Academic Success Steering Committee DRAFT Minutes
San Diego Miramar College
February 21, 2020 ● Room L-107 ● 1:30 p.m. – 2:30 p.m.

Attendees: D. Tran, F. Bereaud, A. Anderson, M. McMahon, K. Reinstein, N. Julian, and Z. Zhang

A. Call to Order – D. Tran called to order at 1:31 PM
B. Adoption of Agenda (K. Reinstein/M. McMahon) approved by consensus
C. Approval of Minutes
   Minutes for October 18, 2019 was moved by M. McMahon, seconded by F. Bereaud, abstained by A. Anderson, and carried to approve.
   Minutes for November 15, 2019 is tabled.

D. New Business:

#	Items	Strategic Goals*	Accreditation Standards**	Initiator
1	Update on CIA Process. The new College Governance Handbook is in its final draft. Participatory governance committees will be in two groups were CEC will become the College Council which houses academic and professional matters (10+1). CEC has approval for first revision of draft for the college, which will be sent out on Tuesday. Will facilitate launch with historical significance as well as a webpage for comments. Committees will be able to fine-tune and provide feedback which will be collected to be heard and will be transparent. Academic Success Committee (ASC) will fall under the Academic Senate prevue. CGC will email chairs of committees, and will be added to meeting agendas. Final adoption process will be discussed and timeline will include feedback and vetting through constituency bodies, with final going back to CEC. Looking at the end of the spring semester to finalize, with implementation in the fall.	I, II, III	I, II, IV	McMahon

2	Tutoring Schedule and Summer. ASC, WELL, ILC, and Math Lab has been working with faculty to identify tutors (SEEM and Strong Workforce general funds). Now offering tutoring in more discipline as follows which can be viewed on the website. This will be walk-in tutoring, no longer with appointments. Math Lab and ASC has been having a steady flow of students requiring tutoring. Workshop titles will be worked out – writing, reading, and plagiarism. WELL is now open to all students in regards to tutoring in writing. Feedback is needed with non-appointment tutoring and will need to survey tutors on non-appointment tutoring. Anatomy and physiology to share course syllabi to help tutors prepare (appointment time can be shortened). Will follow up with tutors as a reminder on what topics to will be tutored, as well as tutor schedule, biology and ASC Reservation Request form. Academic webpage was previewed, which included the list of all classes with tutors. Revisions were made accordingly with a suggestion made to add Math Lab and WELL at the bottom of the webpage. With Promise Program collaboration, a quiet space will be identified for this program (12pm-4pm, Monday-Thursday). This will be a pilot for this semester and will be monitored. Summer schedule is being discussed to be submitted to the District. Will need to know courses to be taught - for tutor usage and funding. Data from last year will be reviewed to guide decision on summer hours.	I, II, III	I, II, IV	Julian

3	Planning with PREDD. Continued conversation in regards to data and research. Will be utilizing Dashboard to understand student success with courses. Research questions were revisited and previewed in regards to enrollment and student outcomes, which shows disproportionately impacted students. This will allow to look at interventions to support students. Request was made to look into PREDD and provide feedback/questions. Research Office is creating PREDD for tutoring so that information can be collected (for tutoring, as well as SARS track for tutoring, SI, anatomy models, etc.).	I, II, III	I, II, IV	Julian & Tran
4	Other Announcements. Student attendance tracking information was presented for Academic Success Center (L-101) and Math Lab (M-211A). Information for L-104 is not available. Introduction of SARS track to track student usage for the WELL and ASC (to include success and retention rate) will be more accurate and detailed. Data collected will provide a better understanding of student trend and refine data collection for student usage and operations.	I, II, III	I, II, IV	All

E. Adjournment: M. McMahon/K. Reinstein at 2:31 p.m.
F. Next scheduled meeting: Friday, March 20, 2020, 1:30 p.m.-2:30 p.m., Room L-107

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* **San Diego Miramar College 2013 – 2020 Strategic Plan Goals**
I: Provide educational programs and services that are responsive to change and support student learning and success.
II: Deliver educational programs and services in formats and at locations that meet student needs.
III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.
Link to Governance: *http://www1.sdmiramar.edu/webfm_send/15589*