



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

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The Committee is recommended by staff and approved by the President. The Committee is appointed by and is a participatory governance committee to the President and the Academic Senate of Oxnard College.

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. This committee directly supports Item No(s). 4 and 5 under 10+1.

Membership

The Student Success Committee will consist of the following: President (co-chair), Academic Senate President designee (co-chair), representatives from each department, Dean of Student Services, representatives from Categorical Programs and General Counseling areas, a representative from the Academic Support area, a representative from Instructional Technology, Classified Senate President or designee, Associated Student Government representative, a representative from the Transitional Studies Committee, Managerial co-chair of the Transitional Studies Committee, a representative from Matriculation, a representative from Instructional Support Services and Grant Directors (ex-officio). The Student Success Committee is open to all constituents and/or divisions/departments of the College.

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- 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 TUESDAY, September 3, 2013 2:00-4:00 P.M. in President's Conference Room

- I. Welcome Back and Review of Charge
- II. Public Comments
- III. Review of Meeting Minutes
- IV. Committee Membership
- V. 2012-2013 Report – *Dr. Brad Phillips*
- VI. Transitional Studies Committee Update
- VII. VFA Update
- VIII. Goals 2013-2014
- IX. Discussion: "All College Day" Keynote Presentation
- X. Adjournment
- XI. Next Meetings
 - October 1, 2013
 - November 5, 2013
 - December 3, 2013



STUDENT SUCCESS COMMITTEE MEETING MINUTES

Present: Richard Durán, Lilia Ruvalcaba, Joel Diaz, Karen Engelsen, Ross Fontes, Cynthia Herrera, Lisa Hopper, Ashley Lajoie, David Lopez, Cecilia Milan, Letty Mojica, Della Newlow, Linda Robison, Ken Sherwood and Diva Ward

Guests: Dr. Brad Phillips (Institute for Evidence-Based Change), Kevin Hughes (History) and Ishita Edwards (Economics)

Meeting Date: **10/01/13** Approval of Meeting Minutes for: **09/03/13** Recorded By: **Karla Banks**

AN = Action Needed | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

DISCUSSION/DECISIONS

I. Welcome Back and
Review of Charge

The meeting was called to order at 2:10 p.m.

- I Dr. Durán distributed a copy of the SSC charge from the OC PGM Manual. He stated that the creation of the Committee was the result of a charge from the ACCJC recommendations for Oxnard College. The Committee structure was recommended by faculty/staff, approved by the President and is now part of our PGM structure.

Dr. Durán read the purpose of the committee as stated in the PGM manual. He mentioned that the Committee got positive recognition in the last round of our accreditation team visit review.

Dr. Durán explained that approximately two years ago he felt the Committee was not meeting its charge in the way it needed to so he appointed himself co-chair with the Academic Senate President. This was done in an effort to focus the Committee on getting data identified and moving forward with effective institutional measures. OC is now participating in the VFA measures – we shared our preliminary data with the campus on All College Day in 2012, along with our SSC analysis and recommendations for improvements.

Dr. Durán also explained that last year we brought in Dr. Brad Phillips, Institute for Evidence-Based Change) to help the Committee into evaluating our data elements and to identify what we really need to enable us to make more effective data-based decisions on our

campus. All this is going back to supporting student success – helping students to obtain the education they came here to get (degrees, certificates, career, etc.).

- | | | | |
|------|-------------------------|------|--|
| II. | Public Comments | I | <p>Dr. Durán stated that Deanna Flanagan, OC's Campus Nurse, is working on her doctorate and met with him over the summer to discuss her dissertation. She is doing a study related to providing health care education online - being able to serve students online with the same services as students at the campus. He encouraged the Committee to ask how her research is coming along the next time they see her around campus.</p> <p>K. Sherwood stated that he also met with Ms. Flanagan and was able to share information on her project with the Distance Education Committee.</p> |
| III. | Review of Minutes/Notes | I | <p>Dr. Durán asked the SSC members if they have had a chance to review the Communications Plan draft that was distributed at All College Day. He reminded them to please review the document.</p> <p>Dr. Durán briefly reviewed the improvements suggested in the Committee Self-Appraisal surveys. L. Ruvalcaba stated that there were lots of good ideas and suggestions and there needs to be follow-through. Dr. Durán said that this is just a reminder that we have some things we can work on as a committee.</p> <p>AN Dr. Durán stated that the Committee would follow-up on the suggested improvements from the Committee Self Appraisal forms.</p> <p>I The Committee members reviewed the minutes from the May 7, 2013, meeting.</p> <p>Dr. Durán stated that the Committee members are always welcome to submit any suggested revisions to the minutes via email to Karla, Dr. Durán and Lilia.</p> <p><i>There were no changes to the meeting minutes of May 7, 2013.</i></p> |
| IV. | Committee Membership | I, D | <p>The Committee reviewed the membership and agreed to the following membership roster:</p> |



STUDENT SUCCESS COMMITTEE
FY2013-2014
ROSTER



<u>PRINT NAME</u>	<u>REPRESENTATIVE GROUP</u>	<u>EXTENSION</u>
Richard Duran	Co-Chair (Administration)	Ext. 5808
Lilia Ruvalcaba	Co-Chair (Academic Senate)	Ext. 1991
Ashley Lajoie	Classified Senate	Ext. 2023
Cecilia Milan	Letters	Ext. 1913
Cynthia Herrera	STEM	Ext. 5944
David Lopez	Matriculation	Ext. 2082
Della Newlow	EAC	Ext. 2092
Diva Ward	Academic Support	Ext. 5949
Joel Diaz	Admissions & Records	Ext. 5843
Karen Engelsen	Dean of Student Services	Ext. 5937
Ken Sherwood	Transitional Studies Committee Co-Chair	Ext. 7604
Letty Mojica	Counseling	Ext. 1959
Linda Robison	Financial Aid	Ext. 7628
Lisa Hopper	Institutional Research	Ext. 5860
Lois Zsarnay	Addictive Disorders Studies	Ext. 1940
Maria de la luz Flores	CalWORKs	Ext. 7681
Mark Bates	Transitional Studies Committee Co-Chair	Ext. 2044
Ross Fontes	EOPS	Ext. 1905
Vacant	Business Services	Ext.
?	Instructional Technology	Ext.
Vacant	Associated Student Government	Ext.
?	Social Science	Ext.

- V. 2012-2013 Report – Dr. Brad Phillips
- I B. Phillips reviewed the IEBC’s Phase One Report to Oxnard College regarding Improving Data-Based Decision-Making to Increase Student Success. He briefly discussed the following points:
- Measurement Indicator Considerations – quantitative and qualitative indicators, information sources, review periods, structure for review and recommendations, etc.
 - Measurement Indicators by Staff
 - Measurement Indicators for Academic Faculty/Counselors
 - Measurement Indicators for Department Chairs/Program Leads
 - Measurement Indicators for Deans
 - Measurement Indicators for Executive Vice President of Instruction
 - Measurement Indicators for President
 - Qualitative Measurement Indicators
 - Other Measures
- VI. Transitional Studies Committee Update
- I K. Sherwood stated that Mark Bates would be the coordinator for Oxnard College’s Basic Skills grant. He said that he and Mark have been talking about the agenda for the Transitional Studies Committee – they will begin looking at alternative approaches. Now that transitional Math is up and running, they will begin working on a program for English. He explained that Karen Sutton is teaching a cohort of combined classes and next year will be looking at trying to keep the cohort together for English 1 and 2. Mark, Karen and he will be attending an RP Group Workshop in September.
- K. Sherwood reiterated that this year’s focus for the TSC will be looking at a redesign for English much like the Math redesign. He mentioned that there have been some recommendations for hiring a full-time Writing Center Coordinator (or should we continue with the status quo?). Currently things have been kind of ad hoc – of a last minute nature for staffing the Writing Center.
- Dr. Durán suggested that this issue needs to go through the PBC process in order to institutionalize the English portion of the redesign. Math and English are gateway courses. He said if the Writing Center is helping students complete their courses of study and we are not

supporting it monetarily then we are not supporting student success.

VII. VFA Update

I, D Dr. Durán briefly discussed the VFA data which is being utilized to measure the effectiveness of community colleges across the United States. He explained that we are BETA testers for the VFA. We are inputting data from our college at the national level and there are approximately 112 colleges total participating. We are all inputting our data at the national level and the data will be going live soon. We will be able to benchmark similar schools, etc. The Committee members briefly discussed following item(s):

- Is there a benchmark on grading measurements - one instructor may grade a paper totally different than another; different expectation from state to state in how they grade things

The best benchmark is doing better than you did the previous year. We also want to know in the context of other school where do we sit (What do we want students to know, think and do?);

We also want to benchmark against a *range* of schools not just one.

- Looking at other schools emphasis on CTE programs, etc.

I L. Hopper distributed copies of and briefly discussed Oxnard College's Basic Skills 6-Year Cohort data. She stated that we are now entering the second co-hort. In certain areas we are heading in the right direction, whatever we're doing we are beginning to show higher success. For example, in looking at students assessed and referred to basic skills Math:

Fall 2005 cohort 79% of students attempted a basic skills Math class compared to 87% in Fall 2006 cohort. We had more students attempting the basic skills Math classes. All of the indicators increased for those students - more students completed the highest level of Math (a higher percentage completed Math 14 and a higher percentage completed transfer Math)

L. Hopper also briefly discussed the following points:

- In the 2006 cohort the differences between the Hispanic cohort for all of the indicators had

		higher percentages than the cohort as a whole
		<ul style="list-style-type: none"> • Another drill down you can look at are students that were Pell grant recipients versus those who are not • On page 3, in the comparison of 2005-2006 cohorts and their final 6-year results – we had more students still enrolled after six years • Comparing Hispanic students from one cohort to the next - our student body is over 60% Hispanic
		I Dr. Durán stated that this was meant to be a teaser – we will drill down deeper into the data in our future discussions. We have already decided on the drill down criteria as a Committee last year. He thanked the SSC members for their accomplishments this past year.
VIII.	Goals 2013-2014	I Dr. Durán said that there needs to be a discussion and determination from this Committee on “What does student success mean to Oxnard College?”
		AN Dr. Durán stated that this item “Goals 2013-2014” would be brought back for discussion at the next Student Success Committee meeting (10/01/13).
IX.	Discussion: “All College Day” Keynote Presentation	I Dr. Durán distributed a copy of the Drs. Byron and Kay McClenney’s PowerPoint presentation from All College Day.
		AN Dr. Durán stated that this item “Discussion: “All College Day” Keynote Presentation” would be brought back for discussion at the next Student Success Committee meeting (10/01/13).
X.	New Business	I There was no new business.
XI.	Adjournment	The meeting adjourned at 4:00 p.m.



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- II. Public Comments
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- V. Transitional Studies Committee Update
- VI. Health Research – *Deanna Flanagan*
- VII. Training – *Dr. Brad Phillips*
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 - November 5, 2013
 - December 3, 2013



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Richard Durán (*Co-chair*), Lilia Ruvalcaba (*Co-chair*), Bola King-Rushing, Cynthia Herrera, Marcos Lupian, Diva Ward, Jim Merrill, Karen Engelsen, Ishita Edwards, Laura Weber (*ASG Representative*), Lilia Ruvalcaba, Lisa Hopper, Lois Zsarnay, Maria de la luz Flores, Mark Bates and Ross Fontes

Guests: Ashley Lajoie (Classified Senate President), Kevin Hughes (Instructor, Social Sciences)

Meeting Date: **11/05/13** Approval of Notes from: **10/01/13** Recorded By: **Karla Banks**

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

DISCUSSION/DECISIONS

- | | | | |
|------|---------------------------------------|-----------|--|
| I. | Welcome Back/Call to Order | | The meeting was called to order at 2:00 p.m. |
| II. | Public Comments | | There were no public comments. |
| III. | Review of Meeting Notes | I | The SSC members reviewed the "Action Items" from the meeting notes of September 3, 2013.

There were no changes/revisions to the minutes. |
| | | AT | D. Ward moved to approve the minutes of September 3, 2013. B. King-Rushing seconded, and the motion carried unanimously. |
| IV. | Committee Membership | I, D | The Committee reviewed the 2013-2014 Committee Membership Roster. The following revisions were requested:

✓ Remove David Lopez and replace with Marcos Lupian for "Matriculation".

✓ J. Merrill stated that it was determined within Letters Department that there should be a representative from the Letters area so he will be the representative. |
| V. | Transitional Studies Committee Update | I | M. Bates stated they had a meeting last week. The common theme through the three areas (Math, English, and ESL) is that the more levels below transfer you place any student, the harder it will be for that student to get out. The TSC is looking at a lot of the new possibilities coming out for ESL and English redesign – changes in curriculum. He stated that in |

regards to ESL, the scorecard data indicates that few who begin at a lower level completed to the higher levels. The TSC is now looking at finishing validating English and writing assessments.

J. Merrill stated that a student could have earned a degree without meeting that level of success (do not have to have that course for their degree)

B. Phillips stated that developmental education is getting national attention. The American Association of Community Colleges (AACC) is about to release recommendations on things to do for improvements in the area of basic skills. He urged OC's TSC to review the AACC's recommendations. He said that some states have gotten rid of developmental education. They are bundling support systems with English and Mathematics as acceleration works and bundling helps. Also there are policies we can engage in that really do make a difference –what mandates can you make to avoid students waiting to take Math until the end (i.e. students have to complete Math before they can ...). He stated that the key is not just getting to the college level course but to also *complete* the college level course

VI. Health Research

- I K. Engelsen stated that Deanna Flanagan would be unable to attend today's meeting.

This item was postponed to the next meeting.

VII. Training

- I B. Phillips reiterated that his role is to help the College use data to understand campus trends and assist with decision-making. He mentioned that it is always a good idea to feed people if you are trying get them to figure something out – they need glucose. He said that data is intended to make a positive impact, not to say “you're good or you're bad.” The idea is to become a cheerleader for utilizing data in everyday practice to make decisions about what we do as educators. He explained that the IEBC theory of data use is “How do we integrate data into your current meetings?”

He said that last year we discussed what data is important for each College group in order for them to make informed effective decisions on student success improvements for Oxnard College. What we know about the latest research is something called *Pathways Analysis* – what are the student's interests. Throughout the year, we want to determine when the

data is reviewed and what are we going to do with it? He stated that, by the end of the year, the goal is:

- to have a manual that defines what data each College group gets
- when they get the data
- when the data is reviewed
- the appropriate use of the data

B. Phillips also briefly reviewed the following: data focuses – leading indicators, (course success rates, retention rates), lagging indicators (graduation rates); and qualitative data – the importance of the student voice (the numbers tell you what is happening, but the qualitative data tells you why it is happening). He stated that we will do a Student Voice Training to teach you how to talk to students about their needs.

I, D The Committee members briefly discussed the following: sources utilized to collect the College data (CCSSE, etc.); last year the Committee reviewed the data from the three years that we have done the survey; the Committee was trying to look at some trends; the Committee talked about student/faculty engagement – some changes that resulted were (faculty hours in the library, etc.); additional ways to encourage students/faculty interactions; and difficulties with tracking D2L hours.

I, D B. Phillips briefly discussed the Elizabeth Kubler Ross Five stages of Data Use: resistance, denial, anger depression and acceptance. It is important to stick with it as the transition is worth it. Data is not perfect – we are aiming for good. Also, data cannot be seen as punitive, it must be seen as a tool.

J. Merrill mentioned that when the campus was going through their program eliminations, a lot of people probably saw data as an enemy not as a tool.

L. Ruvalcaba said that when we looked at CCSSE data previously we went through all of the Kubler-Ross stages.

R. Fontes raised concern about how to relate that sense of security when there are high stakes involved such as when the District or State are looking at data to say we may need to get rid of developmental education, etc.

B. Phillips stated that development education is beginning to be more of a need in California. He suggested that data can be used to do program improvements/changes.

M. Bates said that if data is a photograph that exposes something that is bad/negative, then the question is why is the data coming out that way?

C. Herrera stated that a lot of times we don't use data when times are good. We use it when times are tough and tough decisions need to be made so there is no trust for using data. This gives data a negative connotation. But now we are beginning to use a collaborative approach to using data.

B. King-Rushing said that if we become masters of our own data then we can tell our story the best way it can be told and our data cannot be used against us.

B. Phillips said that we, the College, are in the student business – if students are not successful then nothing else matters. We want to create courageous conversations around data. It's okay to say "I do not like this, things are not going well." He said that there needs to be a protocol for using data – one of the things we don't want to do is throw data at people with no indication of what to do with it or how to do it. So we are working on building a capacity of practitioners to acquire and use data – building our capacity to use data and engage our colleagues about data and what to do with it. The idea is to get all the information you can because the cost of mistakes are really high. Too many times we jump to decisions without thinking it through. We need to ensure we have an intervention for the problem. We need to understand what is going on with our students.

M. Bates expressed a little opposition to the statement about "mistakes costing us." He said that there are some changes that do not cost a lot of money. For instance, increasing office hours in the Library didn't cost anything. As it turns out it worked really well.

B. Phillips concluded with some basic tips for increasing data use:

- link numbers on the page to experiences you have had, give examples
- show photos or video

- make a connection
- every gathering includes a brief write up on members position of an issue after viewing data

AT The members broke into groups for data review and discussion.

VIII. Adjournment

The meeting adjourned at 4:12 p.m.



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- V. Health Research – *Deanna Flanagan*
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 - December 3, 2013



STUDENT SUCCESS COMMITTEE MEETING NOTES

Present: Lilia Ruvalcaba (*Co-chair*), Laura Weber (*ASG Representative*), Lisa Hopper, Joel Diaz, Cynthia Herrera, Kevin Hughes, Jim Merrill, Letty Mojica, Marcus Lupian, Diva Ward, Karen Engelsen, Ishita Edward, Linda Robinson, K. Kibrick

Guest: Brad Phillips (Institute for Evidence-Based Change) and Deanna Flanagan (College Nurse)

Meeting Date: **12/03/13**

Notes Approved: **11/05/13**

Recorded By: **Denise Ledesma**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

DISCUSSION/DECISIONS

- | | | |
|-------------------------------|---|---|
| I. Welcome Back/Call to Order | I | The meeting was called to order at 2:04 PM |
| II. Public Comments | I | <p>L. Weber stated Carl Sagan Day on Wednesday, November 6, 2013 from 4:00PM - 9:00PM at the OC Black Box.</p> <p>K. Kibrick stated he attended the Strengthening Student Success Conference. He stated the sessions varied from Student Services to classroom activities.</p> <p>C. Herrera stated she attended HACU (Hispanic Association of Colleges & Universities) Conference and CSU Dominguez Hills shared their model. It's available on the HACU website: www.hacu.net.</p> <p>C. Herrera stated Oxnard College applied for US2020 grant to bring resources to facilitate K-14 pipeline. She also stated the Solutions Summit meeting is November 14, 2013 at 3:45PM at Hueneme High School</p> <p>K. Hughes stated CSUCI-ISLAS has a \$3.2 million grant to promote transfer.</p> <p>D. Ward stated there are books at the Library for those students who want to improve reading skills. T. Stough-Librarian selected the books.</p> |
| III. Review of Meeting Notes | I | The SSC members reviewed the meeting notes of October 01, 2013. The following changes/revisions to the |

minutes are:

- Modify: B. Phillips on Pg. 2 & 3 (Section VII. Training).
- Committee Membership:
 - ✓ J. Merrill stated that it was determined by the Letters Department that there should be a representative from English.

AT

I. Edwards moved to approve the minutes of October 1, 2013. L. Hopper seconded, and the motion was carried unanimously with the revisions listed above.

IV. Transitional Studies Updates

I, D

K. Sherwood stated he and Mark attended the RP Group- Strengthening Student Success Conference on October 9-10, 2013. The focus for this year for transitional studies is to get people to conferences. K. Sherwood also stated in transitional studies they are working on Summer Bridge program.

K. Engelsen stated Cynthia and she have been working with a group called Solutions Summit.
C. Herrera stated the Solutions Summit broke into two groups at the first meeting this semester. The subgroups are English and Math. The English subgroup discussed the challenges that are local high schools face with language arts.

V. Health Research

I, D

Deanna Flanagan is the Health Care Coordinator at Oxnard College. D. Flanagan is implementing a survey about Student Health. She stated How physical and mental health impact student success? And it's really important for the student, if they don't feel well than they will not work at their potential. She discussed the American Health Association (ACHA) 2 year survey. A survey questions: Health indicators to impact studies. She stated support from the whole campus will help with the success of the survey. The survey will be in Spanish as well. She plans on using Moorpark College's Intro Letter and Confidentiality statement. The statement will also include what the Survey is used for. From the survey, the outcome is to form a Pilot Project. Similar to SBCC- Ask the Nurse project.

VI. A. Training Update:

I, D

B. Phillips stated using data to relate what happens with students and culture. 1) Reminds group why we are here. 2) Don't understand others role and learn

something valuable in their work. The committee members discussed their Homework from their last training, which was to report out "One thing you did to improve student success". Each member discussed their homework project and the impact on student success. There were no negative reactions from the students. B. Phillips homework assignment for the next SSC meeting is to ask in their Meeting "One thing you did to improve student success" and to keep the response to 30 seconds.

B. Training

I, D

The Committee members watched a video "Hans Rosling's 200 Countries, 200 Years, 4 minutes –BBC Four". The Committee members discussed the video. D. Ward stated the US. started in front of the other countries and all others got better over time. K. Hughes stated deal with Health and the rest will follow.

B. Phillips stated Hierarchy of needs- Maslow's Theory. I. Edwards stated can be applied to diverse race of students. Reduction of Achievement gap. L. Weber stated affected multiple provinces within country.

B. King Rushing stated from the technical side it is easy to understand the story.

B. Phillips stated the story is the same based on the data. The purpose of the data is to tell the story.

The members reviewed the Oxnard College Retention and Success Rates by Ethnicity AY 2009-10 to 2012-13 (Data handout).

B. Phillips discussed with the members Data Review Template.

- Is this information accurate?
- Is this the data we need to make a decision?
- What is the most important information?
- What is missing?
- What jumps out at you and why?
- What are the themes?
- Is there a comparison of the data available?

- Does the information challenge current assumptions about this population?
- What might be contributing to the success?
- What is distracting them from their success?

AT The members broke into groups for data review and discussion.

- I B. Phillips asked the members to look at a piece of data in their own groups for homework and to discuss in the next training.

B. Phillips stated the next training will be linking data to intervention. Also, look at data and what other data do we need to learn more about it.

VII Adjournment

- I The meeting adjourned at 3:58 PM.



Oxnard College STUDENT SUCCESS COMMITTEE

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STUDENT SUCCESS COMMITTEE

Authority

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is a participatory governance committee to the President and the Academic Senate of Oxnard College.

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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. This committee directly supports Item No(s). 4 and 5 under 10+1.

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- 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 **TUESDAY, December 3, 2013** **2:00-4:00 P.M. in President's Conference Room**

- I. Welcome
- II. Public Comments
- III. Review of Meeting Minutes
- IV. Student Success Act Update – *Erika Endrijonas*
- V. Transitional Studies Committee Update
- VI. SSC Recommendations Implementation Matrix Update
- VII. Training Survey
- VIII. CCSSE/NSSE Project
- IX. Adjournment
- X. Next Meetings
 - ~~January 7, 2014 - Cancelled~~
 - February 4, 2014
 - March 4, 2014
 - April 4, 2014
 - May 6, 2014



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ORDER OF THE AGENDA FOR THE MEETING OF TUESDAY, February 5, 2013 2:00-4:00 P.M. in President's Conference Room

- I. Call to Order
- II. Public Comments
- III. Review of Meeting Notes
- IV. 2011-2012 Recommendations Matrix
- V. Data Assessment of Value – *Dr. Brad Phillips*
- VI. New Business
- VII. Remaining 2012-2013 SSC Meetings
 - March 5, 2013
 - April 2, 2013
 - May 7, 2013
- VIII. Adjournment



STUDENT SUCCESS COMMITTEE MEETING MINUTES

Present: Richard Durán, Lilia Ruvalcaba, Joel Diaz, Karen Engelsen, Maria de la luz Flores, Ken Sherwood, Cynthia Herrera, Lisa Hopper, Bola King-Rushing, Letty Mojica, Della Newlow, Karen Sutton, Diva Ward, Richard Williams, Chris Horrock and Gloria Guevara

Guests: Dr. Brad Phillips (Institute for Evidence-Based Change) and Katy Nilsen (STEM)

Meeting Date: **03/05/13** Approval of Meeting Notes for: **02/05/13** Recorded By: **Karla Banks**

AN = Action Needed | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

DISCUSSION/DECISIONS

- | | | |
|--|------|---|
| I. Called to Order | I | The meeting was called to order at 2:10 p.m. |
| II. Public Comments | I | There were no public comments. |
| III. Review of Minutes | I | The Committee members reviewed the minutes from the December 4, 2012, meeting. <ul style="list-style-type: none">✓ Dr. Durán will report out on the status of the following action item at the next SSC meeting (03/05/13):<ul style="list-style-type: none">○ OC acceptance of the AACC's College Completion Challenge: A Call to Action |
| There were no changes to the meeting notes. | | |
| The SSC members introduced themselves. | | |
| IV. 2011-2012 Recommendations Matrix | I | Dr. Durán stated that we would bring this item back for discussion at the next SSC meeting (03/05/13) to report where we are on implementing last year's recommendations. |
| V. Data Assessment of Value – <i>Brad Phillips</i> | I, D | Dr. Durán distributed copies of the data sources matrix and the criteria for data use rubric. He reminded the SSC members that in November, Dr Brad Phillips, Institute for Evidence-Based Change, gave a presentation on how to utilize the data. Dr. Durán said that the college was able to procure Dr. Phillips' services through the STEM grant so he will be here to facilitate some of our dialog. |

Dr. Brad Phillips briefly discussed the following items:

everyone is hungry for data and information but it is important to focus on specific indicators depending on what we determine we care about; indicators point to various audiences that care about different aspects; data helps you make decisions; “achieving the dream” – boils data down to five indicators – 1) course success (do not complete courses, do not retain, do not pass, do not complete developmental education, do not end of graduating or transferring), 2) transition through developmental education – large percentage of students test into developmental education, and transitioning through developmental education, 3) gateway courses – history, psychology, high enrollment low pass rate courses; 4) persistence – defined as fall to spring or fall to fall, and 5) graduation or certificate – transfer is not used because the data is not easy to get; we need to determine what indicators OC cares about? what does our strategic plan say? and how do the indicators fit into what we care about?

- I The SSC members briefly discussed transfer rates data (AA-Ts not being accepted equally through the CCC system).

B. Phillips stated that CalPASS brings together schools and universities to share information. They have brought together faculty in English, Math, etc. to identify barriers from elementary to middle school to high school to college/universities and make improvements.

- I Dr. Durán stated that we evaluated the ARCC and CCSSE reports last meeting. He said that he wants to evaluate the rubric before we proceed with evaluating more data sources.

- I, D D. Newlow stated that we will want to list primary audience on the matrix or rubric.

B. Phillips stated that the purpose of the SSC is to design the “hub” of what data is important for the campus. Dr. Duran reminded the SSC members that the committee purpose is clearly outlines on the left-hand column of each month’s agenda. B. Phillips said that the other piece is looking at the VCCCD and OC - how does the data inform our planning (District/College EMP, Technology Plans, and Facilities Master Plans)? The data should help inform our strategic planning efforts.

B. Phillips stated that the criteria outlined on the matrix is pretty standard. He asked if there is anything that is not there that should be there? Dr. Durán advised the SSC

members to not get bogged down on evaluating and/or drilling down the data when reviewing the report. We are just trying to determine if the data supplied within the report will be useful for campus strategic planning purposes.

C. Herrera suggested that the matrix should reflect who utilizes the data.

B. Phillips suggested that another thing to take into account when evaluating the data sources is where did information come from (student survey, faculty survey?, etc. He stated that surveys are not the most reliable data for tracking behavior – they are fine for attitudes and opinions, but lousy for behavior. He stated that the best way to obtain quality information is through interviews and focus groups. Surveys do not give you much of the “why,” while interviews and focus groups will tell you “why” it is happening. He also stated that the only problem with interviews is if students leave it is hard to get them to come back to be interviewed. It is best to get them when you realize that they are in trouble, before they have left.

He suggested the SSC members watch a video entitled, “Men of Color” which is available through the CCSSE. (Brad will get the video for the committee to view)

G. Guevara stated that she has received information from faculty about problems they have found with struggling students. Faculty are identifying trends – i.e. many students don’t have reliable computer access, instructors are asking students to become computer literate but students do not have the equipment needed.

B. Phillips stated that we need more useful information to ensure our solutions are the “right” solutions. Once we have the data, we will need to determine how we do an analysis to figure out how to make the solution happen.

G. Guevara pointed out that there could be multiple solutions to any given problem.

D. Newlow suggested that when a student is dropping class, the college send quick survey asking why he/she is dropping? K. Sutton stated that the college used to track why students dropped their classes. B. Phillips stated that a lot of research has been done on this subject and that it mainly boils down to two reasons: family issues or work schedule changes.

I, The Committee reviewed the “Criteria for Data Usage”

AT evaluation form. The following additions were requested:

- Add “Type” at the top to indicate
- Add “9. Is relevant” under the “Report is...” options

B. Phillips made the revisions and the form was copied and distributed to the SSC members.

The SSC committee members reviewed/rated the following reports utilizing the “Criteria for Data Usage” evaluation form: PEPC; Institutional Effectiveness; ARCC; CCSSE; and DataMart.

Dr. Durán stated that the SSC members need to become experts on these reports – to understand who the audience is and what reports are telling us.

AN Lisa will prepare an email with links to reports and the rating form and forward them to the SSC members.

AN The SSC members will go online and access/rate the remainder of the data reports and forward the rating sheets to Lisa Hopper no later than February 28, 2013.

VI. New Business

I D. Ward requested that there be follow-up on what the make-up of the Transitional Studies Committee will be. The current co-chairs of committee are Ken Sherwood and Mark Bates.

D. Newlow said that if Transitional Studies is a subcommittee of the Student Success Committee, they need direction on what they should be doing.

AN Dr. Durán will meet with Ken, Lilia and Mark to discuss the Transitional Studies Committee.

AN Karla will add “Transitional Studies Committee Update” as a standard item on the SSC agenda.

VII. Remaining 2012-2013 Meetings

- March 5, 2013
- April 2, 2013
- May 7, 2013

VIII. Adjournment

The meeting adjourned at 4:10 p.m.



REVISED

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Oxnard College STUDENT SUCCESS COMMITTEE

ORDER OF THE AGENDA
FOR THE MEETING OF
TUESDAY, March 5, 2013
2:00-4:00 P.M. in President's Conference Room

- I. Call to Order
- II. Public Comments
- III. Review of Meeting Notes
- IV. ACCJC Annual Report – *Dr. Erika Endrijonas*
- V. 2011-2012 Recommendations Matrix
- VI. Continuation of Data Assessment of Value
– *Dr. Brad Phillips*
- VII. Transitional Studies Committee Update
- VIII. New Business
- IX. Remaining 2012-2013 SSC Meetings
 - April 2, 2013
 - May 7, 2013
- X. Adjournment



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Oxnard College STUDENT SUCCESS COMMITTEE

ORDER OF THE AGENDA FOR THE MEETING OF TUESDAY, April 2, 2013

2:00-4:00 P.M. in President's Conference Room

- I. Call to Order
- II. Public Comments
- III. Review of Meeting Notes/Minutes
- IV. Update on Annual Report – *Erika Endrijonas*
- V. College Completion Challenge
- VI. Pledge to Complete Initiative
- VII. Student Success Act of 2012 Update
- VIII. Continuation of Data Assessment of Value
– *Dr. Brad Phillips*
- IX. Transitional Studies Committee Update
 - Integration for 2013-2014
- X. New Business
- XI. Evaluation of Committee Performance
- XII. Remaining 2012-2013 SSC Meetings
 - May 7, 2013
- XIII. Adjournment



STUDENT SUCCESS COMMITTEE MEETING MINUTES

Present: Richard Durán, Lilia Ruvalcaba, Joel Diaz, Karen Engelsen, Ross Fontes, Gloria Guevara, Cynthia Herrera, Lisa Hopper, Bola King-Rushing, Ken Sherwood, Karen Sutton and Richard Williams

Guests: Erika Endrijonas (Executive Vice President) Katy Nilsen (STEM)

Meeting Date: **05/07/13** Approval of Meeting Minutes for: **04/02/13** Recorded By: **Karla Banks**

AN = Action Needed | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

DISCUSSION/DECISIONS

- | | | | |
|------|--|---|---|
| I. | Called to Order | I | The meeting was called to order at 2:02 p.m. |
| II. | Public Comments | I | There were no public comments. |
| III. | Review of Minutes/Notes | I | The Committee members reviewed the minutes from the February 5, 2013, meeting. <ul style="list-style-type: none">• All action items were completed <p><i>There were no changes to the meeting minutes of February 5, 2013.</i></p> <p>I The meeting notes of March 5, 2013, were distributed to the Committee members.</p> <p>✓ R. Williams asked that his questions/comments at the March 5 meeting be incorporated into the meeting notes.</p> <p>AN Karla will incorporate Richard Williams comments into the meeting minutes of March 5, 2013.</p> |
| IV. | Update on Annual Report – Erika Endrijonas | I | E. Endrijonas distributed a copy of the completed OC Annual Accreditation Report. She briefly reviewed the report. <p>B. Phillips encouraged the Committee members to volunteer to serve on an accreditation team.</p> <p>Goals are reasonable not outlandish and not too much higher than we are now.</p> |
| V. | College Completion | I | Dr. Durán distributed copies of the VCCCD College |

Challenge

Completion Challenge. He said he submitted a draft of the Challenge with the group a while ago and that he has taken it to the District for review and approval. He will also be taking it to District's Consultation Council for review this Friday and plans to submit it to the Board to be adopted. Once the document is completed vetted and signed by all parties we will be posting copies around campus.

VI. Pledge to Complete Initiative

I Dr. Durán stated that another phase of our commitment is to get students to commit to complete their course of study. He plans to begin the initiative this fall. He plans share it with the campus on All College Day.

B. Phillips stated that research shows that when someone writes a goal down they are more committed to completing the goal than if they just say it.

Dr. Durán said that another thing we are doing informally in concert with PTK and the OC Foundation – they will sponsor \$2,000 scholarships to PTK students who complete and maintain certain standards. This is part of our efforts to move from *just* student access to student success.

VII. Student Success Act of 2012 Update

I Dr. Durán distributed several documents (check packet) and briefly discussed the following item(s): concentrating on the first three elements of student success – outreach, XXXX and counseling; and the attached matrix shows all the activities that need to take place before the SSA of 2012 is implemented.

G. Guevara asked who is in charge of academic planning at the District level. Dr. Duran replied that there is no one individual in charge of academic planning at the District level. Normally, it would be a Vice Chancellor of Academic Affairs but we don't have one so we work around the position – currently we utilize DCAP.

VIII. Continuation of Data Assessment of Value – *Brad Phillips*

I L. Hopper distributed and briefly discussed a copy of the AACC Data Sources rating summary. B. Phillips reviewed the SSC discussion on the Common Student Outcome Metrics for Community Colleges and the staff member roles as they related to qualitative and quantitative measures of assessment. Qualitative measures include CCSSE, Student Satisfaction and SLO's; qualitative measures include Class Size, Class Success, Class Retention, Course Size, Class and Course Success, Gateway Course Success, Gateway Course Retention, Class and

Course Retention, Sequence Transition Degrees, Overall Retention, Overall Persistence, Institutional and system wide: Retention/Persistence/Degrees, Other Accountability Outcomes. B. Phillips stated that “Course Success” is the key metric to focus on next semester. He explained that the SSC are representatives promoting the use of this data with your colleagues throughout the college.

The Committee members discussed the following items related to data assessment: student input data should be captured; CCSSE data talks primarily around student engagement; advocating for what students say they are getting and/or not getting can be done through student focus groups – are point of service interviews conducted?; need to find a way to communicate student feedback to faculty as the information is not included in any of the data sources we have provided; student evaluations do not necessarily reflect all issues; campus should look into implementing point of service surveys (3 x 5 cards that students can drop in a box) or there are points in time where you gather particular groups of students to interview, use a graduate student to facilitate the group to ensure students feel comfortable sharing their experience; the student voice is critical in understanding the quality of services they are receiving; SSC should look into doing some form of online point of service survey from students – maybe before or after they log into DegreeWorks; need to determine what kind of feedback we are looking for from students (inside influences – feedback on courses, instructors, student services, etc. or outside influences – issues with work, family, etc.); need to determine whether students are dropping particular courses or whether they are dropping out of school completely; economic change can put a strain on students; if a student has to drop for work reasons are there other opportunities for students like an online class, etc.; even if we are only contacting students to say “sorry you had to drop hope to see you come back,” some form of contact is better than just letting them drop into never, never land.

B. Phillips said that he would be happy to review the Committee feedback and make recommendations to the Committee on data sources. Dr. Durán agreed that Brad would come back to the Committee with some student success data recommendations.

Karen distributed a report entitled “Defining the Six

Success Factors” by the RP group. B. Phillips suggested the Committee members read a book by Dick White entitled

Dr. Durán distributed a copy of the Student Success Scorecard documents. He stated that the scorecard provides data for colleges throughout the state and that the data provides an overall profile of the college’s success. The Committee briefly reviewed a student success scorecard comparison document on Statewide vs. VCCCD.

B. Phillips said that at the next meeting he will have a set of recommended measures based on the pros and cons identified by the Committee members.

IX. Transitional Studies
Committee Update

Dr. Durán stated that he met with Ken, Mark and Lilia to discuss the Transitional Studies Committee merging with the Student Success Committee. They agreed that effective the new year, the Transitional Studies Committee will be a subcommittee of the SSC. They will always be a report out on the SSC agenda. Should we receive additional transitional studies funds, the TSC will be consulted to advise and recommend where the monies should be directed.

M. Bates said that the TSC talked about the first-year matriculation issues. Besides the validation of the cut scores want to know what was and/or was not effective for students. Will continue to talk to Math, English and ESL faculty and Counselors on effective practices for students.

K. Sherwood said that part of what the TSC discussed is that funding needs to be institutionalized for things like the Reading and Writing Centers, etc. These areas need to be made a permanent aspect of the college - we need funding for the instructors to man these areas.

Dr. Durán suggested we need to start bringing the information/recommendations from the SSC to PBC.

- I M. Dean distributed a Transitional Math informational document and gave a brief overview of the Math redesign. She briefly discussed the following items: the redesign started with the Success Academy several years ago; was difficult to institutionalize the funds; new program took the 12 units students need for the a degree, took the pre-reqs and eliminated any form of repeat or overlap; now there are two 4-unit classes student go through to get into Math 14 so student do

not have to spend three semesters getting where they want to go; computer lab is always packed, trying to get additional funding; started semester with 500 students; students come to the lab for a mandatory 3-hours a week work period – they can come whenever library is open; once a week students come to a one hour class led by an instructor, classes are meant for teachers to contact students one-on-one (this aspect was really lacking in the Success Academy model), it has become a mentoring hour; mandatory lab component was incredibly important; this program did not come out of thin air, if you look at our numbers in traditional Math class, traditional classes had at 37% pass rate at the Math 11 level, and the one unit Success Academy classes were not good because it took students too long to get through; Math faculty researched transitional math models and focused on those with phenomenal success rates – modeled our program after theirs.

Challenges of the program are ensuring students understand the number of hours they need to put into the program in order to complete successfully. Students have required problems they have to complete and they are not permitted to take pre or post tests at home – they have to test out of modules on campus. They are trying hard to find a good system to help them understand they need to put in at least ten hours per week. Currently, there are 50% of the students who are on schedule to finish (50 students have already completed and they are on to Module 2). If students finish the semester with a “no pass” they can pick up where they left off the previous semester. All of the full-time Math faculty and two part-time faculty are working in the lab. She stated that it was a two year process to convince the Math faculty that this changes was a good change

X. New Business

There was no new business.

XI. Evaluation of Committee Performance

I Dr. Durán distributed copy of the Student Success Committee Self-Evaluation Form. He stated that he would be sending out a SurveyMonkey of the evaluation to the Committee members and he will compile the responses. Then we will review the data of our committee performance and make recommendations for any changes/improvements.

AN Karla will forward the Student Success Committee Self-Evaluation for via SurveyMonkey to the Committee members. The deadline to return the

surveys will be sometime mid-late April 2013.

XII. Remaining 2012-2013
Meetings

- May 7, 2013

XIII. Adjournment

The meeting adjourned at 3:50 p.m.



Oxnard College STUDENT SUCCESS COMMITTEE

ORDER OF THE AGENDA FOR THE MEETING OF TUESDAY, May 7, 2013

2:00-4:00 P.M. in President's Conference Room

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- I. Call to Order
- II. Public Comments
- III. Review of Meeting Notes/Minutes
- IV. California Community College Scorecard
- V. Recommendations for Data Assessment of Value – *Dr. Brad Phillips*
- VI. Transitional Studies Committee Update
- VII. Committee Self-Evaluation Review
- VIII. New Business
- IX. Adjournment



STUDENT SUCCESS COMMITTEE MEETING MINUTES

Present: Richard Durán, Lilia Ruvalcaba, Mark Bates, Joel Diaz, Karen Engelsen, Ross Fontes, Cynthia Herrera, Lisa Hopper, Bola King-Rushing, David Lopez, Letty Mojica, Gloria Guevara, Diva Ward and Richard Williams

Guests: Dr. Brad Phillips (Institute for Evidence-Based Change), Keenan Kibrick (Instructional Technology), Kevin Hughes (History), Ishita Edwards (Economics) and Katy Nilsen (STEM)

Meeting Date: **09/03/13** Approval of Meeting Minutes for: **05/07/13** Recorded By: **Karla Banks**

AN = Action Needed | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

DISCUSSION/DECISIONS

- | | |
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| I. Called to Order | I The meeting was called to order at 2:00 p.m.

I Keenan Kibrick (new Instructional Technologist) introduced himself. |
| II. Public Comments | I R. Williams expressed concern over the Transfer/Completer Scholarships.

G. Guevara stated that she sees the scholarship as a motivator. |
| III. Review of Minutes/Notes | I The Committee members reviewed the minutes from the April 2, 2013, meeting.

<i>There were no changes to the meeting minutes of April 2, 2013.</i> |
| IV. California Community College Scorecard | I, D Dr. Durán distributed and briefly reviewed the CCC Scorecard. He said that this may be one of the measures we discuss. The goal is to finish today and decide on core metrics to use for this committee.

B. King-Rushing stated that other institutions are already using this to measure us. He said that the scorecard is public and there is a link to it on every District webpage.

Dr. Durán stated that there is District-wide discussion on how the Board is looking at this and how they may or may not use the scorecard to measure our success. |

M. Bates stated that the Transitional Studies Committee had a discussion on the students who take 6+ units at OC but finish at another campus – do they count for us?

R. Durán suggested that we may also want to see how we compare to like colleges.

V. Recommendations for
Data Assessment of
Value – *Brad Phillips*

I, D B. Phillips displayed a PP of Oxnard College's Student Success Committee Draft Measurement Indicators (*attached*) and briefly reviewed the following:

- Measurement Indicator Considerations – quantitative and qualitative indicators information sources, review periods, etc.
- Measurement Indicators by Staff
- Measurement Indicators for Academic Faculty/Counselors
- Measurement Indicators for Department Chairs/Program Leads
- Measurement Indicators for Deans
- Measurement Indicators for Executive Vice President of Instruction
- Measurement Indicators for President
- Qualitative Measurement Indicators
- Other Measures

The SSC members came to consensus on the following: it would be best to look at data from the last three semesters; program review is the best place to review the data; CTE workforce and licensure data should be included.

Dr. Phillips and the SSC members also briefly discussed the following items: data should be used to monitor progress and influence decisions; may want to develop a student retention program (to be headed by faculty); would be helpful to see data broken down by class – if a program is being brought down by a particular instructor there needs to be discussion on how to mitigate; changing the mindset of students who take courses that are not needed for their major; focusing on Student Success measures; and we need to use CCSSE data more effectively.

Dr. Phillips urged the SSC to consider doing a “student voice” survey because you can gain so much by hearing from students.

The Committee has to decide on which measures OC will utilize. VFA and CCA data would be the best sources.

VI. Transitional Studies
Committee Update

- I M. Bates stated that the TSC brings together many different campus areas. He said that the TSC does not want to end and that currently there is still Basic Skills funding available. He explained that the TSC will act as a subcommittee of the SSC and will bring forth recommendations for the BSI funding. He said that he recently attended a conference on BSI Funding and that for the foreseeable future the funding will remain. In the past we have been given approximately \$90,000 to spend over three years. They are cutting the timeline down to two years. He also mentioned that he and Marlene Dean have put in a proposal for the RP Group on presenting on OC's Math Redesign. The model may also be used in Language Arts.

Dr. Durán stated that we may want to look into the Khan Academy online services available and incorporate them into our basic skills model. He also congratulated Marc Bates on his award for "Outstanding Math Faculty in Ventura County."

VII. Committee Self-
Evaluation Review

- I Dr. Durán distributed copies of the SurveyMonkey results of the Student Success Committee's Self-Appraisal. The survey indicated following areas could be improved upon:
- Communication
 - Timely posting of meeting minutes
 - Clarification of the SSC's place among the other campus committees – where are our linkages to the campus

Dr. Durán stated that overall the survey indicated we are meeting our committee charge. The Committee is more focused and productive.

L. Ruvalcaba suggested the SSC establish other subcommittees to follow-up on the implementation of the SSC recommendations.

- I Dr. Durán thanked the SSC members for their accomplishments this year.

VIII. New Business

- I Dr. Durán distributed copies of a publication entitled,

“Using Student Voices to Redefine Support” which discusses what community college students say institutions, instructors and other can do to help them succeed.

IX. Adjournment

The meeting adjourned at 4:03 p.m.