

FOOTHILL COLLEGE
Student Success Collaborative
Wednesday, February 03, 2016
MEETING MINUTES

PURPOSE: Student Success Collaborative (BSW + SEW + SSSP)
LOCATION: Administration Building / Room 1901 / President’s Conference Room
TIME: 9:00 AM – 10:00 AM

ITEM	TOPICS	LEADERS
1.	Reports & Timelines (SSSP, Student Equity, Basic Skills)	Messina
2.	Student Success & Retention Team Updates & Initiatives	Starer / Truong / LaManque / Tam

PRESENT: Lauren Balducci, Justin Schultz, Victor Tam, Paul Starer, Carolyn Holcroft, Kurt Hueg, Adrienne Hypolite, Lan Truong, Karen Smith, Kimberlee Messina, Amanda Kolstad, Andrew LaManque

(1) REPORTS & TIMELINES (SSSP, EQUITY, BASIC SKILLS)

One problem that occurs is that there is that the report due dates vary based on the categorical funding. Not all data needed for reporting is available at all times (this is understood), but there must be discussion around budgeting and evaluation. It was suggested that training for the Tri-Chairs over the summer might be a helpful approach (e.g. a Student Success Collaborative “orientation”). It was also suggested that IP&B work with the Collaborative over the summer to discuss critical issues – if there is agreement or interest in this approach, it would be brought up at PaRC before the end of the academic year.

The general (suggested) timeline for the categorical funding functional areas was discussed:

OCTOBER

- Annual Reports Due (BSI, Student Equity, SSSP)

FEBRUARY

- Equity End-of-Year Expenditure Report Due

MAY

- Gather input from College community; organize discussion and presentation of information on initiatives and evaluation methods.
- Present a preliminary budget of planned initiatives (+ plans to spend any extra funds); this would prioritize spending for the next year

JUNE

- Should be able to give College updates as to the progress and expenses for the initiatives (in preparation for the upcoming reports due that October)

JULY

- Gather input from College community; share out information regarding evaluation of success of initiatives

Kimberlee noted that would like to approach the budget from the standpoint of “what we want to do or accomplish” and then determine how to fund it. The budget should be thought of as a way to fund the vision of the workgroup. If the budget reports are rushed (in order to meet the Sacramento submission deadline), there is no time for review or substantive discussion.

(2) STUDENT SUCCESS & RETENTION TEAM UPDATES & INITIATIVES

Victor Tam provided a quick update on newly funded initiatives in Basic Skills. There is still a call for proposals. A workshop for developing funding requests and answering proposal concerns is scheduled for Wednesday, February 10, 2016. This will also be a chance for the Tri-Chairs and workgroup members to share their experiences with existing initiatives (e.g. embedded tutoring and First-Year-Experience).

The Instructional Support Technician – STEM Center job was posted last week and closes February 22, 2016 (new classified position; equity-funded).

For SSSP, hiring for the Senior Evaluations Specialist is currently wrapping up. The SSSP Program Coordinator has been hired (Amanda Kolstad). The goal for the Early Alert & Retention Counselor position is to hire by the end of March 2016.

The Director of Equity Programs position is posted and the committee has been formed; the goal is to have an offer out by the start of the Spring 2016 term. The Equity Administrative Assistant position will be posted shortly; the committee has been formed. The goal is to have an offer out by the start of the Spring 2016 term. The Instructional Services Coordinator (Equity) search is going out for a 2nd posting; the goal is to hire before the start of the Spring 2016 term (pending a healthy candidate pool).

A TEA is still assisting Adrienne with Early Alert program initiatives and the textbook vouchers. It was noted that it has been harder to give out the textbook vouchers than initially anticipated; too few students (who qualify and/or are identified) are taking advantage of the opportunity.

The position for Faculty Professional Development Coordinator will be posted shortly; this will be available to full-time faculty only. It was suggested that one consideration might be to offer 100% release time for a combined position [Faculty Professional Development Coordinator (new position) + New Faculty Orientation Coordinator (existing position)].

A new website for the Student Success and Retention team will be created – this will branch off of the Student Success Collaborative homepage. Links may also be placed on the Core Mission Workgroup webpages as well.