



OXNARD COLLEGE MISSION STATEMENT

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.

As a unique and accessible community resource, our mission is to provide and promote student learning through:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development;
- Opportunities for lifelong learning.

STUDENT SUCCESS COMMITTEE

Authority

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning.

Purpose

The purpose of the Student Success Committee is to develop, implement and assess a model that examines data for the evaluation of student success and advise appropriate shared governance bodies related to the charge of the committee and its findings. The data elements will provide a foundation for examining effectiveness and will serve to frame recommendations. The focus of the committee will be to establish baselines, measures of effectiveness, on-going analysis and recommendations for improving student success for students at Oxnard College.

Membership

The Student Success Committee will consist of the following: Executive Vice President (co-chair), Academic Senate President designee (co-chair), Representatives from instructional areas, Dean of Student Services, Representatives from Student Services areas, Representatives from academic support areas, Representative from Institutional Research, Classified Senate President or designee, Associated Student Government representation, and other student representation. The Student Success Committee is open to all constituents and/or divisions/departments of the College.

Goals

- To provide collaborative venue for shared leadership determining the student access and success needs of the College to promote overall student learning and success
- Provide opportunities for constituents across the College from instructional, student services, and academic support areas to engage in ongoing dialogue on student success issues
- Promote a better understanding of the use of data and research in assessing student success and developing/refining College programs and activities to better support student success
- Provide advocacy for ongoing access to data and the use of data

Oxnard College STUDENT SUCCESS COMMITTEE

ORDER OF THE AGENDA FOR THE MEETING OF WEDNESDAY, September 7, 2011 2:00 P.M. in President's Conference Room

- I. Call to Order
- II. Welcome/Introductions
- III. Review of Student Success Committee Charge
- IV. Membership
- V. Updates from FY 2010-2011
 - A. Validation Study
 - B. Transitional Studies Committee
 - C. PEPC Data
 - D. agilegrad
 - E. Learning Resources Center
 - F. District Research Committee
 - G. State-wide Assessment
 - H. Cal-PASS
- VI. Management Involvement with Students
- VII. Crisis Intervention Process
- VIII. Intra-Mural Sports
- IX. Goals for FY2011-2012
 1. Institutional Effectiveness Model
 2. Complete Validation Study
- X. PGM Calendar of Meetings
- XI. Student Success Committee Meetings
 - October 5, 2011
 - November 2, 2011
 - December 7, 2011
 - February 1, 2012
 - March 7, 2012
 - April 4, 2012
 - May 2, 2012
- XII. Adjournment



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Richard Durán (*Co-chair*), Linda Kamaila (*Co-chair*), Teresa Bonham, Susan Cabral, Karen Engelsen, Maria de la luz Flores, Lisa Hopper, David Lopez, Jim Merrill, Letty Mojica, Marji Price, Lilia Ruvalcaba, Mati Sanchez, Ana Valle and Diva Ward

Guests: John al-Amin (*Vice President of Business Services*)

Meeting Date: **10/06/11** Approval of Notes from: **09/07/11** Recorded By: **Karla Banks**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

I.	Call to Order		The meeting was called to order at 2:10 p.m.
II.	Welcome/Introductions	I	Dr. Durán welcomed everyone to the meeting. He asked if there were any additions to the agenda. <i>There were no additions to the agenda.</i>
III.	Review of Student Success Committee Charge	I	Dr. Durán distributed a copy of the Student Success Committee description from the Oxnard College Participatory Governance Manual and a copy of the FY2011-2012 SSC Membership Roster. He stated that the SSC is a “Standing” committee and not a “Participatory Governance” committee. He stated that as he would be co-chairing the SSC this year, he would be responsible for providing the administrative support for the Committee.
		I	The SSC members discussed the following items: the left side of the SSC meeting agenda outlining the college mission, the Committee purpose, membership and goals as stated in the OC PGM; and past practice of the Committee – intended to be an “inclusive” committee, a “brainstorming” body not a decision-making body, Committee recommendations are noted in meeting minutes, and student success data was gathered and examined as requested.
		I	L. Kamaila stated that in the past the SSC addressed the Committee’s purpose but that there wasn’t a model. She explained that the Committee requested and received data, addressed problems, developed and implemented processes for student success.

		I	Dr. Durán stated the following: he created the SSC to address issues related to the campus's institutional effectiveness; the Accreditation Site Visit Team cited Oxnard College for needing a more comprehensive institutional effectiveness model that encompasses the whole campus; and he planned to pursue making the SSC a participatory governance committee.
		I	J. Merrill expressed concern that the current SSC "purpose" does not match the Committee's goals.
		I	S. Cabral stated that in the past the SSC focused on addressing blocks to student success.
		I	Dr. Durán stated that the items addressed in the past do not get to the broad scope of the SSC's purpose. He stated he would be distributing materials today that would assist in better focusing the Committee's efforts.
IV.	Membership	I	Dr. Durán reviewed the membership listing as outlined in the PGM. The campus constituency group representations are as follows: <u>Administration</u> – R. Durán, <u>Academic Senate President Designee</u> – L. Kamaila, <u>Instruction</u> – T. Bonham, J. Crawford, J. Merrill, L. Ruvalcaba, M. Sanchez, <u>Student Services</u> – M. Flores, D. Lopez, L. Mojica, L. Robison, <u>Dean of Student Services</u> – K. Engelsen, <u>Academic Support Services</u> – C. Herrera, D. Ward, <u>Institutional Research</u> – L. Hopper, <u>Classified Senate</u> – (open), and <u>Associated Student Government</u> – C. Gonzalez.
V.	Updates from FY2010-2011		
	o Validation Study	I	L. Hopper stated she is working with Darla Cooper (consultant hired to assist with Basic Skills and validation studies). L. Hopper briefly discussed the following items: currently gathering data on student placement – how they were placed and are they successful; at some point will look at grouping scores to validate cut scores (to be completed sometime in November 2011); and data will be forwarded to the Math and English faculty who will determine the cut scores for curriculum (to be completed sometime in December).
		I	M. Price stated a student and faculty survey would be developed to establish whether they believe students are being cut appropriately and fairly.

	○ Transitional Studies	I	Dr. Durán expressed concern that the Transitional Studies Committee is an overlap of the Student Success Committee.
		I	J. Merrill explained that the SSC looks at issues related all students while the TSC's has a more narrow scope as an advisory committee to the Basic Skills Committee.
		I	M. Price stated that the TSC is doing a four-step study: validation, matriculation, early alert and basic skills progression. She stated the TSC is trying to address the core issues of Basic Skills.
	○ PEPC Data	I	L. Hopper briefly discussed the following items: PEPC data is informational; approximately ½ of the programs on campus are scheduled for a multi-year review.
	○ agilegrad	I	K. Engelsen explained that agilegrad is a tool to help students get more involved in their own educational planning. The program was piloted last year and is being rolled-out for all students this year. There are several students workshops scheduled throughout the year. She stated that agilegrad is also a data gathering tool – looking to see how many students are matriculating successfully.
		I	Dr. Durán stated that agilegrad has a secondary purpose in that the ACCJC cited us on inadequate student support services for our distance education students. Agilegrad provides our distance education students with access to the student support services they need. He also stated that this may be the last year we use agilegrad as the District is planning the District-wide implementation of a similar system called "DegreeWorks." DegreeWorks is scheduled to be implemented sometime in 2012.
		I	S. Cabral stated that both the Admissions & Records and Counseling offices have DegreeWorks. She briefly discussed the following items: DW is a Banner component; and DW is on the student portal and students can do their own audits on MyVCCCD.
		I	J. Merrill requested that the SSC be given a demonstration of what students have access to on the MyVCCCD student portal.

		AN	Susan will forward Dr. Durán a copy of the DegreeWorks Roll-Out Plan.
	○ Learning Resources Center	I	D. Ward briefly discussed the following items: Library system is converting to the Voyager system – will be able to look at District-wide inventory; moving into new LRC building in May 2012; installation of new thin clients in the LRC; experiencing a lot of traffic in the LRC – currently performing usage studies (over 500 students came through the area over the last two days; extended tutoring hours to 7:00 PM – however, tutoring services are unavailable between the hours of 2-4 PM; and LRC is open until 8:00 PM, M-Th.
	○ District Research Committee	I	L. Hopper briefly discussed the following items: there is no longer a District-wide Director of Research; an advisory committee has been created that includes representatives from all three campuses and they are looking at data available on campus, data housing – having “dashboard” type availability for data, similar processes for gathering and reading data District-wide to ensure equivalency; and Lisa will look into adding a new field in SDA that shows end-of-term academic standing and beginning of term.
	○ State-wide Assessment	I	L. Hopper stated that she noticed there was a legislative bill (AB743 – Centralized Assessment Bill) outlining a common assessment instrument. The Bill is moving to the Governor’s desk for signature.
	○ Cal-PASS	I	L. Hopper stated that Cal-PASS is a huge data warehouse. She explained that data from K-12, community colleges, 4-year institutions, etc. is being collected. The data will allow us to generate reports on students coming out of high school and how they are doing at Oxnard College. She stated that unit data is unavailable right now but that program review type data is available.
VI.	Management Involvement with Students	I	L. Kamaila stated that the faculty have expressed an interest in having management see students in other than disciplinary and/or complaint settings. She said that one suggestion would be that managers attend classes as guest lecturers.
		I	K. Engelsen stated that she has received a similar request from students – that administrators drop into the ASG Lounge one afternoon for informal chats.

		I	Dr. Durán announced that management contracts restrict them from teaching classes.
		I	J. al-Amin suggested we establish a “College Hour” where administrators, faculty, staff and students come together to fellowship. The SSC members gave the following suggestions: ❖ Pizza with the President ❖ Donuts with the Deans
		AN	Karla will place this item on the President’s Cabinet meeting agenda.
		AN	Dr. Durán will follow-up with Robert Cabral to have this item discussed at Academic Senate.
VII.	Crisis Intervention Process	I	L. Kamaila expressed concern that a lot of individuals on campus are not aware that Oxnard College has a “crisis intervention process.” She stated that a lot of work has gone into creating a document that includes all the pieces from police, student services, deans faculty, camera systems, etc. She also stated there has not been enough training on these processes. She said that the inability of employees to send out “allusers” emails is an impediment.
		I	K. Engelsen explained that the Assessment and Referral Team (ART) has put together a Crisis Intervention Process. She stated that the process is being rolled out this semester to all faculty via division/department chair meetings, etc. She said the intent is to make it easy for faculty to communicate with the campus nurse, counselors, police, etc. – these individuals may intervene at whatever level is appropriate and necessary.
		I	L. Kamaila stated that “intervention” may include such things as mandated counseling, etc. It allows faculty to require a student to provide proof that he/he has seen a counselor before being able to return to class.
		I	K. Engelsen stated that the ART has identified three levels: classroom behavior problem, issues of concern, and safety issues. She stated that the process includes follow-up with students to see how they are progressing.

		I	S. Cabral stated that similar processes are in place for our veteran students.
		I	K. Engelsen announced that Counseling plans to initiate monthly “Brown Bag” lunch meetings where faculty can come and engage in discussions on classroom behavior.
		I	M. Flores stated that a Student Workers are in need of a similar process as they are sometimes faced with irate patrons (i.e. unhappy financial aid students, student dropped from classes for non-payment, etc.). A. Valle stated that the Student Workers should not be dealing with irate patrons but should be directing them to staff or managers.
		I	A. Valle stated that students need to be put on early alert regarding new Financial Aid regulations which may lead to suspensions, etc.
		I	L. Kamaila stated that <i>the remainder of this discussion would be tabled to the next meeting.</i>
		AN	Karla will place this item on the President’s Cabinet meeting agenda under “Student Services”.
VIII.	Intra-Mural Sports		<i>This item was tabled until the next meeting.</i>
IX.	Goals for FY2011-2012	I	Dr. Durán distributed and read copies of the definitions for “Institutional Mission and Effectiveness”, “Quantitative Measures” and “Qualitative Measures” that were shared with the campus during his presentation on “All College Day” (August 19, 2011). He briefly discussed the following: the definitions came from the ACCJC accreditation standards; we have to find ways to measure how we are meeting the standards and fulfilling our campus mission; we are vulnerable at the SLO assessment level of the standards – Oxnard College is supposed to be at proficiency level for this standard by the end of 2012; the charge of the SSC is to establish metrics by which the campus is able to measure it’s <i>persistence, retention and graduation rates.</i>
	1. Institutional Effectiveness Model <ul style="list-style-type: none"> a. Accreditation Measures b. VFA 2. Complete Validation Study	I	S. Cabral mentioned she has requested that IT add a “Reason for Drop” selection box to the Registration Add/Drop screen in Banner.

		I	Dr. Durán distributed and briefly discussed the ACCJC documentation related to “5.4 Evidentiary Information - Self Evaluation Reports for Educational Quality and Institutional Effectiveness” and “ACCJC Rubric for Evaluating Institutional Effectiveness.” He briefly discussed the following items: the ACCJC will look at the accreditation standards campus-wide so if one area is not at proficiency then the campus will not be at proficiency; campus communication – still a feeling of disconnect on information sharing up and across campus constituencies, campus-wide dialog on institutional infrastructure and budget, need to find additional mechanisms for sharing information campus-wide; for accreditation purposes we need to be at proficiency for all standards; and beginning discussions on creating common general education SLOs – program reviews should include looking at SLOs.
		I	Dr. Durán distributed a proposed timeline for developing Oxnard College’s Institutional Effectiveness Model for FY2007-2011. He briefly discussed the following items: student achievement data template – how are we doing in retention, assessment, completion; need to establish metrics for measuring our progress in these areas; and a year from now we need to be able to show the ACCJC we looked at this data, analyzed it and used our findings in our planning and budgeting processes.
		I	Dr. Durán distributed and briefly discussed the AACC handout titled, “Voluntary Framework of Accountability: <i>At-A-Glance</i> .” He stated that the AACC has begun to develop VFAs for community colleges and they are in the second phase of the development process. He said that they identified 40 colleges from which to collect data – full implementation will be scheduled later. The information collected will be included in a nationwide database. He suggested Oxnard College could use all or some of these measures to establish our metric for VFA data collection.
X.	PGM Calendar of Meetings	I	Dr. Durán distributed a copy of the Oxnard College Participatory Governance Committee Calendar for FY2011-2012.
XI.	Student Success Committee	I	Dr. Durán stated that the remaining Student Services

	Meetings		<p>Committee calendar of meetings was listed on the agenda as follows:</p> <ul style="list-style-type: none"> ○ October 5, 2011 ○ November 2, 2011 ○ December 7, 2011 ○ February 1, 2012 ○ March 7, 2012 ○ April 4, 2012 ○ May 2, 2012
XII.	Adjournment		The meeting adjourned at 4:30 p.m.



Oxnard College STUDENT SUCCESS COMMITTEE

OXNARD COLLEGE MISSION STATEMENT

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.

As a unique and accessible community resource, our mission is to provide and promote student learning through:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development;
- Opportunities for lifelong learning.

STUDENT SUCCESS COMMITTEE

Authority

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning.

Purpose

The purpose of the Student Success Committee is to develop, implement and assess a model that examines data for the evaluation of student success and advise appropriate shared governance bodies related to the charge of the committee and its findings. The data elements will provide a foundation for examining effectiveness and will serve to frame recommendations. The focus of the committee will be to establish baselines, measures of effectiveness, on-going analysis and recommendations for improving student success for students at Oxnard College.

Membership

The Student Success Committee will consist of the following: Executive Vice President (co-chair), Academic Senate President designee (co-chair), Representatives from instructional areas, Dean of Student Services, Representatives from Student Services areas, Representatives from academic support areas, Representative from Institutional Research, Classified Senate President or designee, Associated Student Government representation, and other student representation. The Student Success Committee is open to all constituents and/or divisions/departments of the College.

Goals

- To provide collaborative venue for shared leadership determining the student access and success needs of the College to promote overall student learning and success
- Provide opportunities for constituents across the College from instructional, student services, and academic support areas to engage in ongoing dialogue on student success issues
- Promote a better understanding of the use of data and research in assessing student success and developing/refining College programs and activities to better support student success
- Provide advocacy for ongoing access to data and the use of data

ORDER OF THE AGENDA FOR THE MEETING OF **WEDNESDAY, October 5, 2011** **2:00-4:00 P.M. in President's Conference Room**

- I. Call to Order
- II. Welcome
- III. Voluntary Framework of Accountability
- IV. Management Involvement with Students
- V. Intra-Mural Sports
- VI. Student Success Committee Meetings
 - November 2, 2011
 - December 7, 2011
 - February 1, 2012
 - March 7, 2012
 - April 4, 2012
 - May 2, 2012
- VII. Adjournment



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Richard Durán (*Co-chair*), Linda Kamaila (*Co-chair*), Jonas Crawford, Maria de la luz Flores, Carlos Gonzalez (*ASG Representative*), Cynthia Herrera, David Lopez, Gloria Lopez (*for Ana Valle*), Letty Mojica, Lilia Ruvalcaba and Diva Ward

Guests: None

Meeting Date: **11/02/11** Approval of Notes from: **10/05/11** Recorded By: **Karla Banks**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

- | | |
|--------------------------------|--|
| I. Call to Order | The meeting was called to order at 2:09 p.m. |
| II. Welcome/Introductions | I Dr. Durán welcomed everyone to the meeting. He stated that due to a conflict with a concurrent session of the Planning and Budgeting Council, several SSC members would be absent from today's meeting. |
| III. Review of Meeting Notes | I The SSC members reviewed the "Action Items" from the meeting notes of September 7, 2011. The following correction will be added to the minutes: <ul style="list-style-type: none">• Add Lilia Ruvalcaba as an "Instructional Representative" in the SSC member listing |
| | AN Karla will remove the names of inactive members from the SSC Roster (to include any previous year members who have not attended a meeting this fiscal year). |
| | I Dr. Durán stated that DegreeWorks would be an item brought back for discussion at a later meeting. |
| | AN Karla will forward a copy of the DegreeWorks Roll-Out Plan to the SSC members. |
| | I Dr. Durán stated that "management interaction with students" was discussed at the last President's Cabinet meeting. The managers gave the following input: suggested faculty invite managers to be guest lecturers in the classroom; many managers feel they already have positive interaction with students; and per their contracts, managers are restricted from classroom teaching. |

- I K. Engelsen gave a brief presentation regarding the Assessment and Referral Team (ART) and the Crisis Intervention Process. She briefly discussed the following items: ART members are Dean of Student Services, Campus Police Lieutenant, Campus Nurse and Campus Psychiatrist; 3-Tier System - Tier 1: one-time incidents, Tier 2: two to three incidents, and Tier 3: multiple incidents reported, exhibiting inappropriate behavior both inside and outside the classroom, veterans exhibiting post-traumatic-stress, etc.; the ART members consistently monitor the reports; too many incidents reported may result in the individual being referred to a professional (i.e., police, psychiatrist, etc.); and faculty/staff/students who encounter problem individuals should refer them to the appropriate Dean, Manager or Campus Police if it is a criminal activity.

- I Dr. Durán stated that he believes that the Governor signed Assembly Bill No. 743 (re: uniform assessment) into law. He said that the State is preparing an RFP to seek companies that are interested in creating the assessment instrument. He explained that schools would be notified of the official assessment instrument once it is completed. He suggested that, in the meantime, Oxnard College continue with its current assessment cycle in order to validate cut scores.

- I Dr. Durán informed the SSC that the agendas and minutes are available on SharePoint. K. Banks gave the following directions to access the Student Success Committee folder on SharePoint:
 - Enter the following address into your browser: omoss.oxnardcollege.edu
 - Login using “ad\(*your District username*)”, then “(*District password*)”
 - Go to “*Accreditation2016*”
 - Go to “*Evidence Documents*”
 - Go to “*Standing Committees*”
 - Go to “*Student Success Committee*”

IV. Voluntary Framework of Accountability

I Dr. Durán distributed and briefly discussed the draft recommendations from the California Community Colleges Task Force on Student Success. He explained that the task force was charged with coming up with student success recommendations and that they have been meeting for approximately one year. He stated that the report was sent out to colleges for their review and input on the task force recommendations. Dr. Durán encouraged the SSC members to review the draft and go to the website to give their comments about the plan.

I, D The SSC members briefly discussed the following items related to the CCC Task Force draft recommendations: Chapter 8.1 – New Student Support Initiative which will consolidate funding for eight programs (Basic Skills, Financial Aid, CalWORKs, Foster Care, Matriculation, Physical Plant and Instructional Equipment); Chapter 8.1 – Workforce Development Initiative which will consolidate funding for Economic and Workforce Development, CTE, Nursing Support and Apprenticeship; would District and/or college determine how the funding will be distributed?; and would regulations change because money is put into “block grant”?

L Mojica and L. Kamaila expressed concern that CalWORKs would not receive adequate funding to maintain the program should it be consolidated as outlined in the CCC Task Force proposal.

L. Mojica stated that she is the Region 6 representative on the State Chancellor’s Board. She said that this topic was discussed at their September 2011 meeting. She explained that CalWORKs collaborates with the County to prepare students with the job skills they need to obtain employment. She stated that the County, the Department of Social Services and the students are advocating to have CalWORKs removed from the Student Success Initiative.

AN Karla will prepare 20 copies of the draft recommendations from the California Community Colleges Task Force on Student Success for Dr. Durán to distribute at the next Associated Student Government meeting.

- I, D Dr. Durán distributed and briefly discussed the AACC Voluntary Framework of Accountability (VFA) At-A-Glance information sheet and the VFA Cohort and Outcomes Summary. He stated that approximately three years ago the AACC embarked on a process to begin to look at a nationwide metric of accountability for community colleges across the Country. The intent is to develop metrics common to every community college to be used for a national database for measuring effectiveness. He explained that Phase I of the project was developing the metrics; Phase II was testing and simultaneously developing a manual – 20-25 colleges have been chosen to pilot the system; and Phase III – the system will be rolled out to all community colleges in the US in 2012.

Dr. Durán stated that he brought the documents to the SSC to determine if we could or should use these as our measureable outcomes for our CQI process.

The SSC members briefly discussed the following items: institutional research office has good data starting from 2006 from which we can go back and track our students; six years is the national average for students to complete an Associate's degree; need to establish criteria for how dual enrollment students will be handled; should data be broken down by demographics; difficulty in ascertaining data for CTE students who complete a program (credit/non-credit) or earn 300 contact hours and are employee with a livable wage; and need a representative from CTE on the SSC committee.

AT The SSC members reviewed and discussed the AACC Voluntary Framework of Accountability and agreed to use them (outlined on the attached document which includes any SSC revisions/modifications) as Oxnard College's measurable outcomes.

V. Management Involvement
with Students

- I This item was discussed last week and follow-up to the item was discussed under agenda item No. III "Review of Meeting Notes".

VI. Intra-Mural Sports

- I, D L. Kamaila expressed an interest in seeing more sports clubs represented on campus.

J. Crawford stated that these efforts have already begun. He said that the students are forming an "Oxnard College Fit Club". The OCFC plans to hold an "Olympic" tournament during which a variety of games will be played over three days (badminton, tennis, basketball, etc.) to provide opportunities for student, faculty and staff interaction. He said the group has discussed making Fridays "Sports Day" offering a mix of training, aerobics and/or sports on those days. He said they would be meeting soon to establish a draft schedule.

C. Gonzalez stated that the ASG would be interested in coordinating some events to promote student, staff and faculty interaction.

The SSC members suggested the following activities:

- ❖ Baseball, soccer, etc. games
- ❖ Wii Sports tournament
- ❖ Zumba
- ❖ Pep rallies

C. Gonzalez stated that the ASG would like to use a pep rally as an opportunity to introduce the Athletics teams because they represent our college and need to be recognized

IX. Student Success Committee Meetings

- November 2, 2011
- December 7, 2011
- February 1, 2012
- March 7, 2012
- April 4, 2012
- May 2, 2012

- I Dr. Durán stated that the remaining SSC schedule of meetings was listed on the agenda.

XII. Adjournment

The meeting adjourned at 4:07 p.m.



Oxnard College STUDENT SUCCESS COMMITTEE

OXNARD COLLEGE MISSION STATEMENT

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.

As a unique and accessible community resource, our mission is to provide and promote student learning through:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development;
- Opportunities for lifelong learning.

STUDENT SUCCESS COMMITTEE

Authority

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning.

Purpose

The purpose of the Student Success Committee is to develop, implement and assess a model that examines data for the evaluation of student success and advise appropriate shared governance bodies related to the charge of the committee and its findings. The data elements will provide a foundation for examining effectiveness and will serve to frame recommendations. The focus of the committee will be to establish baselines, measures of effectiveness, on-going analysis and recommendations for improving student success for students at Oxnard College.

Membership

The Student Success Committee will consist of the following: Executive Vice President (co-chair), Academic Senate President designee (co-chair), Representatives from instructional areas, Dean of Student Services, Representatives from Student Services areas, Representatives from academic support areas, Representative from Institutional Research, Classified Senate President or designee, Associated Student Government representation, and other student representation. The Student Success Committee is open to all constituents and/or divisions/departments of the College.

Goals

- To provide collaborative venue for shared leadership determining the student access and success needs of the College to promote overall student learning and success
- Provide opportunities for constituents across the College from instructional, student services, and academic support areas to engage in ongoing dialogue on student success issues
- Promote a better understanding of the use of data and research in assessing student success and developing/refining College programs and activities to better support student success
- Provide advocacy for ongoing access to data and the use of data

ORDER OF THE AGENDA FOR THE MEETING OF WEDNESDAY, November 2, 2011 2:00-4:00 P.M. in President's Conference Room

- I. Call to Order
- II. Review of Meeting Notes
- III. Draft ARCC Report
- IV. Preliminary Review of Voluntary Framework of Accountability (VFA) Data
- V. New Business
- VI. Student Success Committee Meetings
 - December 7, 2011
 - February 1, 2012
 - March 7, 2012
 - April 4, 2012
 - May 2, 2012
- VII. Adjournment



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Richard Durán (*Co-chair*), Linda Kamaila (*Co-chair*), Jonas Crawford, Maria de la luz Flores, Carlos Gonzalez (*ASG Representative*), Cynthia Herrera, Lisa Hopper, Bola King-Rushing, David Lopez, Gloria Lopez (*for Ana Valle*), Letty Mojica, Lilia Ruvalcaba and Diva Ward

Guests: None

Meeting Date: **12/07/11** Approval of Notes from: **11/02/11** Recorded By: **Karla Banks**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

- | | |
|--|---|
| I. Call to Order | The meeting was called to order at 2:08 p.m. |
| II. Review of Meeting Notes | <div>I The SSC members reviewed the “Action Items” from the meeting notes of October 5, 2011. The following correction will be added to the minutes:<ul style="list-style-type: none">• Page 5 – “Gonzales” is misspelled and should read “Gonzalez”</div> <div>AN <u>Follow-up from October 5 meeting:</u> Karla will remove the names of inactive members from the SSC Roster (to include any previous year members who have not attended a meeting this fiscal year). <i>Completed – revise roster attached.</i></div> <div>AN <u>Follow-up from October 5 meeting:</u> Karla will forward a copy of the DegreeWorks Roll-Out Plan to the SSC members. <i>Completed – documentation attached.</i></div> |
| III. Draft Accountability Reporting for the Community Colleges (ARCC) Report | <div>I, D Dr. Durán stated that the ARCC report is received from the State and indicates how we are doing in the areas identified. He said we are required to forward a one-page response telling them what we have learned from the data and how we plan to improve. He also stated that he would like the SSC to work as a group to draft OC’s response.</div> <div>L. Hopper distributed and briefly discussed the <i>ARCC 2012 Report: College Level Indicators for Oxnard College</i>. She stated that if we identify something that doesn’t look right we can look at the underlying data and request changes, if needed.</div> |

Dr. Durán reiterated that this is a draft report, we will get the final data later, and then we will write our response based on the final data.

L. Hopper distributed and briefly discussed the ARCC 2012 Report-College Level Indicators: student progress and achievement – whether they declare their goal, did they graduate, did they transfer to a four-year institution, were they transfer directed (take the proper courses to transfer), were they transfer prepared (met degree criteria), etc. She stated that the ARCC looks over a six-year period at a co-hort that started in 2003.

L. Kamaila requested that Lisa provide the SSC members a copy of the ARCC reports for VC and MC also.

AT B. King-Rushing emailed the SSC members the ARCC Report link so they could access MC, OC and VC reports.

AN Lisa will provide additional data on comparisons with Moorpark and Ventura colleges. She will email a PDF of the OC, MC and VC data to the SSC members.

I L. Ruvalcaba stated she would like to see the difference between Math Department basic skills statistics – without it being lumped with English and ESL – to better determine if the Math Success Academy is working.

IV. Preliminary Review of Voluntary Framework of Accountability (VFA) Data

I Dr. Durán distributed and briefly reviewed the *AACC Voluntary Framework of Accountability* description, the *AACC VFA At-A-Glance: Developing Appropriate Measures for Community Colleges* and the *AACC VFA Preliminary Technical Manual v. 1.0: Proposed Measures for Pilot Testing*.

Dr. Durán also distributed and briefly discussed the draft VFA recommendations agreed to by the SSC at their meeting of October 5, 2011.

L. Hopper provided the SSC with samples of “core” data. She distributed and briefly discussed the *OC Student Term-to-Term Persistence: Fall 2006 to Fall 2009* – categories included Total Fall Cohort, All First-Time Students (including full- and part-time students), and First Time Full-Time Students (includes only full-time students).

V. New Business

o Accreditation Update

I, D Dr. Durán briefly discussed the recent accreditation site visit. He stated that two-day visit consisted of two representatives visiting OC to review our progress on 5 of our 7 recommendations and also visiting the District to evaluate their progress.

Dr. Durán stated that he met with the Chair at the end of their visit for a brief overview of their observations. The Chair indicated that OC has made very strong strides toward meeting our recommendations. He indicated we still need to do some work in the area of assessing our student learning but if we follow our plan we should reach proficiency by Fall 2012.

L. Hopper stated that she met with the site visit team to discuss campus data – who on campus was requesting data, what type of data is being requested, etc. She gave them samples of the reports she prepares for PEPC (multi- and annual-year data).

C. Gonzalez stated that he met with the team also and discussed the various campus meeting he is a part of (PBC, SSC, Campus President's Group, and bi-weekly one-on-one meetings with the President). He reported that there is a good relationship between the ASG, faculty and administration – communication is progressing and getting better.

L. Kamaila stated that she met with the team and discussed learning outcomes. She conveyed that we now have learning outcomes for every syllabi which have been reviewed by faculty, deans and the EVP. We are now having campus-wide dialog regarding our SLOs. Shared rubrics and the Science Department calendar sampling our progression.

- Perception Survey

I, D C. Herrera distributed and briefly reviewed the *10.28.11 Draft of the OC Community Perception Survey*. She discussed the following items: the President and the Marketing Committee plan to do a perception study in the community; the study will be a component of the environmental scan; survey questions have to do with rating our communication, our facility(ies) , our website, our programs, overall perception of our college, attitudes toward higher education, comparison to State institutions, PR issues, support for additional Bond measures, etc. She stated that the survey would be delivered via SurveyMonkey and will be directed to student, families, City of Oxnard personnel, Oxnard Chamber personnel, etc. She said the Marketing Committee plans to have the survey maintained on our website and available for individuals to fill out.

AN The SSC members will review the survey and email Cynthia any recommended changes/ revisions/additions, etc. Cynthia will revise and forward the final draft to the SSC members.

VI. Student Success
Committee Meetings

- December 7, 2011
- February 1, 2012
- March 7, 2012
- April 4, 2012
- May 2, 2012

I Dr. Durán reminded the Committee members that the next meeting will be held on December 7, 2011.

VII. Adjournment

The meeting adjourned at 4:00 p.m.



Oxnard College STUDENT SUCCESS COMMITTEE

OXNARD COLLEGE MISSION STATEMENT

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.

As a unique and accessible community resource, our mission is to provide and promote student learning through:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development;
- Opportunities for lifelong learning.

STUDENT SUCCESS COMMITTEE

Authority

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning.

Purpose

The purpose of the Student Success Committee is to develop, implement and assess a model that examines data for the evaluation of student success and advise appropriate shared governance bodies related to the charge of the committee and its findings. The data elements will provide a foundation for examining effectiveness and will serve to frame recommendations. The focus of the committee will be to establish baselines, measures of effectiveness, on-going analysis and recommendations for improving student success for students at Oxnard College.

Membership

The Student Success Committee will consist of the following: Executive Vice President (co-chair), Academic Senate President designee (co-chair), Representatives from instructional areas, Dean of Student Services, Representatives from Student Services areas, Representatives from academic support areas, Representative from Institutional Research, Classified Senate President or designee, Associated Student Government representation, and other student representation. The Student Success Committee is open to all constituents and/or divisions/departments of the College.

Goals

- To provide collaborative venue for shared leadership determining the student access and success needs of the College to promote overall student learning and success
- Provide opportunities for constituents across the College from instructional, student services, and academic support areas to engage in ongoing dialogue on student success issues
- Promote a better understanding of the use of data and research in assessing student success and developing/refining College programs and activities to better support student success
- Provide advocacy for ongoing access to data and the use of data

ORDER OF THE AGENDA
FOR THE MEETING OF
WEDNESDAY, December 7, 2011
3:00-4:00 P.M. in President's Conference Room

- I. Call to Order
- II. Review of Meeting Notes
- III. AACC Bulletin – Key Developments for Community College Accountability Measures
- IV. Preliminary Review of Voluntary Framework of Accountability (VFA) Data
- V. New Business
- VI. Adjournment
- VII. Remaining 2011-2012 SSC Meetings
 - February 1, 2012
 - March 7, 2012
 - April 4, 2012
 - May 2, 2012



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Richard Durán (*Co-chair*), Linda Kamaila (*Co-chair*), Jonas Crawford, Carlos Gonzalez (*ASG Representative*), Cynthia Herrera, Lisa Hopper, Bola King-Rushing, David Lopez, Gloria Lopez (*for Ana Valle*), Letty Mojica, Marjorie Price, Lilia Ruvalcaba and Diva Ward

Guests: None

Meeting Date: **02/01/12** Approval of Notes from: **12/07/11** Recorded By: **Karla Banks**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

- | | | | |
|-----|-----------------------------|---|---|
| I. | Call to Order | | The meeting was called to order at 3:08 p.m. |
| II. | Review of Meeting Notes | I | The SSC members reviewed the "Action Items" from the meeting notes of November 2, 2011. |
| | o SSC Roster | | The following corrections will be added to the Committee roster: <ul style="list-style-type: none">• Replace "Robert Cabral, AS President" with "Linda Kamaila, AS Vice President"• Add "Bola King-Rushing, IT Representative"• Add "Marjorie Price, Management Representative" |
| | o DegreeWorks Roll-out Plan | I | Dr. Durán distributed a DegreeWorks Implementation Plan that describes the recommended Project Team members and their respective roles. The implementation is still at the beginning phase – no project team has been appointed to-date. |
| | | | B. King-Rushing stated that the implementation would probably not begin until June/July 2012. |
| | | | Dr. Durán stated that we would be looking at the discontinuance of agilegrad in June/July 2012. |

- Perception Survey
- I C. Herrera stated that the draft OC Perception Survey was distributed for review at the last meeting (11/02/11). She said that to-date she has received no feedback from the Committee but that she has received some feedback from community leaders. Some of the feedback she received is as follows: survey is too complex – should be done in short sections.
- I C. Herrera will redesign shorter surveys that each focus on a specified topic. The four-to-five questions surveys will be brought back to the Committee for review once they are completed.
- III. AACC Bulletin – Key Developments for Community College Accountability Measures
 - Committee on Measures of Student Success – Draft Report (11/15/2011)
- I, D Dr. Durán distributed and briefly discussed the AACC Bulletin – Key Developments for Community College Accountability Measures as follows: the information has two elements – 1) the accountability of measures manual is complete and is being distributed to the colleges who will be participating in the first iteration of the national database, and 2) the final recommendations to the Secretary of Education for measures of student success specifically in the area of program completion. He stated that Oxnard College is lacking in the number of graduates produced in our programs.
- Dr. Durán also distributed the Committee on Measures of Student Success – Draft Report dated November 15, 2011, so the SSC members could see how the national body is looking at measures of student success.
- L. Kamaila expressed concern regarding AB140 legislation regarding transfer curriculum degrees (AAT or AST degrees) as it relates to the creation of 60 units degrees.
- C. Herrera shared a sample binder and matrix that the STEM program creates for their students which outline the student's entire course of study for the degree they have chosen.
- M. Price suggested we do an audit on every transfer degree to determine where the “holes” are in our articulation agreements – to better assist students in getting from OC to a university.

- | | |
|---|---|
| ○ CA Community Colleges: Student Success Task Force - Draft Recommendations | I Dr. Durán distributed copies of the California Community Colleges: Student Success Task Force Draft Recommendations for the SSC members to read over the holidays. |
| ○ CCCSE Executive Summary: <i>The Heart of Student Success</i> | I Dr. Durán distributed copies of the CCCSE Executive Summary: The Heart of Student Success for the SSC member review/information. He suggested the Committee pay particular attention to the bulleted items on the last page – <ul style="list-style-type: none"> • Reconceptualize the classroom • Build a culture of evidence • Conduct courageous conversations • Maintain standards while affirming that all students can learn • Look for leadership across the campus • Revised academic policies • Engage unions • Provide strategically targeted professional development for all faculty • Design institutional policies that foster student success |
| ○ 2011 IPEDS Data Feedback Report (DFR) | I Dr. Durán distributed copies of the 2011 IPEDS Data Feedback Report (DFR). |
| ○ Draft ARCC 2012 Report: College Level Indicators | I Dr. Durán distributed the Draft ARCC 2012 Report: College Level Indicators for SSC member review/information. The SSC members briefly reviewed and discussed the student progress and achievement data identified on the report. |

IV. Preliminary Review of
Voluntary Framework of
Accountability (VFA) Data

I, D L. Hopper distributed Oxnard College's VFA 2005 Cohort data. She stated that the 2005 cohort starts with all first-time students, excluded students are any students who have all ESL classes or students who are ineligible (they may already have a community college degree) and that the data includes anyone who had a GED or graduation date; the data for the 1,253 student cohort has been broken down in several ways – gender, ethnicity, skill level, etc. She explained that based on where the student placed and/or enrolled, the data tracks, over a six-year period, how many students completed their course of study (i.e. certificate, degree or transfer). She also explained that we do not know the evolution of these students, only whether they did or did not complete their course of study.

The SSC members briefly discussed the English and Math completion data for the 2005 Cohort. The following concerns were raised: how are we going to account for multiple measures (i.e. counselor recommendations, previous transcripts, etc.); is there a way to identify whether a student who has left ever returns to the District; completion numbers appear to be really low; data does not include students who went directly to employment following OC; and we need to begin to measure the impact that tutoring is having on Math and English students.

L. Hopper stated that the SSC needs to establish some criteria, for instance, "what will be considered starting level", etc. She requested that the SSC members review the VFA manual and give her ideas on how to define gateway courses.

C. Herrera suggested we create a glossary so that everyone is talking the same language – we need common terminology.

Dr. Durán stated that the Committee's data review needs to begin more simplified. He noted that many of OC's campus committees need training on how to process data – we don't want to get lost in the minutia that does not really matter. He stated he would be bringing someone from Washington to help facilitate our learning in the area of processing student success data. He said that if he looked at the first page at face value it indicates that the students that start three and four levels below program level are less likely to complete their program of study. This supports the decision that we should have no ESL classes lower than two levels below college level because the students will most likely not complete.

AN C. Herrera suggested that the SSC begin to keep track of their progress by developing and maintaining a “Barriers/Solutions” matrix.

V. New Business

- Budget Reductions

- I Dr. Durán gave the SSC members a brief update of the recommended budget reductions as follows:
 - *Program discontinuances* – Accounting (faculty will remain), CIS (faculty will remain), TV, Ceramics and Music.
 - *Program reductions* – Auto Body, Auto Tech and Business
 - *Classified and Managers* – reduction in work calendar
- I Dr. Durán explained that some of the criteria used to determine the program discontinuances/reductions were as follows: productivity, 3-year averages, student persistence, gender distribution, ethnicity, etc. The majority of the decisions were made based on data which is where our accreditation standards say we need to focus.

VI. Adjournment

The meeting adjourned at 4:50 p.m.

VII. Remaining 2011-2012
Student Success
Committee Meetings

- February 1, 2012
- March 7, 2012
- April 4, 2012
- May 2, 2012