STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

SEA WEBSITE

February 13, 2023

1:00 – 2:30 p.m.

MINUTES

Due to the COVID-19 crisis, and in compliance with the Governor's Executive Orders N-29-20 and N-33-20, Santa Barbara City College has temporarily moved meetings online.

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Join Zoom Meeting:
https://sbcc.zoom.us/j/92888839255?pwd=T2xFeUpNeEdjMjNnK3hEN3dMWjZYZz09

Meeting ID: 928 8883 9255 Passcode: 419332

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Members in Attendance: Co-Chair Paloma Arnold, Co-Chair Roxane Byrne, Jeanette Chian, Andrew Gil, Liz Giles, Robin Goodnough, Jennifer Hamilton, Akil Hill, Elizabeth Imhof, Amanda Jacobs, Jens-Uwe Kuhn, Christina Llerena, Jennifer Loftus, Julio Martinez, Co-Chair Brittanye Muschamp, Vanessa Pelton, Co-Chair Laurie Vasquez, Sara Volle

Members Unable to Attend: Mark Bobro, Chelsea Lancaster, Jennifer Maupin, Kristy Renteria

Resources in Attendance: Cheryl Brown, Z Reisz

Guests in Attendance: Maureen McRae Goldberg, Mari Manzo Lopez, Margaret Prothero, Leila Richardson, Maria Villagomez

1. **Call to Order**
   The meeting started at 1:04 p.m.

2. **Public Comment**

   Public Comment Guidelines - Limited to 2 minutes per speaker to ensure the committee has sufficient time to address committee business. Committee will not respond to comments during public comment.

3. **Approval of Minutes**

[11-28-22 Minutes - Draft](#)
Roxane Byrne made a motion to approve the minutes. Maureen McRae Goldberg seconded the motion. The minutes were approved.

4. **Information**
    a. [January expenditure](#) report approved by Chancellor's Office
       The report was submitted at the end of December.
    b. A4A feedback - see your email from Feb. 4, 5:05 am
       Reminder to do the survey that was sent out by Melissa Mendendez on behalf of the A4A ad hoc task group.
    c. Reminder Trauma-Informed Resilience-Oriented ([TIRO) Training sign ups](#))
    d. Spring semester SEA meetings
       - Feb. 13 & 27
       - March 13
       - April 10 & 24
       - May 8

4.2 **Discussion**
    e. Guided Pathways presentation - Margaret Prothero (15 minutes)

    The four pillars of Guided Pathways always go back to how we're changing a student's experience with equity and intentionality. The focus is our students, and the issue is equity gaps and opportunities missed. Ms. Prothero explained the components of the four pillars: Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning.

    Student Resource Finder update: These are constantly being updated. If you need anything updated, fill out the form or email Ms. Prothero or Hong Lieu.

    Ms. Prothero gave an overview of the six different CAPs. We may create a new CAP about going from noncredit to credit. For now, the first step was putting all the non credit certificates in their CAP categories.

    Maureen McRae Goldberg commented that this is an area that gets real tricky between who's eligible for Financial Aid and who isn't. Ms. Prothero suggested they meet to figure out what to put on the "What to know about Financial Aid" milestone card, for instance, that would link to a page or a form so it is as clear as possible for students.

    Jennifer Hamilton noted that students come to the main campus looking for information on the noncredit medical assistance program. We have

some information, but if they want more in depth information, they would need to contact the Schott or Wake campuses. Ms. Prothero thought it would be a good idea to have a milestone card to give information on the program including what campus it's located on.

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The other thing that's changed because of our CAPs is our application. The students are going to see the six CAPs, and when they select a CAP, they're only going to see the degrees and certificates for that CAP. It won't be quite so overwhelming for them.

The CAP Flyer was created by Amanda Jacobs with a QR code taking them to the sample program map pages, where students can explore their degrees and certificates. Contact Ms. Prothero if you or anyone on your team would like a cap to wear.

Ms. Prothero talked about the Program Enrollment and Awards by CAP report. Z Reisz said that now they have cohort views. Co-Chair Muschamp said that in looking at the data, the process gives you practical steps on what to do to close the gaps (ex: in Automotive, there are very few females).

CCRC (Community College Research Center), with Davis Jenkins, who started Guided Pathways, selected SBCC for a case study based on our data and action teams. It's affirmation that we're on to something here in this strategy of looking at data, disaggregating it, and then figuring out how to define a need based on that data and then going into action on it.

What can we do to connect with the students? (i.e. letter writing, planning events or mentor programs, pizza night).

Update MyPath (streamline, clarify our enrollment process and connect students early to programs and services). Pilot program. Everything has been built in this program. MyPath is made by the same people who are in charge of the application, the Chancellor's Office.

Ms. Prothero went over the MyPath personalized cards. Videos or log into the incognito window and click around on your own. Everyone sees "Welcome" when they start. Second video is on the application. A student helped with every piece of this. The same login applies to MyPath and CCCApply. Based on how you filled out your application, it will tell you what kind of student you are. We do not yet use CCCApply for International or School of Extended Learning, so those will still remain as they are for now.

Based on the degree they picked, the student will get a welcome to your CAP card. For students who have not figured out their major, Chris Phillips designed a form to fill out for help with choosing a major. There is also a "Do you want more information about…?" section. If the student selects any of those interests, they will see cards based on that and get the information right away.

All we need to do now is select a "go live" date, and it will be up and running. We are waiting for an issue revolving flyers to be sent to the high school students, and then it will be ready to go. Marketing is also going to meet next week to look at the web page redesign for the Apply page. After that, IT needs three days to do the rest of the coding.

Ms. Prothero mentioned the seven Data Inquiry and Action teams that follow the six step process. We are supported by our coach Dr. Al Solano on this work. This is the work that will be highlighted by the CCRC team research piece. Ms. Prothero did a podcast detailing all of this [Student Success & Equity with Margaret Prothero]. She featured some Trello Boards from the slideshow.

Ms. Prothero ended by talking a little bit about the Guides program that started this year. Sara Volle is a co-lead for the program.

f. SEA Budget update Cheryl Brown (20 minutes)

We have the two funds: 121552 is the carryover and 121553 is the operating budget. By the end of the year, we'll get the $4 million for this year. $1,524,690 carryover. But when Cheryl Brown did a clean-up, she found that there were $184,000 expenses in other funds from when this used to be matriculation and SSSP (two to seven years ago) that still needed to be recognized. That lowered the carryover. In the end there's only about $10,750 not assigned to a project. She has an area in mind to place that money.

We funded money for both the Math Lab and STEM program, which primarily goes through tutoring. Ms.Brown found that we've spent about $54,000 as of December for the Math area. When it came to STEM, instead of any of the expenses going there, they all went into different areas. If you have any questions about how the expenses have been distributed for the STEM program budget specifically, you might want to talk to the Tutoring Coordinator.

Elizabeth Imhof noted that some of this has to do with the fact that we were getting money from the Title III grant, and now we're not. More

money will be spent. From what she understood, we used the same pot of money, but the Title III money supplemented the other areas. In order to make the accounting easier, this is what was done. But STEM was covered, and the money was spent on STEM.

Mx. Brown displayed the 121552 carryover chart for the SEA members. Mx. Brown said if the programs are under the 50% mark, make sure they spend the money by May, because it takes about two months for those expenses to go through, especially with credit cards.

Roxane Byrne noted that for the committee, this highlights the need for us to do some sort of assessment at some point, whether that's a quick Google form so people can give us the update about where people are at with their expenditures and with their projects, because their projects sometimes change, or maybe there are delays, or they aren't going to be able to expend the amount of money they thought.

Mx. Brown discussed ESL Retention & Recruitments. There was a proposal two years ago that we're still seeing some expenses for. This has gone over budget and is now $135,000. This is where Mx. Brown wants to put the remaining $10,750.

121553: So far we have almost $92,000 that we don't have allocated in a budget because the operations at this point haven't used up this full amount.
We've spent about $2 million (47%) as of December.

Co-Chair Muschamp asked how much money is there for one-time proposals.

Ms.Brown answered that what becomes the one-time proposals is anything we don't use in our operating budget.

We're looking at approximately $2 million, however, Co-Chair Arnold noted that's only past the 50% point of the year. She said before we can really move forward and determine how much money we're going to have for one-time proposals, we need to do some follow-up with some of these departments who haven't spent any money and some of them who are on track to spend their full allocation. Or it may be even some above and beyond their allocation, so that we have an understanding of how much money we're going to have, because it will really depend on what some of these programs spend at the end of this year. She has a sense that it may not be as much as we've had in previous years. We need to go through with managers and budget managers who have proposals here and see

where they are.

Mx. Brown said that at some point in July/August, when all of the expenses have come in, if we haven't spent everything from our carryover, Mx. Brown will pull some of the expenses from the current year funding. Some of those expenses will then be moved over to just make sure we've used up all of our expenses from last year's funding.

Co-Chair Arnold noted that what we're spending this year on the one-time proposals is what was carried over from last year. If we have money from this year's projects, proposals that are unspent, we have to transfer other expenses there because that's last year's funding. At the end of the day, the total amount of money will be both. It's just clarifying which pot of money it's coming out of.

Akil Hill echoed what Dr. Byrne had said earlier and as a group having benchmarks or checkpoints. If we're halfway through the year, people can give us an update on what their trajectory of their program is, so we're not in a situation where they may spend, they may not spend. It's better accountability across the board if people are reporting back to us about what they're doing with the money. If we're talking about being intentional and really trying to move the needle for students, we want to be thoughtful about that.

Co-Chair Muschamp added if we get ourselves into a timeline of week 4, 8, 12,... we check in. It will become a lot simpler for everyone.

g. Spring semester call for one time funding proposals - calendar dates to review
   i. Determine drop-in hours prior to proposals being due
   ii. Choose a DUE date for proposals, what to do if there are late proposals?

h. 2022-2025 Student Equity Plan Year 1 Action Plan (55 minutes, **Brittanye**)
   i. Breakout Rooms to start writing step by step instructions to accomplish Year 1 SEP Goals
      1. Metric: Successful Enrollment
         a. Jeanette Chian Brooks
         b. Vanessa Pelton
         c. Sara Volle
         d. Martha Swanson
         e. Cheryl Brown
         f. Kristy Renteria
      2. Metric: Completion of Transfer Level Math and English
         a. Elizabeth Imhof

       b. Jens-Uwe Kuhn
       c. Robin Goodnough
       d. Raquel Hernandez
       e. Jennifer Maupin
3. Metric: Retention from Fall to Fall
       a. Andy Gil
       b. Nicole Hubert
       c. Maureen McRae Goldberg
       d. Akil Hill
4. Metric: Completion & Transfer
       a. Z Reisz
       b. Elizabeth Giles
       c. Julio Martinez
       d. Kyle Rasmussen
       e. Christina Llerena
       f. Jennifer Hamilton
       g. Chelsea Lancaster
       h. Marc Bobro

Co-Chair Vasquez noted that as part of the follow-up, next time the chairs meet to prepare the agenda, they can come up with a process to do the check-in with the budget managers

Mx. Brown is also the accountant for the Guided Pathways. Something to keep in mind is, we'll have to figure out how to support some of those activities through follow-through or what needs to be institutionalized.

Co-Chair Arnold said she and Maria Villagomez are working with Ms. Prothero on that.

Homework: *In between this meeting and our next meeting on February 27th, look at your section of the action plan and periodically check, update.There are still steps that are being worked on. If you have any information, take a look and prepare ourselves for our next meeting, because we'll spend a lot of time continuing on that action plan.*

Co-Chair Vasquez asked if there was some way to note the actions that are Guided Pathways related,

maybe with (GP) in parenthesis around it so we're mindful about where we're pulling our information from.

Co-Chair Muschamp said a lot of things related to Guided Pathways are housed in the first tab, which is "Successful Enrollment." Ms. Muschamp will try to go through and block out where "Guided Pathways" is. And of course, we're going to spend more time in each of our breakout rooms, so when we meet next time we'll have a little bit clearer picture. We'll also see if Ms. Prothero can come and join that breakout room where everything is housed.

The meeting ended at 2:27 pm.

5. Action

Resources

- Final Student Equity Plan 2022-2025