

FOOTHILL COLLEGE
Student Success Collaborative
Thursday, December 03, 2015
MEETING MINUTES

PURPOSE: Student Success Collaborative (BSW + SEW + SSSP)
LOCATION: Administration Building / Room 1901 / President's Conference Room
TIME: 11:00AM – 12:30PM

ITEM	TOPICS	LEADERS
1.	Review Final Plans (SSSP, Student Equity, Basic Skills)	Workgroup Tri-Chairs
2.	Student Success & Retention Team Updates	LaManque / Truong / Starer
3.	Campus Communication	Messina
4.	Winter 2016 Scheduling	Messina / LaManque

PRESENT: Justin Schultz, Andrew LaManque, Paul Starer, Carolyn Holcroft, Kimberlee Messina, Hilda Fernandez, Adrienne Hypolite, Lan Truong, Victor Tam, Roberto Sias, Karen Smith

(1) REVIEW FINAL PLANS (BSI, SSSP, EQUITY)

The Basic Skills Report has been sent to the State Chancellor's Office.
The SSSP Report has gone to the FHDA Board for approval.
The Student Equity Plan will be going to the FHDA Board for approval next week.

(2) STUDENT SUCCESS & RETENTION TEAM UPDATES

Faculty Professional Development Coordinator

- Some faculty members have expressed some confusion as to the duties of the position since the Director of Equity Programs has not started.
- The advertisement for the release time position has been posted; the deadline is the 2nd week in January 2016; will likely not start until Spring 2016.

Director of Equity Programs

- This is an administrator position with a new classification; it is going to the Chancellor's Cabinet and then to the FHDA Board for approval.
- Paul Starer is chairing the hiring committee; the selected candidate will likely not be on board until April 2016.

Administrative Assistant (Equity)

- The position will be going to Chancellor's Cabinet next week for approval; Paul Starer will also be chairing this hiring committee.

Instructional Support Technician (STEM Center)

- The initial Taleo process has been started for this position; a new job summary was drafted – the search will take place in the Winter 2016 term.

Instructional Services Coordinator (Equity)

- The search is currently underway; interviews are scheduled in December 2015.

TEA Administrative Assistant (SSSP)

- A TEA has been hired to assist Adrienne with the Early Alert Program initiatives and the planned textbook voucher coordination.

SSSP Early Alert Counselor

- In the requisition status now (Taleo); not likely to start until the end of Winter 2016 term or start of Spring 2016 term.

Student Success Specialist

- The primary duties are Early Alert, helping with triage, contacting students and making referrals.
- It is currently in the requisition status (Taleo); coming on board earlier than the Early Alert Counselor.

(3) CAMPUS COMMUNICATION

Members of the Collaborative discussed the appropriate time and venue for communicating the combined efforts of the Basic Skills Workgroup, Student Equity Workgroup, and SSSP regarding the creation of the Student Success & Retention Team. It was noted that more information about various efforts could be added to the FUSION newsletter (distributed on the 1st Thursday of each month). It was also suggested that information be presented at the Deans' Meeting, Classified Senate, Academic Senate and possible even Foothill Opening Day. Emphasis was placed on the various Workgroup Tri-Chairs going back to their respective constituencies and relaying any important information discussed.

(5) WINTER 2016 SCHEDULING

Members of the Collaborative discussed how often the group should meet during the upcoming Winter 2016 term. Kimberlee suggested that the Collaborative meet 1-2 times per term and include the other Tri-Chairs (transfer/workforce) as optional on the Outlook invitations. One major goal is to get students to participate. Once things are up and running, the group is open to lowering the frequency of meeting to 1 time per term (as a check-in).