates.

### **Meeting Procedures and Expectations**

The Chair, and members of this Working Group, will adhere to meeting best practices as follows:

Meeting will be:

- fun and engaging
- mindful of the graduates and their families
- considerate of the budget to host this event
- productive and a great use of the members time and energy as we create a meaningful event!

### **Meeting Procedures and Expectations**

Members endeavor to create the best Commencement experience for our students, while:

- participating in problem-solving approaches, where the interests of all participants are considered;
- welcoming proactive and new ideas, interests and objectives that are within the scope of the charter;
- actively listen to and engage in respectful and constructive dialogue;
- working with a spirit of cooperation and compromise leading to authentic collaboration;
- moving forward once a consensus-based decision has been made;
- continuing to progress with the members who are present at each meeting; and
- follow through on tasks that are committed to outside of scheduled meetings.

# NORCO COLLEGE

## Report of Effectiveness 2021-2022

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**Governance Entity:**

Student Support Council

**Charge:**

The Student Support Council (SSC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility. The Student Support Council is responsible for 20 EMP objectives.

**Sponsoring Council/Senate:**

College Council

**Co-chairs:**

Natalie Aceves, Jethro Midgett, Dr. Kaneesha Tarrant

**Members:**

Natalie Aceves, Educational Advisor, Transfer Center; Gerlene Ariel Aquino, ASNC Student Representative; Melissa Bader, Professor, English; Janelle Brekke, Senior Academic Evaluator; Patti Brusca, Student Success and Support Program Assistant; Mark DeAsis, Dean, Admissions and Records; Lilia Garcia, Placement Coordinator; Dr. Dominique Hitchcock, Professor, Spanish and French; Dr. Tenisha James, Dean, Student Services; Lisa Martin, Assistant Professor, Counseling; Leticia Martinez, Student Financial Services; Daniela McCarter, Dean, Special Funded Programs; Jethro Midgett, Associate Professor, Counseling; John Moore, Associate Professor, Counseling; David Schlanger, Program Manager, Title V Grant; Dr. Kaneesha Tarrant, Vice President, Student Services

**Evaluation of the Survey of Effectiveness:**

On April 28, 2022 the Student Support Council reviewed its' Survey of Effectiveness Data. Discussion included:

- Total of 11 survey respondents
- 1 survey respondent indicated that they were not regularly communicating with members of the constituent group they represent regarding key issues discussed and actions taken during the meeting.
- Level of agreement for all survey items were in the strongly agree and/or agree category
- Recognition of a positive shift in survey results from prior years.

**EMP Goal Alignment and Objective Alignment:**

Objective 1.2

Objective 1.3

Objective 1.4

Objective 2.4

Objective 2.5

Objective 2.6

Objective 3.1

Objective 3.2

Objective 3.3

Objective 3.4

Objective 3.5

Objective 5.1

Objective 5.3

Objective 6.3

Objective 6.6

Objective 7.4

Objective 7.6

Objective 11.1

Objective 11.2

**Assessment of Scope and Deliverables:**

1. Provide guidance and recommendations on student services planning and operational issues including onboarding, enrollment management, program development, support services, special programs development, and student services policy matters.
2. Foster the development of programs and services in accordance with the Education Master Plan.
3. Provide guidance and recommendations on implementation activities for Guided Pathways, student equity, retention, and success.
4. Oversee and support the implementation of the college's Guided Pathways Plan and other related plans.
5. Strategic plan development, revision, and activities related to Student Services.
6. Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
7. Provide guidance and recommendation to enrollment management activities related to achieving annual FTES targets; improving student access, success, and program completion.
8. Communicate, through its members, with the college community on issues and recommendations.



9. Prioritize annual resource requests for Student Services operational areas.

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# STUDENT EQUITY PLAN 2022 - 2025

## PROJECT TEAM

### PROJECT TEAM MEMBERS:

**LEADS:** GUSTAVO OCEGUERA & DOMINIQUE HITCHCOCK

- **CLASSIFIED PROFESSIONAL:** GILBERT DE LEON, CAITLIN WELCH
- **FACULTY:** JOHN ALPAY, MELISSA BADER, CAROLINE HUTCHINGS, LORI NAMAZI, SANDRA POPIDEN,
- **MANAGERS:** GREG AYCOCK, QUINTON BEMILLER, TENISHA JAMES,

# DIFFERENCES BETWEEN TEMPLATES

## Key Differences

### Transformational Design

**2019-22**

**2022-25**

Transactional



Transformational

Compliance-Oriented



Continuous Improvement

Race-Neutral



Race Conscious

Siloed Planning



Integrated Planning

# STRUCTURE

## Structural Change

### Activities

Address student deficits

Non-systemic,  
non-scalable, "one-off"  
interventions

Heavy focus on  
student affairs



### Structures

Address institutional deficits

Interrogate policies,  
practices, culture, and norms

Encourage integrated planning  
across instruction, student  
affairs, and business services



# PLAN TEMPLATE

## Template Elements

- 1 Prelude
- 2 Fillable Template
- 3 *Optional* Student Support Integration Survey
- 4 Addendum

Student  
Equity Plan  
Overview



# METRICS: DEFINITIONS

## Student Equity & Achievement (SEA) Metrics



### Successful Enrollment

Percentage of first-time in college students who applied and enrolled in the same year\*

...



### Transfer Math & English

Percentage of first-time in college students who completed transfer-level math and English in first year\*

...



### Persisted from Term to Term

Percentage of first-time in college students who enrolled in the subsequent semester\*

...



### Vision Goal Completion

Percentage of first-time in college students who completed a degree or certificate in three years\*

...



### Transferred to a 4-Year

Percentage of first-time in college students who transferred to a four-year institution in three years\*\*

...

*\*first-time in college students who were credit enrolled and not special admit*

*\*\*first-time in college students who were credit enrolled and not special admit who earned 12+ units any time in three years and exited CCC*

# TEMPLATE: STUDENT GROUPS & METRICS

Student Population for Metric Workflow	Enrollment	Completed Transfer-Level Math & English	Retention: First Primary Term to Secondary Term	Transfer	Completion
Current or former foster youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low-income students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian or Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic or Latino/a/x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian or other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some other race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than one race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LGBTQ+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Add population)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# OUR APPROACH

- We are very focused on the **most Disproportionately Impacted populations** and do not plan to address all populations
- We are in the process of determining which metrics we will focus on
- Additional Data may be required to better understand what causes equity gaps
- 2022-2023: Inquiry phase
- 2023-2024: Intervention
- Ongoing Evaluation



## PART V: OPTIONAL SURVEY QUESTIONS: GP & FINANCIAL AID

- **Collaboration with GP** Summarize how your equity plan efforts align with meeting Guided Pathways goals.
- **Financial Aid FAFSA Participation** What are three actions that your college will take that the college believes will yield the highest potential for increasing FAFSA participation on your campus?
- **PELL Grant Participation:**  
What are three actions that your college will take that the college believes will yield the highest potential for increasing PELL Grant recipient participation on your campus

# OPTIONAL QUESTIONS: ADDRESSING STUDENTS' NEEDS

- **Basic Needs/ Basic Needs Center:**

Does your college have a Basic Needs Center/ If no, what are your plans to establishing a Basic Needs Center?

- **Services:**

What services are you providing (or do you plan to provide) in your college's Basic Needs Center?

- **Participation:**

How do you plan on increasing participation in your college's Basic Needs Center?

- **Food Pantry:**

Please describe your Food Pantry efforts. If you do not have one, please share why?

- **Zero-Textbook Cost Program:**

Please discuss your plans for integrating a Zero-Textbook Cost Program on your campus.

# OPTIONAL QUESTIONS: INSTITUTIONAL CHANGE

- **Integrated Budgeting:**

Please describe any strategies you will deploy to leverage funding beyond the SEA program to advance your institutional equity goals.

- **Ongoing Engagement:**

Please describe any efforts your Board will take to ensure ongoing engagement in student equity planning efforts for the 2022-25 period

- **Student Voice:**

Please describe any strategies you will deploy to leverage student voice to advance your institutional equity goals.

# TIMELINE

- August 17-19 Flex Day Presentation
- August 25 Student Services Support Council
- September 1 College Council
- September 19 Academic Senate (1<sup>st</sup> Read)
- October 17 Academic Senate Approval
- October 24 Chancellor's Cabinet Presentation
- November 1 Board of Trustees Presentation
- November 15 Board Approval
- November 30 Deadline to submit in NOVA