

<b>ACADEMIC ACHIEVEMENT COMMITTEE MEETING MINUTES</b>		<b>WEDNESDAY, APRIL 30, 2025</b> <b>2:00 PM – 3:00 PM</b> <b>SSV 236</b>
<b>TYPE OF MEETING:</b> Regular <b>NOTE TAKERS:</b> Megan Aceves <b>PLEASE REVIEW/ BRING:</b> Agenda, Minutes, and Supporting Documents		
<b>Committee Members (*: Present):</b> <ol style="list-style-type: none"> <li>1. Rebecca Farley, VP Equity &amp; Student Achievement, Co-Chair</li> <li>2. Wendy Rider, English Faculty, Academic Development Co-Chair*</li> <li>3. Kathy Bakhit, VP Academic Affairs</li> <li>4. Idania Padron, VP Student Services</li> <li>5. Windy Franklin-Martinez, Dean of Enrollment Services</li> <li>6. Svetlana Deplazes, Interim Dean of Institutional Research* and Harsh Sanjay *</li> <li>7. Kathryn Mitchell, Dean of LACA and Arts &amp; Humanities*</li> <li>8. Jedidiah Lobos, Dean of MSE</li> <li>9. Leonardo Ayala, Dean of Student Support Services*</li> <li>10. Alberto Mendoza Gonzalez Larreynaga, HUB Manager</li> <li>11. Rosa Fuller, Counselor</li> <li>12. Mike Rios, Counselor</li> <li>13. Ashley Hawkins, Director of Learning Center</li> <li>14. Ty Mettler, CTE Faculty</li> <li>15. Tamira Palmetto Despain, OSD Counselor*</li> <li>16. Heidi Williams, English Faculty</li> <li>17. James Dorn, Math Faculty (Proxy: Jane Bowers)*</li> <li>18. Peter McLoughlin, Math Faculty (Proxy)</li> <li>19. Ashley Chavez, Veterans Resource Center Coordinator*</li> <li>20. Wade Saari, Assessment Coordinator</li> </ol>		
<b><u>Vacant</u></b> <ol style="list-style-type: none"> <li>1. Library Faculty</li> <li>2. ESL Faculty</li> <li>3. Transfer Faculty</li> </ol>		
<b>AGENDA ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>ISSUES DISCUSSED /ACTION ITEMS</b>
<b>INFORMATION/DISCUSSION ITEMS:</b>		
I. Welcome/Announcements/Recap of last meeting	R. Farley & W. Rider	<ul style="list-style-type: none"> <li>• Welcome and introductions of present members were made.</li> <li>• Wendy gave a brief recap of the last meeting.</li> <li>• Meeting minutes from 3/17/25 will be shared with the committee soon.</li> </ul>
II. Meaningful tasks – brainstorm & prioritize (Early Support system, website revision, etc. . . .)	W. Rider	<p><b><u>A. Discussion on Brainstorming and prioritizing the focus for this committee.</u></b>          Co-Chair, Rider discussed the vision of the “<i>Equity and Student Achievement Tree</i>”. After taking a look at the tree, how can this committee prioritize its efforts to help the students succeed and feel supported.</p> <ol style="list-style-type: none"> <li>1. <b><u>Early Support System.</u></b> <ul style="list-style-type: none"> <li>• The Committee explored the use of Canvas as an early alert system. Since Canvas already tracks detailed analytics, it could serve as a simple tool for faculty to flag students who might need extra help without having to learn a new platform.</li> </ul> </li> </ol>

- One of the problems over the years was having a campus wide tool, we've tried Banner, Bit Form, but if we are embedding the early alert in Canvas then this would be a great and simple tool for faculty to use and make it simple by checking boxes and comment sections. The easier it is, the more inclined they'll be to use it.

**2. Other Projects for this Committee:**

**a. Math Curriculum Change and Student Support Services**

- The Learning Center is providing support for the changes being made in the Math Curriculum (no longer having Math courses available lower than Calculus). We need to do work on how to be proactive and help the students navigate the changes.
- With the new changes, new supports will need to be implemented. We have support classes being offered and one way to support the students is to have at least one section offered that has an embedded tutor.
- This Committee could help facilitate a smooth process: We need to have these support classes, we have to have scaffolding. Students with a GPA lower than 2.6 then students can take Math 149.
- We need to have better marketing for these support classes. Learning Center has done outreach with flyers and information, provide it to the Counselors, marketing within LC, but more widespread marketing needs to occur in order to reach all students and make them aware of what the support class means- that it won't go on the transcripts.
- Promotional emails or canvas alerts need to be generated to reach the students.
- The AVC Marketing Department will not promote the advertising of the support classes as it will open the doors for having to promote every course on the campus.
- There is a strong need to make support classes feel relevant to students and promote or highlight them in such a way but offering late start options, making them aware that it will not have an impact on the transcripts and also making the support classes more accessible and having different modalities (asynchronous and in-person)
- Use of intervention workshops or classes. When we were looking at the ESA Tree during the Achieving the Dream site visit and having cohort models for students that need extra support. Cohorts are working really well right now.

- b. Next Steps:** Discuss forming a task force to address the messaging, materials and outreach for support classes.

**3. Financial Aid and CPOS Rollout (May 6)**

- CPOS (Course Program of Study) is coming up fast and it is going to have an impact on financial aid, specifically, starting May 6, only courses that align with a student's declared major will be covered by the Pell Grant and Stafford Loans. It does not affect California State Aid or Veteran's benefits. This causes concern for administration for courses such as Art as those are typically taken as extracurricular courses (elective) and that could put the program in jeopardy. This can also have an impact on the athletes when they are off season. Athletes who take excess units not tied to their major (like Kinesiology classes tied to their sport) could be affected.
- Another concern is how quickly transfer students could burn through Pell eligibility before they even reach their next university.
- One way to keep students on track with their courses and education plan is to invest more resources into our Career Center/Job Placement. For the longest time it was one person manning the department but now he has one support person. If we diverted more efforts and resources to build that department up, we could include the Assessment Center as a part of that and really help inform our students about what needs to be done, align their paths early on in studies.

#### **4. Outreach Tools and Technology**

- The Outreach Department is utilizing the Poppy Chatbox, an SMS chat box. Data shows that students are self-reporting that they are struggling and need more support. With Poppy, it has AI features built in where we can be alerted and maybe even prompt to respond with available support options.
- It is the hope of the Dean of Student Services that Poppy can be utilized universally throughout the campus. More discussions will follow with the College Coordinating Counsel and introduction to faculty as well.
- The committee also discussed the utilization of additional AI tools like PlayLab but was disinclined to explore the free app as it lacks custom campaign functionality but may be useful when creating materials to market to students.

#### **5. Additional Efforts to Provide Support/ Bridge Silos Between Student Services and Academic Affairs.**

- FYE/SYE is being restructured into Promise under the Promise Grant. Currently the FYE/SYE is staffed with two full time employees and 6 peer mentors. The peer mentors are effective at getting the message and information out to the students. There will be a summer training session for peer mentors.
- Information pamphlets and brochures need to be provided to the peer mentors to help them

		<p>successfully reach the targeted student population. The information should be a quick and easy digest, similar to the one that Dean Mitchell did for Director Rosalind Brown on the overview and process of how academic and scheduling of classes happen, in essence a scheduling cheat sheet. It was suggested utilizing the AI PlayLab tool to create the material, which Professor Bowers stated she would assist in creating content materials.</p>
III. Form subgroups for projects & set goals	All	<p>The role of this committee will be to establish different subgroup task forces to address all of the different issues surrounding student supports. The Committee will reconvene to establish goals, set projects and form subgroups.</p>
IV. Membership (confirm names, positions and length of term)	All	<p>The Committee did not reach this item on the agenda.</p>
<b>Upcoming Meetings: May 19th</b>		

