

**Moreno Valley College
SS& E Committee Minutes, March 14, 2017
PSC 14A 9am-11am**

In Attendance: LaTonya Parker, Dr. Andrew Sanchez, Kari- Richards- Dinger, Eugenia Vincent, Carmen Valencia, Dr. Casey Orr. Salvador Soto, Dr. Sheila Pisa, Dr. Michael Paul Wong, Nikki Thurston, Larry Pena, Dr. Cordell Briggs, Akia Marshall, Adrian Sagrero, Gertrude Lopez, Denita Moore, Silvia Trejo

Approval of minutes- Meeting began with the approval of minutes for December 2017

- Errors on December's minutes BTCT instead of BCTC
- For Counseling Workgroup replace audit degree with Associate Degree

Dr. Pisa move to approved minutes Ms. Richards-Dinger 2nd the motion

Vote to approve minutes

Yes **4** No **5** abstained **3**

Motion has not passed

-Dr. Wong suggested that the committee members offer their December SS&E committee meeting notes to add to the December meeting minutes for further elaboration and details of the December committee meeting

-Dr. Wong suggested that the Committee will vote a 2nd time on December's meeting minutes after it has been revised per new meeting notes provided by SS&E Committee Members at the next committee meeting.

-Dr. Wong will send out the revision of the December meeting minutes revised as well as the current committee minutes for March 14, 2017.

The SS&E Committee this semester will be involved in the following projects

- Project #1 Integration - Goal is to integrate SSSP, Student Equity, BSI/ BSTG
- Project #2 Continue important work of the work group without interruptions "Real Work Happens Here"

Dr. Wong suggested to sit in with each workgroups to make better connections as his schedule permits.

- Akia Marshall noted additional discrepancies in the March Agenda such as with the Leads and Co Leads in the Committees workgroups. Correction of workgroup BSI for Dr. Pisa should read Co- Lead BSI/BSTG workgroup

Dr. Wong's explains minute's documentation from Lead and Co-Leads is important to allow leads and co leads to report freely on workgroup based on the workgroup meeting.

Updating documents- Ms. Parker suggested to the committee, that whenever there are updates added to circulating documents. The document should include the date the updates were made, as well as what assignments that have been completed, assignments that are in progress and assignments that still need to be completed.

Dr. Wong requested that each lead send email confirming current committee members (as of date) with current meeting days and times.

Ms. Vincent recommended lead agrees work groups to bring work group minutes to be added to every SS&E monthly committee minutes.

Akia Marshall motions Ms. Parker 2nd's the motion

Yes **14** No **0** Abstain **0**

Every lead reports out dates of workgroup meetings, the attendance for the meeting actions, recommendations and meeting agenda.

Discussion regarding reporting out, suggest that Kari Richards -Dinger report workgroup updates first in the meetings due to class schedule.

Dr. Wong is asking for committee to assist him in building/add content the SS&E webpage

Dr. Pisa suggested to have Noelle with TSS work on webpage for SS&E Committee

Akia states that by law the SS&E Committee should have webpage for public viewing

Ms. Parker suggest that the web page/website mimic EMS homepage link

Akia and Dr. Andrew Sanchez volunteers to assist with the website project for the SS&E Committee

New Business

Dr. Wong updated the committee regarding activities of the Steering Committee

College in process of integrating BSI, Student Equity, and SSSP

-Setting up details

- College has received a memo outlining what one major change to include BSTG with the integration.

What does the integration look like? Submission Deadline December 1, 2017, to include Narrative & Budget

State will follow along with 2 year plan not 1 year

Prior SSSP was not required to approve with board; however Student Equity did require board approval

Question from Mr. Soto. Is the plan for the academic or fiscal Year?

Dr. Foster and Dr. Wong agreed the plan is based on fiscal year.

Dr. Foster says it is time take action and he asks the committee to look at

#1 The plans

a. The college needs to look at the plans already in place for programs

#2 relying strongly on the SS&E Committee

a. For date and other information needed for reporting purposes

b. To prioritize and determine where resources are needed the most are

where resources should go.

Dr. Wong points out a couple of thinks

-Making a link between MIS data

-What did you set out to do vs. what did you actually do?

Ms. Parker noted that December meeting minutes does not reflect the draft that Dr. Wong was to create for the current committee meeting. Ms. Parker suggested to have a visual crosswalk.

Retreat

Steering Committee recommended a planning a retreat for all workgroups members to attend and participate in contributing one or more pieces to the project which includes creating a budget and getting it approved.

Ms. Parker requests clarity on action plan for crosswalk.

Where and what is our current position in in the process? And what will our next step to the process be?

Dr. Wong states that the Steering Committee will meet prior to the retreat to frame the conversation for the retreat.

Ms. Parker suggested that the retreats' goal is to leave with an action plan for future work

Dr. Wong has 4 sets of goals. What is missing is how we put it together and follow along with the frame work of others

Dr. Pisa adds in program review, we ask to look at data and provide an action plans. We are looking at the overall picture to provide better resources.

- Visit another campus Planning and Resource Allocation Committee Meeting
- Some projects are so large that they need to be funded by multiple sources.

Potential days and times for retreat

Ms. Parker suggest the first week in April.

Dr. Wong suggests the committee be mindful that most teaching faculty would most likely not be able to attend on Fridays and student representatives are only available on Tuesday's and Thursday's

Ms. Vincent suggest all Committee members present in attendance vote on 3 potential days and Soto suggest 3 potential days and times be send to all committee and workgroup members for final vote to select date and time of retreat.

Report Out - Due to time running out no work group was able to report out. Dr. Wong requests that work groups leads will report out via e-mail, in addition to workgroup leads sending a current list of workgroup members to Steering Committee prior to next SS&E Committee Meeting.

Next SS&E Committee Meeting April 18, 2017, 9am- 11am in SAS 101