

**FOOTHILL COLLEGE**  
**Student Success Collaborative**  
**Thursday, August 06, 2015**  
**MEETING MINUTES - DRAFT**

**LOCATION:** Room 1901 – President’s Conference Room  
**TIME:** 3:00 PM – 4:00 PM

ITEM	TOPICS
1.	Review Meeting Minutes (07.23.15)
2.	Early Alert Program – Continued
3.	Mentoring Program - Continued
4.	Student Success Related Professional Development

**ATTACHMENTS:**

1. Existing Mentoring Programs – Feedback from Teresa Ong
2. Student Success & Retention Team (Overview)

**PRESENT:**

Carolyn Holcroft, Laureen Balducci, Paul Starer, Hilda Fernandez, Craig Gawlick, Elaine Kuo, Justin Schultz, Andrew LaManque, Kimberlee Messina, Lan Truong

**ABSENT:**

Karen Smith, Roberto Sias, Victor Tam, Teresa Zwack, Sarah Munoz, Erin Ortiz

**GUESTS:**

Voltaire Villanueva

**1. REVIEW MEETING MINUTES FROM 07.23.15**

No revisions or additions were noted for meeting minutes from July 23, 2015. All agenda items and minutes can be found at: <http://www.foothill.edu/president/studentsuccess.php>

**2. EARLY ALERT PROGRAM – CONTINUED DISCUSSION**

Teresa Ong discussed the feedback she provided via email explaining the existing mentoring programs she is aware of on campus:

- (a) Veterans Resource Center: mentoring from community members, informal peer mentoring
- (b) Disability Resource Center: no mentoring program; coaching program (time management, executive functioning, language processing, etc.) – donor funded.
- (c) Foster Youth: in development; pending formal proposal – would provide coach for mentoring foster youth on campus (possibly using equity funds)

Laureen Balducci and Lan Truong both indicated that having an Early Alert Coordinator available to triage the at-risk alerts is critical, as those students could be matched up with mentors/coaches in those centers/programs.

Several group members noted that a case management approach to at-risk students and Early Alert might take more than just 1-2 people. The triage aspect is key because it is more than likely that most of the students being flagged will be flagged for multiple reasons and/or have multiple issues to address (as assessed by the counselor).

The group discussed the creation of a Student Success & Retention Team, aimed at addressing all three key issues (early alert, mentoring, and targeted professional development). The positions and functions are noted in a separate spreadsheet.

### **STUDENT SUCCESS & RETENTION TEAM**

<< Please Refer to Spreadsheet >>

Some of the positions discussed might be funded via Student Equity. For any student equity expenditures, the College must be able to document very clearly which students are being served and if they fit within the target populations indicated by the Study Equity plan. Some of the job classifications for the positions discussed may already exist – this would need to be researched; new job classifications may be needed for others.

**Summary:** Kimberlee Messina asked Andrew LaManque to determine tentative resource allocation amounts and possible funding sources for the positions discussed. Working with Laureen Balducci, he will look into the possibilities of funding student mentors via Student Equity and/or SSSP. The proposed Student Success positions (+ financials) will be discussed and revised at the next meeting, August 20th.

### **3. MENTORING PROGRAM – CONTINUED DISCUSSION**

There was consensus that there has to be an incentive (or some other factor in place) that the mentor can use to get the student from the referral to the resource. There needs to be that hand-off to ensure the connection actually takes place. This applies to both mentoring and early alert.

**Summary:** Discussions regarding mentoring program development was postponed until the August 20<sup>th</sup> meeting.

### **4. STUDENT SUCCESS RELATED PROFESSIONAL DEVELOPMENT**

**Summary:** Discussion regarding professional development opportunities was postponed until the August 20<sup>th</sup> meeting.

**STUDENT SUCCESS & RETENTION TEAM**

#	POSITION	FUNCTION	REPORTS TO
1.	<b>Early Alert Coordinator</b> <i>(New Position – Hiring in Progress)</i>	<ul style="list-style-type: none"> <li>• Full Time, Classified position (SSSP funded)</li> <li>• Starfish administrator / program expert</li> <li>• Provides Starfish faculty training (in-service)</li> <li>• Monitors the Early Alert – responsible for triage</li> <li>• Runs reports – feedback loop with faculty</li> </ul>	Dean of Counseling
2.	<b>Early Alert / Retention Counselor</b> <i>(New Position – Existing Personnel?)</i>	<ul style="list-style-type: none"> <li>• Full Time Counseling position (categorically funded)</li> <li>• Works with Early Alert Coordinator</li> <li>• Helps maintain feedback loop with instruction faculty</li> <li>• Able to provide intensive case management and/or personal counseling</li> </ul>	Dean of Counseling
3.	<b>Part-Time Counselor</b> <i>(New Position – Existing Personnel?)</i>	<ul style="list-style-type: none"> <li>• ½ time (part-time) Counseling position</li> <li>• Able to provide intensive case management and/or personal counseling</li> <li>• Assist with reaching more students (increased contact)</li> </ul>	Dean of Counseling
4.	<b>Professional Development &amp; Mentoring Program Coordinator</b> <i>(New Position)</i>	<ul style="list-style-type: none"> <li>• Full Time position (equity funded?) – unsure of classification (classified, director, or faculty with expertise in training and professional development)</li> <li>• Works with Professional Development Committee to facilitate professional development opportunities for faculty/staff (e.g. mentoring training)</li> <li>• Communicates with faculty and works with Faculty Coordinator</li> <li>• Works closely with other programs on campus (DRC, Veterans Center, etc.)</li> </ul>	Associate Vice President of Instruction
5.	<b>Supplemental Instructors</b> <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> <li>• Function remains the same</li> <li>• Katie Ha (TLC); Eric Reed (STEM)</li> </ul>	Division Dean(s) (unchanged)
6.	<b>Student/Peer Mentors</b> <i>(New Positions)</i>	<ul style="list-style-type: none"> <li>• Trained student/peer mentors</li> <li>• Paid positions (funding source unknown)</li> </ul>	TBD
7.	<b>Faculty Coordinator</b> <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> <li>• Faculty member with reassign time – serves as faculty liaison to the team</li> <li>• Works with Professional Development &amp; Mentoring Program Coordinator</li> <li>• Coordinates faculty professional development, responds to faculty needs, and addresses equity-related curriculum issues</li> </ul>	Associate Vice President of Instruction
8.	<b>Student Equity Research Analyst</b> <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> <li>• Chen Li - Evaluates and tracks Student Equity funded proposals/projects.</li> </ul>	Associate Vice President of Instruction
9.	<b>SSSP Research Analyst</b> <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> <li>• Liz Leiserson - Evaluates and tracks SSSP funded proposals/projects.</li> </ul>	Associate Vice President of Student Services + College Researcher