## Student Support Council
## Minutes for October 28, 2021
12:50-01:50pm
https://cccconfer.zoom.us/meeting/register/tJEvceqgpjwpGtZ2WqjGnhPpkeBIki5pbZU-

## Meeting Participants

### Committee Members Present
Natalie Aceves (co-chair), Melissa Bader, Janelle Brekke, Patti Brusca, Mark DeAsis, Lilia Garcia, Dominique Hitchcock, Tenisha James, Lisa Martin, Jethro Midgett (co-chair), John Moore, David Schlanger, Kaneesha Tarrant (co-chair)

### Committee Members Not Present
Leticia Martinez, Daniela McCarson, Klutvert Tabot

### Guests
Brittnee Quintanar, Maureen Sinclair

### Recorder
Monica Esparza

## 1.    Call to Order

- Time 12:52pm

## 2.    Action Items

2.1    Approval of Agenda
- MSC (Hitchcock/Tarrant)

2.2    Approval of September 26, 2021 Minutes
- MSC (Tarrant/Midgett)

2.3    Formal or Informal address of members during meeting
- Agreed to refer to members by the Zoom name the member has posted on the screen during the meeting.

## 3.    Discussion Item

3.1    EMP Objectives Tracking and Presentations
- Discussed the EMP Objectives focused on tracking and presentations.
  - The council reviewed a draft document that mapped the various workgroups to the objectives.
  - The council discussed at length a strategy on reporting out the objectives.
  - The council agreed that given the one-hour time frame, it would make the most sense to organize the presentations by workgroup/committee and the group can report out on their EMP alignment.
  - The chairs will bring back a listing of all the workgroups/committees that report to the council to set future presentation timelines.
  - The Veterans Resource Center will report out on Objective 6.3 in November given the grand opening of the VRC and given the focus on Veterans in the month of November.

3.2    Resource Request Prioritization Process
- An update was provided on this year's resource request prioritization. The Instructions for Resource Requests Prioritization was reviewed so that council members can submit resource requests scores by November 5th.

## 4.    Information Items

4.1    RCCD Student Survey
- RCCD Student Survey was sent on 10/23
  - to assess various factors on student preference between face-to-face
  - online modalities
  - other factors such as the vaccine mandate

4.2    Improving Program Review and Resource Allocation Process (Discussion at IEGC)
- IEGC is looking at improving the program review and resource allocation process.

4.3    December Meeting Date Change
- Reminder:  December meeting will be held on December 16th.

## 5.    Good of the Order
- Reminder to complete the HOTEP Equity Audit.
  - The goal is to have the survey open for two weeks.
  - Individuals will also have the opportunity to participate in focus groups as the next step in the process.

- The Outreach team has moved to the former Veteran's Resource Center in the Student Services Building.
  - All are invited to stop by and check out their new space.

- Veteran's Resource Center Grand Opening
  - Virtual Grand Opening of the Veterans Resource Center at Norco College on Wednesday, November 10th, program begins at 5:00pm.
  - https://www.youtube.com/watch?v=k8XMavlxLf0
  - Event forthcoming for tours of the facility.

## 7. Adjournment
- Time 01:33 pm

### Next Meeting (optional)
Date: November 18, 2021
Time: 12:50pm
Location: Via Zoom

The following are some guidelines for Leadership Council members as they score/prioritize program review resource requests using the spreadsheet that was provided with scoring rubric.

1. The first step would be to open the appropriate program review from which the resource request was taken from the Program Review website. To identify the Program Review document, refer to Column A "Unit" on the line next to the resource request.
   a. For Instruction Program Reviews, click here.
   b. For Student Services Program Reviews, click here.
   c. For Administrative Program Reviews, click here.
      *On the webpage under 'Program Review Reports' click the units 2021-2024 (CPR) report.*



2. Scoring the first rubric area (Column L), "To what extent does this request support one or more EMP GOALS?"
   a. Refer to Column E, "Request related to EMP goal or Assessment?", to identify which goal(s) are related to the resource request.
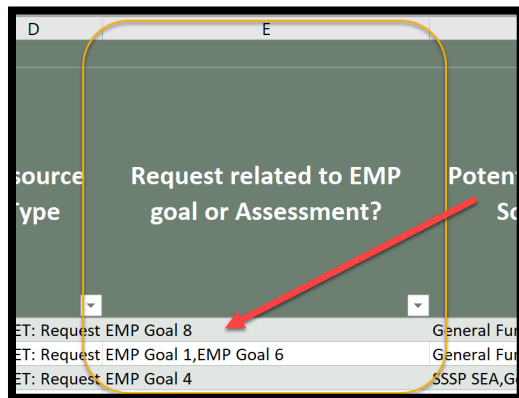


   b. Refer to 'Program Review: Part1" of the units Program Review Report.
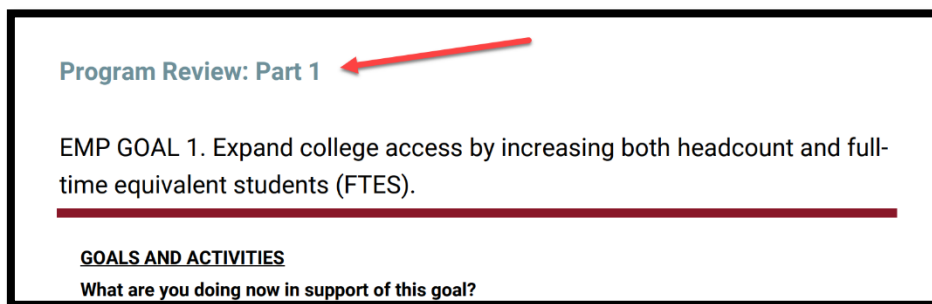


   c. Review the more detailed EMP Goals and Objectives in order to evaluate the extent to which the request supports the cited EMP goal.

3. Scoring the second rubric area (Column M), "To what extent does this request support a Program Review Goal?"
    a. Refer to the program review document under the goal(s) cited in Column E (see 2.a. above)
    b. The Program Review Goal is found under the EMP Goal section, under the "GOALS AND ACTIVITIES" heading.  It is the answer to "What are your plans/goals (3-year) regarding this goal?"



4. Scoring the third rubric area (Column N), "To what extent does request support student SAFETY OR COMPLIANCE?"
    a. There is no specific question or area in program review which requests an explanation of the resource request regarding Safety or Compliance.
    b. It would therefore be left to the scorers own knowledge to estimate the resource request related to Safety and/or Compliance
        i. Safety: involves any resource request that would, "protect and enhance the professional and personal quality of life of the college community. Exert leadership based on the moral and ethical obligation to prevent injury and save lives. Ensuring compliance by managing regulatory information. Inspire a safety culture focused on open communication, cooperation, collaboration, and education. While striving to be professional, respectful, honest, fair, and consistent.  (Taken from Safety and Emergency Planning website).
        ii. Compliance: involves any resource request that would support alignment with regulations related to external agencies such as, California Community College Chancellor's Office, ACCJC, Federal & State Student Aid, etc.
5. Scoring the fourth rubric area (Column O), "To what extent is this request supported by OUTCOMES ASSESSMENT DATA?"
    a. Refer to the program review document "Program Review: Part 1" under "Evidence: Do you have assessment data or other evidence that relates to this goal?"

**EVIDENCE**

**Do you have assessment data or other evidence that relates to this goal?**
Our section numbers of Anth 1L have gone from 0, to 4 in the primary terms and 0 to 2 in the intercessions. This increases the FTES for the college by 28 and headcount by 300.
We also have supporting evidence in the assesment area for Anth 1L

b. Also check Column E, "Request related to EMP goal or Assessment?", and Column J, to identify if assessment data can also be found in the "Assessment Review" section of the Program Review Report to support the resource request.

c. Refer to the program review document under "Assessment Review" to evaluate the alignment of assessment data listed and resource request.
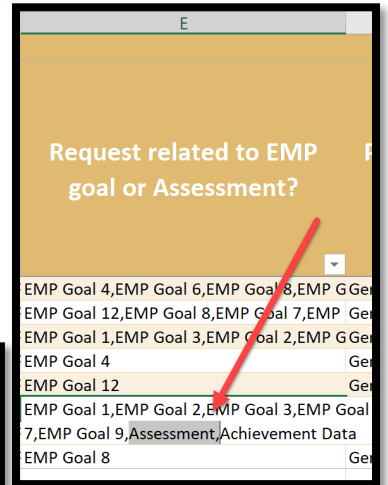


**Assessment Review**

2021 - 2024

Section 1: SLO Assessment Status (Based on Dashboard - Assessment Status)

Which Disciplines are included in this Assessment?



6. The fifth rubric area (Column O), "DEPT RANKING", should automatically autofill with a number between 0 and 10 based on department/unit prioritization process.  (NOTE: this scoring has double the weight of any of the other rubric areas).
7. Column Q, "Rubric Total" automatically sums all of the previous scores.
8. Column R, "COUNCIL RANK" should largely rely on the Rubric Total scores for all submitted spreadsheets submitted by the members but is determined within the Council and assigned through a process determined by the council.