FOOTHILL COLLEGE
Student Success Collaborative
Thursday, August 20, 2015
MEETING MINUTES - DRAFT

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

ITEM	TOPICS
1.	Review Meeting Minutes (08.06)
2.	Student Success & Retention Team
3.	Mentoring Program(s)
4.	Student Success Related Professional Development

ATTACHMENTS:
1. Student Success & Retention Team (Overview)

PRESENT:
Carolyn Holcroft, Laureen Balducci, Victor Tam, Karen Smith, Hilda Fernandez, Craig Gawlick, Elaine Kuo, Justin Schultz, Andrew LaManque, Kimberlee Messina, Voltaire Villanueva

ABSENT:
Lan Truong, Roberto Sias, Teresa Zwack, Sarah Munoz, Erin Ortiz, Paul Starer

1. REVIEW MEETING MINUTES FROM 08.06.15
No revisions or additions were noted for meeting minutes from August 06, 2015.
All agenda items and minutes can be found at: http://www.foothill.edu/president/studentsuccess.php

2. EARLY ALERT PROGRAM – CONTINUED DISCUSSION
The group examined and discussed the proposed Student Success and Retention Team. Revisions to function, position classification, and/or funding are noted on the attached *Student Success & Retention Team* spreadsheet.

The group was informed that the Early Alert Coordinator (1) should be hired by next week.

The Early Alert / Retention Counselor (2) will require an approval vote from the SSSP Advisory Council – it can then be presented as an information item to PaRC in the fall.

The Part-Time Counselor (3) is considered adjunct, so prior approval from PaRC is not required.

It was noted that the Professional Development & Mentoring Program Coordinator (4) may need to be an administrator, based on the tasks assigned and function he/she would serve. The job description for this position would need to be drafted and sent to the Classification Committee; the committee would determine if classified or administrator would be more appropriate. Hiring for this position would

require an approval vote from the Student Equity Workgroup – it can then be presented as an information item to PaRC (as it is categorically-funded).

It was discussed that one possibility for the Faculty Coordinator (7) would be to combine the reassign time with that of the Faculty Orientation Coordinator.

Summary: Carolyn Holcroft, Andrew LaManque, and Hilda Fernandez agreed to work on drafting a job description (+ minimum qualifications) for the Professional Development & Mentoring Program Coordinator (4) position, to be able to present to the Classification Committee.

3. MENTORING PROGRAM – CONTINUED DISCUSSION
Discussion regarding mentoring program development was postponed until the September 02 meeting.

4. STUDENT SUCCESS RELATED PROFESSIONAL DEVELOPMENT
Discussion regarding professional development was postponed until the September 02 meeting.

STUDENT SUCCESS & RETENTION TEAM - REVISED

#	POSITION	FUNCTION	REPORTS TO	FUNDING
1	**Early Alert Coordinator** *(New Position – Hiring In Process)*	• Full-Time, Classified Position • Starfish Administrator / Program Expert • Provides Starfish Faculty Training (In-Service) • Monitors Early Alert – Responsible for Triage • Runs Reports – Global Feedback Loop with Faculty	Dean of Counseling	SSSP
2	**Early Alert / Retention Counselor** *(New or Existing Personnel)*	• Full-Time Counseling Position • Works with Early Alert Coordinator • Provides Intensive Case Management and/or Personal Counseling	Dean of Counseling	SSSP
3	**Part-Time Counselor** *(New or Existing Personnel)*	• Part-Time Counseling Position • Provides Intensive Case Management and/or Personal Counseling • Assist with Reaching More Students (Increased Contact)	Dean of Counseling	SSSP
4	**Professional Development & Mentoring Program Coordinator** *(New Position)*	• Full-Time Administrator/Classified Position (TBD) • Works with PDC to Facilitate Professional Development Opportunities • Coordinates Mentorship Training and Campus Mentorship Efforts • Communicates with Faculty and Works with Faculty Coordinator • Works Closely with Programs on Campus (DRC, Veterans Center, etc.)	AVP of Instruction	EQUITY
5	**Supplemental Instructors** *(Existing Personnel)*	• Function Remains the Same • Teaching and Learning Center (TLC) • Science, Tech, Engineering & Math (STEM)	Division Dean(s)	EXISTING
6	**Student Mentors** *(New Positions)*	• Paid Student Positions • Trained Student Mentors	TBD	TBD
7	**Faculty Coordinator** *(Existing Personnel)*	• Faculty with Reassign Time – Serves as Faculty Liaison • Works with Professional Development & Mentoring Program Coordinator • Coordinates Faculty Professional Development • Responds to Faculty Needs and Equity-Related Curriculum Issues • Helps Maintain Feedback Loop with Faculty	AVP of Instruction	TBD
8	**Institutional Research** *(Existing Personnel)*	• College Researcher • Equity Research Analyst – Tracks Equity Funded Projects/Proposals • SSSP Research Analyst – Tracks SSSP Funded Projects/Proposals	EXISTING	EXISTING
9	**Student Success Specialist** *(New Position)*	• Full-Time Classified Position; Not Needed Initially • Helps the Early Alert Coordinator with the Pairing of Students (Triage)	TBD	SSSP