



Agenda

Tuesday, Oct. 27, 2015

Library L201

Time – 4:30 p.m. – 5:45 p.m.

Type of Meeting: AVC Student Equity Working Group Meeting (*Regular*)

Note Taker: *Leyla Barber, Clerical Assistant III*

Please Review: Agenda, Minutes

Printed material will include: Agenda, Minutes

Committee Members:

- Dr. Erin Vines - *Vice President, Student Services*
- Dr. Jill Zimmerman – *Dean, Student Life*
- Rashall Hightower-Stickel – *Director, Student Equity*
- Crystal Garcia – Program Specialist, Student Equity*
- Morenike Adebayo-Ige – *Faculty, Language Arts*
- Jason Bowen – *Faculty, Math and Sciences*
- Snizhana Jane Bowers – *Faculty, Math and Sciences*
- Jamaal Brown – *Technical Analyst, CalWorks*
- Marisela Corona, Technician I, CalWorks*
- Dr. DeNean Coleman-Carew, *Counselor*
- Scott Covell – *Faculty, Language Arts*
- Franky Curiel – *Director, EOPS*
- Dr. Svetlana Deplazes - *Research Analyst, Institutional Research*
- Kimbirly Dolatowski – *Student Trustee/ASO Representative*
- Dr. Charlotte Forte-Parnell – *Dean, Language Arts/Academic Development*
- Dr. Irit Gat – *Faculty, Social & Behavioral Sciences*
- Vanessa Gibson – *Specialist, Financial Aid*
- Maranatha Javines - ASO representative*
- Vejea Jennings – *Faculty, Language Arts*
- Dr. Louis Lucero, Director, Office of Students with Disabilities*
- Karen Lubick – *Academic Development Faculty Chair*
- Yuliana Martinez – Technical Analyst, Financial Aid*
- Tina McDermott – *Faculty, Language Arts, Faculty Accreditation Coordinator*
- Audrey Moore – *Counselor, Counseling & Matriculation*
- Brian Palagallo – *Faculty, Language Arts*
- Tamira Palmetto Despain – *D.S. Specialist, Office for Student with Disabilities*
- Gary Roggenstein – *Dean, Counseling & Matriculation*
- Wade Saari – *Classified, Assessment*
- Dr. Bonnie Suderman – *Vice President, Academic Affairs*
- LaDonna Trimble – *Dean, Enrollment Services*
- Dr. Les Uhazy – *Dean, Math and Sciences*
- Dr. Sherri Zhu, Faculty, Social & Behavioral Sciences*
- Guest:*
- Towana Catley, Education Advisor, Transfer Center*

Items	Person	Action
I. Approval of Previous Minutes of Oct. 13, 2015	All	
II. Report Timeline	<i>Rashall Hightower</i>	REPORT DUE DATES: <ul style="list-style-type: none"> • November 5, 2015 – Submit report/budget to Business Services • To Academic Senate President, Dr. Beyer – Nov. (date tbd) • President’s Office (signatory meeting) • December 4, 2015 – To the Board for the December 14, 2015 Board of Trustee’s Meeting • December 18, 2015 – To Chancellor’s Office



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<p>III. Update: Instructional Support</p>	<p><i>Dr. Erin Vines</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>IV. Update: 2015-2016 Report subcommittees</p>	<p><i>Rashall Hightower</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>V. Reports: 2015-2016 Student Equity Efforts</p>	<p><i>All</i></p>	<ul style="list-style-type: none"> • Update for Oct. 20th meeting regarding Puente Project (Vejea) • End-of-semester AVC Study Jam: Dec. 1-3, 2015 Location: Student Lounge • Mental Health First Aid Sessions for Faculty and Staff 11/10, 12/15, 1/20/16, 2/17/16 (8 a.m.-5 p.m.) Location: Student Lounge • Others <p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>NEXT MEETING DATE: Tuesday, Nov. 3, 2015 at 4:30 p.m. to 5:45 p.m. - L201</p>		<p>(Every Tuesday at 4:30 p.m. until report is submitted to the Chancellor's Office. After report submitted to Chancellor's Office, meetings will be held on 1st and 3rd Tuesday at 4:30 p.m.)</p>



Minutes

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- Crystal Garcia – Program Specialist, Student Equity*
- Morenike Adebayo-Ige – *Faculty, Language Arts*
- Jason Bowen – *Faculty, Math and Sciences (Absent)*
- Snizhana Jane Bowers – *Faculty, Math and Sciences (Absent)*
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- Dr. Irit Gat – *Faculty, Social & Behavioral Sciences*
- Vanessa Gibson – *Specialist, Financial Aid (Absent)*
- Maranatha Javines - ASO representative – Roxanna Vasquez (ASO Senator of Enrollment) attended*
- Vejea Jennings – *Faculty, Language Arts*
- Dr. Louis Lucero, Director, Office of Students with Disabilities*
- Karen Lubick – *Academic Development Faculty Chair*
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- Dr. Sherri Zhu, Faculty, Social & Behavioral Sciences*
- Guest:*
- Towana Catley, Education Advisor, Transfer Center*

Items	Person	Action
I. Approval of Previous Minutes of Oct. 13, 2015	All	<ul style="list-style-type: none"> • Call to order at 4:35 p.m. • Minutes (of October 13th) were approved as distributed.
II. Report Timeline	<i>Rashall Hightower</i>	REPORT DUE DATES: <ul style="list-style-type: none"> • November 5, 2015 – Submit report/budget to Business Services • To Academic Senate President, Dr. Beyer – Nov. (date tbd) • President’s Office (signatory meeting)



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		<ul style="list-style-type: none"> December 4, 2015 – To the Board for the December 14, 2015 Board of Trustee’s Meeting December 18, 2015 – To Chancellor’s Office <p>Action Item:</p> <ul style="list-style-type: none"> The November 5th deadline cannot be met. After reviewing the timeline, Dr. Vines plans to contact business services to discuss extension.
<p>III. Update: Instructional Support</p>	<p><i>Dr. Erin Vines</i></p>	<p>Issues Discussed:</p> <ul style="list-style-type: none"> Dr. Vines presented draft #2 of the MOU. Targeted Student Intervention Program was one potential name for the program. <p>Action Item:</p> <ul style="list-style-type: none"> Dr. Vines will forward possible names for this program to equity which will be presented to the working group. Working Group will determine what to name this new program.
<p>IV. Update: 2015-2016 Report subcommittees</p>	<p><i>Rashall Hightower</i></p>	<p>Issues Discussed:</p> <ul style="list-style-type: none"> Rashall and Crystal gave an overview on how to assess the disproportionate impact for Degree and Certificate Completion. Equity will need the help from this working group and others on campus to determine the goals and activities to help our students succeed. Activities from the 2014 plan must be reviewed and evaluated. Activities on the 2015 plan must be written in paragraph form describing a three to five year plan which includes implementation, evaluation, outcomes, etc. The AVC Equity Retreat should be listed as part of the activities throughout the report. <p>Ways to approach the writing of the 2015 report where discussed:</p> <ul style="list-style-type: none"> Suggested for each sub-committee to write their section, returns to Equity to Director for editing with a collaboration of the working group. The subcommittee could include minimum of one representative from each area under each success indicator. For example, equity staff member, an administrator, faculty representative(s), and student services staff member(s). The group agreed to take on a success indicator section, discuss activities and goals as a group, and return to Equity Director for editing and finalizing. This will assist with coordination and better collaboration across campus. Ideas for activities include: childcare vouchers; bus pass vouchers; assistance to single-parents; ways to help females in their twenties stay in school and succeed (identify the barriers first); creating professional mentoring programs; highlighting alumni that represents our diverse student population. <p>Action Taken:</p> <ul style="list-style-type: none"> Morenike will move from the Access subcommittee to ESL and Basic Skills Completion.



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		<ul style="list-style-type: none"> The Working Group has decided to have a working session Friday October 30th 11:30 a.m. to focus on two indicators - access and course completion.
V. Reports: 2015-2016 Student Equity Efforts	All	<ul style="list-style-type: none"> Update for Oct. 20th meeting regarding Puente Project (Vejea) End-of-semester AVC Study Jam: Dec. 1-3, 2015 Location: Student Lounge Mental Health First Aid Sessions for Faculty and Staff 11/10, 12/15, 1/20/16, 2/17/16 (8 a.m.-5 p.m.) Location: Student Lounge Others <p>Issues Discussed:</p> <ul style="list-style-type: none"> Study Jam sessions will return this semester in December with the theme to <i>finish strong!</i> Morenike requested for flyers in each classroom to promote study jam sessions to students. The need for faculty to encourage students to get assistance is vital. For future study jam sessions, students will need to commit as we will have faculty ready to provide instructional support through the new Instruction Support program. Rashall is working with AVC's Child Development Center on the possibility of saving spaces to provide childcare for our students.
NEXT MEETING DATE: Tuesday, Nov. 3, 2015 at 4:30 p.m. to 5:45 p.m. - L201		<p>(Every Tuesday at 4:30 p.m. until report is submitted to the Chancellor's Office. After report submitted to Chancellor's Office, meetings will be held on 1st and 3rd Tuesday at 4:30 p.m.)</p> <ul style="list-style-type: none"> Adjourned at 5:41 p.m.