



MINUTES

September 2, 2014
CAI Conference Room
3:30 – 4:30pm

Present: Michael Allen, Louise Barbato, Cathy Brinkman, Patricia Chow, Carlos Gonzalez, Madelline Hernandez, Sarah Master, Leslie Milke, Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette

Absent: D'Art Phares

1. Composition of the Planning Committee
 - Committee membership is described in the Student Equity Plan memo dated March 11, 2014, from the CCC Chancellor Brice Harris. The committee will invite a student/ASO representative and Michong Park (Counseling). Michael will ask either Cindy Luis or Diana Bonilla, as student success initiative representatives, to serve. Danny will be asked to appoint a member from Budget and Planning.
2. Five success indicators: Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion, and Transfer.
 - Information for the above indicators must be pulled from LAMC data. Sarah and Patricia will need to dedicate 100% of their time for the next couple of weeks in order to supply content data for writing the Student Equity Plan.
 - The Student Equity Plan will include activities designed to solve any disproportionate impact revealed by the institutional data supplied by Sarah and Patricia.
 - Refer to Attachment B: Planning Committee Crosswalk Guide as a resource.
 - Portions of a presentation entitled Foster Youth Equity Planning-August 2014 was distributed as an example.
3. Timeline
 - i. Data collection and analysis
 - ii. Creation of goals, objectives (solutions), and activities
 - iii. Writing by teams
 - iv. Document draft added to the Oct. 2 Senate meeting agenda, which must post by Sept. 29.
 - If the Plan draft is not ready by Sept. 29, it was agreed that Senate could hold a special meeting for its review/approval.
 - v. Final draft must be submitted to District in time for the Oct. 13 BOT meeting agenda.
4. Co-chairs and writing teams
 - Teams to analyze data for each of the 5 success indicator areas will be assigned by Michael, in consultation with Madelline, Sarah, and Cathy.
 - It was suggested that Diana Bonilla and Cindy Luis take on the Basic Skills Completion indicator.

- Dr. Perez asked Joe to put together an executive summary of the SSSP Plan and send it to the Committee members.
5. Proportionality
- Patricia explained the concept of proportionality to analyze data (see handout entitled *What is Proportionality?*)
6. Next Steps
- Michael will email members a copy of the last Student Equity Plan from 2005, a list of the team members, and a memo with notes from this meeting.
 - Carlos to locate and send committee members samples of Equity Access Reports. Committee members should review reports by other colleges.
 - Sarah, Michael and Patricia will meet to discuss strategy.
 - Upon hiring of the new Dean of Student Success, that dean will become the contact person for the Student Equity Plan.



LOS ANGELES MISSION COLLEGE
STUDENT EQUITY COMMITTEE MEETING

Monday, September 14, 2015
Campus Center Room 1

MINUTES

Present: Student Equity Committee Members

Michael Allen, Vice President of Administrative Services
Jackie Ambridge, ASO President
Louise Barbato, Department Chair, English/Journalism/Speech
Patricia Chow, Research Analyst
Maria Granados, SFP Specialist, Foster/Kinship Care
Madelline Hernandez, Dean of Academic Affairs
Leslie Milke, Department Chair, Health, Physical Education, Athletics
Darlene Montes, Interim Dean of Academic Affairs/Student Equity Coordinator
Michong Park, Department Chair, Counseling
Monte E. Perez, PhD, College President
Gary Prostack, proxy for Cindy Luis
Ed Raskin, Veterans Coordinator
Larry Resendez, Associate Dean of Disabled Student Programs & Services
Zoila Rodriguez-Doucette, Bookstore Manager
Isabelle Saber, Dean of Academic Affairs
Dennis Schroeder, Financial Aid Manager
Dennis Solares, Non-Credit Trainer/Presenter
Tim E. Welch, Adjunct Faculty, English Department

Guest:

Diana Bonilla, Counselor

1. The meeting convened at 4:00 p.m. and was chaired by President Perez and Vice President of Academic Affairs Michael Allen.
2. **Discussion of the Revised Student Equity Plan Template and Timelines.** Dean Montes provided the Committee with an overview of the new Student Equity Template: 1) increased focus on collaboration; reorganized research goals, activities, expenditures and evaluation section; and revised Student Equity Expenditure Guidelines. The plan was originally due on November 23, 2015; however, the deadline to submit the plan to the State is January 2016.
3. **Presentation of Data Sets.** Research Analyst Patricia Chow provided a summary of Student Equity data as it relates to success indicators: Access, Course Completion, ESL and Basic Skills

Completion, Degree and Certificate Completion, and Transfer. She discussed areas of priorities, weaknesses, and methodology.

4. **Net Tutor.** Vice President Allen mentioned that the College committed \$30,000 to NetTutor, a Web-based comprehensive online tutoring service.
5. **DSPS Learning Disability Assessment Program (LDAP).** Associate Dean Resendez provided a summary of the LDAP proposal, which will focus on outreach; assessment; identification of disability-related educational limitations; accommodation planning; academic and student learning support planning; data gathering, etc. Vice President Allen mentioned that the College committed \$35,000 to support the LDAP.
6. **Adjourn.** The meeting adjourned at 5:10 p.m.