



ANTELOPE VALLEY COLLEGE

**Agenda**

Tuesday, Oct. 6, 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, 2015 Campus Based Research on Google Drive, Situating Equity Institutionally docs

**Printed material will include:** Agenda, Minutes, Situating Equity Institutionally docs

**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 – *Program Specialist, Outreach/FYE*
- 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*
- Jamie Jones – *Research Tech, IERP/Library Services*
- Karen Lubick – *Faculty, Language Arts*
- Tina McDermott – *Faculty, Language Arts*
- 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*

	Items	Person	Action
I.	Welcome	All	Approval of Minutes

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<p>II. Report Timeline</p>	<p><i>Dr. Jill Zimmerman Rashall Hightower</i></p>	<p>REPORT DUE DATES:</p> <ul style="list-style-type: none"> <li>• Academic Senate – November 19, 2015 Meeting</li> <li>• President’s Office (signatory meeting)</li> <li>• December 4, 2015 – To the Board for the December 14, 2015 Board of Trustee’s Meeting</li> <li>• December 18, 2015 – To Chancellor’s Office</li> </ul>
<p>III. Update from the Chancellor’s Office CCC: Student Equity/3SP Directors’ Training (9/30-10/1)</p>	<p><i>Dr. Jill Zimmerman</i></p>	<p>Situating Equity institutionally</p>
<p>IV. Introduction: Instructional Support</p>	<p><i>Dr. Erin Vines</i></p>	
<p>V. 2015-2016 Report Committees/ subcommittees</p>	<p><i>Rashall Hightower</i></p>	<p>A. 2015 Campus Based Research B. Subcommittees – Goals and Activities</p> <ul style="list-style-type: none"> <li>• Access: <b>Morenike Adebayo-Ige</b></li> <li>• Course Completion: <b>Dr. Irit Gat Jamaal Brown</b></li> <li>• ESL and Basic Skills: <b>Karen Lubick</b></li> <li>• <b>Degree and Certificate Completion:</b> <b>In need of volunteers</b></li> <li>• Transfer: <b>Gary Roggenstein</b></li> <li>• Other College – or District-wide Initiatives Affecting Several Indicators: <b>Franky Curiel Dr. Louis Lucero</b></li> </ul>
<p>VI. Reports: 2015-2016 Student Equity Efforts</p>	<p><i>All</i></p>	<ul style="list-style-type: none"> <li>• (Date: tba): AVC’s Mid-Semester Check-in event: Pajama Jam Event</li> <li>• Oct. 13, 14, 15: Study Jam for midterms</li> <li>• Nov. 6-7: Umoja Conference update/Umoja Consortium membership</li> <li>• Puente Program (update)</li> </ul>
<p><b>NEXT MEETING DATE:</b> Tuesday, Oct. 13, 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 4:30 p.m.)</p>

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# Minutes

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- Dr. Jill Zimmerman – *Dean, Student Life*
- Rashall Hightower-Stickel – *Director, Student Equity*
- Crystal Garcia – Program Specialist, Student Equity (Absent)*
- Morenike Adebayo-Ige – *Faculty, Language Arts*
- Jason Bowen – *Faculty, Math and Sciences (Absent)*
- Snizhana Jane Bowers – *Faculty, Math and Sciences*
- Jamaal Brown – *Technical Analyst, CalWorks*
- Marisela Corona, Technician I, CalWorks*
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- Franky Curiel – *Director, EOPS*
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- Dr. Irit Gat – *Faculty, Social & Behavioral Sciences*
- Vanessa Gibson – *Specialist, Financial Aid*
- Maranatha Javines - ASO representative (Absent)*
- Vejea Jennings – *Faculty, Language Arts*
- Jamie Jones – *Research Tech, IERP/Library Services (Absent)*
- Karen Lubick – *Academic Development Faculty Chair*
- Tina McDermott – *Faculty, Language Arts (Absent)*
- Audrey Moore – *Counselor, Counseling & Matriculation (Absent)*
- Brian Palagallo – *Faculty, Language Arts (Absent)*
- Tamira Palmetto Despain – *D.S. Specialist, Office for Student with Disabilities (Absent)*
- Gary Roggenstein – *Dean, Counseling & Matriculation (Absent)*
- Wade Saari – *Classified, Assessment (Absent)*
- Dr. Bonnie Suderman – *Vice President, Academic Affairs (Absent)*
- LaDonna Trimble – *Dean, Enrollment Services (Absent)*
- Dr. Les Uhazy – *Dean, Math and Sciences*
- Dr. Sherri Zhu, Faculty, Social & Behavioral Sciences (Absent)*

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Items	Person	Action
I. Welcome	All	Approval of Minutes <ul style="list-style-type: none"> <li>• Call to order at 4:35 p.m.</li> <li>• Minutes (of September 29) were approved with the following revisions—Si Se Puede Student Club meetings take place in EOPS’ conference room; A2Mend Conference is March 3-4, 2016 (pre-conference is March 2<sup>nd</sup>); and Karen Lubick’s title should be listed as Academic Development Faculty Chair.</li> </ul>
II. Report Timeline	<i>Dr. Jill Zimmerman Rashall Hightower</i>	REPORT DUE DATES: <ul style="list-style-type: none"> <li>• Academic Senate – November 19, 2015 Meeting</li> <li>• President’s Office (signatory meeting)</li> <li>• December 4, 2015 – To the Board for the December 14, 2015 Board of Trustee’s Meeting</li> <li>• December 18, 2015 – To Chancellor’s Office</li> </ul>
III. Update from the Chancellor’s Office CCC: Student Equity/3SP Directors’ Training (9/30-10/1)	<i>Dr. Jill Zimmerman</i>	Situating Equity institutionally <u>Issues Discussed:</u> <ul style="list-style-type: none"> <li>• Dr. Zimmerman gave report from the directors’ training. She explained the importance of developing and organizing a framework of all equity initiatives and efforts vs. simply adding activity after activity. Rashall agrees that as an institution, we must be mindful of how we invest our resources, time and energy to reach our goals.</li> <li>• Other themes mentioned throughout the training included foster youth programs, collaborating efforts with high schools, providing child care and vouchers for transportation.</li> <li>• Both attachments: Situating Equity Institutionally: Developing an Equity Theory of Change and the PowerPoint presentation provide the importance of framework.</li> <li>• Karen pointed out the recent Basic Skills Report included campus programs as these interconnect with Basic Skills efforts. Dr. Uhazy also agrees that the equity and student success components should also be added to Program Review.</li> <li>• Student Equity has submitted staffing requests for the following: two additional program specialists and one tech analyst.</li> </ul>

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<p>IV. Introduction: Instructional Support</p>	<p><i>Dr. Erin Vines</i></p>	<ul style="list-style-type: none"> <li>• <b>Issues Discussed:</b></li> <li>• Dr. Vines discussed the importance of forming more activities to increase faculty and student interactions. He and Dr. Uhazy will be taking the following discussion item to a negotiations meeting scheduled Friday, October 9<sup>th</sup>.</li> <li>• Item: To open adjunct hours to a certain limit of hours starting this semester. Adjunct faculty (and non-faculty) in the program would be able to schedule check-in appointments with students and receive supplementary payment for their service/hours. Language would need to be written to address the following: encouraging all employees to participate in the program; supplementary payment structure, determine program parameters at the district’s discretion; and providing space/locations for check-in appointments.</li> <li>• The group anticipates a campus-wide culture change, the opportunity for mentorships and career exploration in a broad range of disciplines.</li> </ul> <p>In order for the program to be successful, the following were items were discussed:</p> <ul style="list-style-type: none"> <li>• Tracking software, such as SARS, to monitor and schedule check-in appointments and students’ progress.</li> <li>• Marketing and promoting program to our students through technology/social media; creating an app to communicate with students on a regular basis; promoting program on the campus TV screens.</li> <li>• Locations recommended for check-in included the computer lab upstairs in the Health Sciences building, the Library and the Success Center.</li> <li>• The possibility of providing child care. Providing extended hours at the Child Development Center was also mentioned.</li> </ul>
<p>V. 2015-2016 Report Committees/ subcommittees</p>	<p><i>Rashall Hightower</i></p>	<p>A. 2015 Campus Based Research B. Subcommittees – Goals and Activities</p> <ul style="list-style-type: none"> <li>• Access: <i>Morenike Adebayo-Ige</i></li> <li>• Course Completion: <i>Dr. Irit Gat</i> <i>Jamaal Brown</i></li> <li>• ESL and Basic Skills: <i>Karen Lubick</i></li> <li>• <b>Degree and Certificate Completion:</b> <b><i>In need of volunteers</i></b></li> </ul>

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		<ul style="list-style-type: none"> <li>• Transfer: Gary Roggenstein</li> <li>• Other College – or District-wide Initiatives Affecting Several Indicators: Franky Curiel Dr. Louis Lucero</li> </ul> <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Student Equity is reaching out to this working group in order to begin with sub-committee meetings, which will allow a small group setting to focus on a specific section of the equity report/template. Those assigned to specific indicators, listed above, are encouraged to recruit members from either this working group or outside of the group.</li> <li>• Student Equity staff should be included in meeting announcements. One of the staff members should be present at the sub-committee meetings in order to have open communication.</li> <li>• A volunteer for the Degree and Certificate Completion Indicator is still needed.</li> </ul>
<p>VI. Reports: 2015-2016 Student Equity Efforts</p>	<p>All</p>	<ul style="list-style-type: none"> <li>• Oct. 13, 14, 15: AVC’s Mid-Semester Check-in Study Jam for midterms</li> <li>• Nov. 6-7: Umoja Conference update/Umoja Consortium membership</li> <li>• Puente Program (update)</li> </ul> <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• AVC’s Mid Semester Check-in will take place Tuesday, Oct. 13 (5-8 p.m.), Wednesday-Thursday, Oct. 14-15 (8-10 a.m. and 5-8 p.m.) in the Student Lounge. Flyers and more information will be distributed.</li> <li>• Vejea sent out a call for an initial meeting to possibly bring Puente to AVC; however, at this time, many of those interested are unable to commit due to their current commitments and schedules. Group discussed the difference between FYE program and the Puente Program. Puente would bring more of culture awareness in an academic setting. There may be others interested at a later date.</li> </ul>
<p><b>NEXT MEETING DATE:</b> Tuesday, Oct. 13, 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 4:30 p.m.) Adjourned at 5:40 p.m.</p>

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