



## STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE

### [SEA WEBSITE](#)

Thursday, October 15, 2020

3:00 – 4:30 p.m.

### MEETING 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/91610694377?pwd=OUx4VUIHUKFJVjRUR3V2TFZnOTdDQT09>

Meeting ID: 916 1069 4377

Passcode: 954209

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**Members in Attendance:** Co-Chair Paloma Arnold, Roxane Byrne, Cosima Celmayster, Jana Garnett, Vandana Gavaskar, Liz Giles, Pam Guenther, Elizabeth Imhof, Jens-Uwe Kuhn, Jose Martinez, Vanessa Pelton, Steve Reid, Kristy Renteria, Co-Chair Laurie Vasquez, Sara Volle

**Members Unable to Attend:** Lydia Aguirre-Fuentes, Dolores Howard, Suzanne Obando

**Resources:** Cesar Perfecto, Z Reisz

**Guests:** Marit Ter Mate-Martinsen (proxy for Dolores Howard)

#### 1. CALL TO ORDER

##### 1.1 Call to Order

*The meeting started at 3:03 p.m.*

#### 2. PUBLIC COMMENT

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

### 3. APPROVAL OF MINUTES

#### 3.1 [SEA Minutes 10/1/2020 - DRAFT](#)

*At the 10/1/20 meeting, Liz Giles volunteered to be in the workgroup, but her name was inadvertently omitted from the minutes. Co-Chair Vasquez added her name. Elizabeth Imhoff made a motion to approve the minutes. Vandana Gavaskar seconded the motion. The committee unanimously approved the minutes.*

### 4. REPORTS

#### 4.1 Co-Chairs report

*Co-Chair Paloma Arnold announced that the meeting would be ending at 4:15 p.m. today due to her having to leave early.*

##### A. Chancellor's Office Personnel Update: Barbara Lezon (Paloma)

*Barbara Lezon, who oversaw SEA in the Chancellor's Office, is no longer there. Ms. Lezon assisted in fixing the previous year's year-end expenditure reports that were due. Ms. Lezon has been replaced by Michael Tran.*

### 5. INFORMATION ITEMS

#### 5.1 2018-2019 SEA Term-End Expenditure Report Update (Cesar)

*Assistant Controller Cesar Perfecto reminded the committee members that the 2018-19 allocation from the state was about \$4.2 million, and the college had two years to spend it. The data was then collected and reflected in Simpler. From there, it was reported into the NOVA system, which is the system the Chancellor's Office uses. Some problems that arose:*

- *The way in which it was reported was that the whole fund was used in year one. This was discovered when Mr. Perfecto attempted to report the expenditures for year two, and the report was closed.*
- *Mr. Perfecto had not been set up in the right area as the correct fiscal manager. He was set up as the Chief Business Officer (in other words, the Vice President of our institution).*
- *The main administrator for the SEA fund at the Chancellor's Office needed to be changed from Arturo Rodriguez to Co-Chair Arnold.*

*Mr. Perfecto said that the Chancellor's Office was very supportive and lenient with us, after he explained the situation. He was also able to correspond with the new contact, Michael Tran. It was a nice way to meet him very early on and establish a relationship with him. Once year one was submitted and certified, it unlocked year two, which allowed Mr. Perfecto to submit everything.*

*The deadline for submitting year one expenditures for the fiscal year 2019-20 allocation is on December 31, 2020. Mr. Perfecto will submit the fiscal piece, and Co-Chair Arnold will submit the narrative.*

*Co-Chair Arnold thanked Mr. Perfecto for doing all of that work.*

## 5.2 [Student Equity Report](#) 2019-2022 (Z)

*Co-Chair Arnold said that Z Reisz was asked to give an overview of the Student Equity Report and the alignment plan for the Vision for Student Success goals, because these are the things that should be driving the rubric, proposals, and funding.*

*Dr. Reisz said that they received these two pieces during a very big push from the Chancellor's Office to start to see system-wide gains in:*

- *Reducing equity gaps*
- *Achievement of the Chancellor's Vision for Student Success.*

*Dr. Reisz displayed the metric alignment table. Column A is a description of what the metric is, Column B represents metrics that appear on the Student Equity Plan, and Column C is the Vision for Student Success. In column C, the ones with an asterisk "\*" are the ones that they actually set goals for in the VSS plan.*

*There are about 10 metrics that they're working with. These are all meaningful goals to set things around. The only goal that appears on both the Student Equity Plan and the VSS is the Chancellor's Office overall goal that students achieve their "vision goal."*

*Dr. Reisz shared the metric alignment spreadsheet with Co-Chairs Vasquez and Arnold to add to the SEA folder in the Drive. A long-range plan, according to Dr. Reisz, is to get the Institutional Effectiveness Committee (IEC) and college as a whole to push for a unified set of metrics that we care about and plan around. Then, they would fit what the Chancellor's Offices gives us every four years into those metrics. The IEC is hoping to bring forward a draft list of metrics to CPC by the end of this term.*

*For the time being, though, Dr. Reisz said the committee should be looking at the metrics on the spreadsheet. These are the ones they've set goals for. Co-Chair Arnold said it would be nice on the application to ask applicants to align what they're doing with these different metrics. Maybe include general areas on the application for people to be mapping and aligning.*

## 5.3 [Vision for Success Goal](#) Alignment Plan (Z)

*Dr. Reisz gave a little bit of background, explaining that these are the goals they had to plan around. The ones that are bolded are the ones they set goals for. The IEC did not go into what activities were needed to achieve these goals. Anyone who brings forth something that this group thinks is reasonable and may address any of these disproportionate impacts or this overall goal, is a good consideration.*

*At the bottom is a description of how they went about setting these targets. Dr. Reisz advised not to get too tied up into targets, especially now that there is a smaller student body,*

*The useful part of the way they asked us to set these goals, is it really lets you think about, how many people do I actually need to impact, to work with, to influence, to help, to actually make this a real thing? It gives you an idea of what the work is ahead of you, keeping in mind that that's going to change every year. It's going to change a little bit as we have more or less students, and the equity gap fluctuates a little bit.*

*The VSS is available below or on the Institutional Research website (Planning and governance).*

[2019-2022 Vision for Student Success Goals](#)

*Dr. Reisz gave an overview of the Student Equity Plan: He said it is a much more in-depth document, with fewer metrics. The metrics are: successful enrollment, course completion, retention fall to fall, vision goal, did they transfer to a four year institution? Dr. Reisz explained that with the Student Equity Plan, there were some general activities that were outlined that might be good for the group to consider giving a little more weight to if the person is proposing an activity within that kind of activity set.*

*The Student Equity Plan has a write-up about how the disproportionate impact is calculated. There are two methods used to identify disproportionate impact: the percentage point gap "minus 1" method, and the Proportionality Index. If you would like further information about this, contact Dr. Reisz.*

*Dr. Reisz pointed out that the table [on page 8] is a nice "go-to" for everyone, especially when thinking through what a rubric would look like. One thing of note is that the Student Equity Plan is intersected with gender, which is not the same with VSS or other plans.*

*The Student Equity Plan is available below or on the Institutional Research website (Planning and governance).*

[2019-2022 Student Equity Plan](#)

*Some questions, concerns, and comments regarding the Student Equity Plan:*

- *Dr. Reisz noted that there is a lot of information about professional development, and really good material here for all of those permanent employees who are on SEA funding. A lot this came out of the Title III Removing Barriers [to STEM Success] Grant that Elizabeth Imhof is overseeing.*
- *The Student Equity Plan aims to reduce the equity gap by 40 %.*
- *Dr. Reisz will look into what was meant by "Some other race" and let the committee know what he found out.*
- *These numbers do not take into account the current populations. Dr. Reisz will get back to the committee about whether the groups identified as*

*disproportionately impacted were looked at for four years or two or more of those years.*

- *Dr. Reisz hopes that in 2022 when they're asking us to redo this, we'll see better alignment between the VSS and SEP and the student success metrics. He noted that if we get one set of metrics we can use for 10+ years, that will put us in a much better place to have the impact with our students.*
- *Roxane Byrne noted that in developing phase two of the Student Equity Plan, the hope is to be a little more specific to our institution and students they see that are disproportionately impacted, that aren't part of these designated Chancellor's Office groups. Her hope is that that would also be factored into a rubric for who is getting SEA funding on our campus, because that will expand on some of these very narrow groups here. Dr. Reisz said that's the long term goal -- bringing everything into much closer alignment.*
- *The main difference between the VSS and the Equity Plan is that the Equity Plan does outline some general activities. They did make a very strong effort to not put anything in here that was completely implausible or we weren't planning on working on.*
- *Co-Chair Vasquez suggested that she, Co-Chair Arnold, Roxane Byrne [and Brittanye Muschamp] meet to discuss a list of activities that would be made available to both committees. The next phase would be to go through the list and agree or disagree if we would move forward with that as we develop our rubric in order to discuss what funding mechanisms might be for them. Co-Chair Arnold liked the idea of pulling out the activities and maybe even grouping them or helping people draw the connections between the success metrics that have been identified in the SEP and the VSS and then helping people connect these.*

*Co-Chair Vasquez said that the action for this particular topic is that the co-chairs of SEA and the SEP committee will get together and try to parse out the activities as they understand it being presented by Dr. Reisz. From there, they will present it back to their respective committees, making sure everyone is on the same page, and continue to massage it until they have something that will help the committee in terms of putting together the application.*

*Co-Chair Arnold added that they make three groups:*

- *Which goal are you hoping to work on?*
- *Which population of students do you think this will impact?*
- *What activities are you planning to use?*

*She added, if we can make three buckets for people to use, that might be easier and help people clearly make those connections.*

## 6. DISCUSSION ITEMS

*Due to time constraints, Co-Chair Arnold suggested taking the action items before the discussion items, as the meeting was ending at 4:15 today. If there is no time to go to the discussion items today, she invited the committee members to continue making comments on the links below.*

6.1 [Calendar for SEA activities](#)- updated (call for proposals, due date, review (advising those applying for funding, ranking, contacting awardees, evaluation outcomes)

6.2 [Rubric for Proposals](#)- original

6.3 [Fall 2020 Updated](#): Round 1

6.4 [Group/Committee Agreements](#)

## 7. ACTION ITEMS

### 7.1 Workgroup

A. Participants: Vandana Gavaskar, Kristy Renteria, Z Reisz, Steve Reed, Sara Volle, Liz Giles. *Additional participants added to the workgroup: Roxane Byrne, Cosima Celmayster, Elizabeth Imhof, Vanessa Pelton.*

*Co-Chair Vasquez read the charge of the workgroup from the minutes from the last meeting.*

*A question was asked regarding how will it be communicated to departments that are specifically named in the student equity plan that they are supposed to be doing some of these activities. In the meeting that the SEA Co-Chairs will have with the Student Equity Committee Co-Chairs, one of the items of discussion will be how they will reach out to different departments identified in the student equity plan to make sure they know they have been identified in the plan.*

*There was a discussion regarding the charge of the workgroup. Questions, comments, and concerns:*

- *Co-Chair Arnold said that one of the discussions at the last meeting had been to try and flush out the metrics as they pertain to student services, since metrics are easier to quantify on the instructional side. Dr. Reisz felt that that should be a separate discussion for student services to determine what metrics they think apply to their work. Co-Chair Arnold suggested that Dr. Reisz be invited to one of the upcoming SSLAC meetings for a discussion about this, and try to connect the dots. Co-Chair Arnold summarized that the discussion with the workgroup should and could be more around helping people make the connections and then we can talk about student services metrics in SSLAC.*
- *There was a concern from Liz Giles that it might be hard for student services to show how're they're meeting some of these metrics when they're applying for funding. Co-Chair Arnold said that this committee can help people from student services who are applying, to understand where student services might play a role in the different goals identified on the metric alignment spreadsheet.*
- *Elizabeth Imhof discussed the importance of looking at disproportionate impact populations and how you augment and change your work and change the foundation of your work to serve specific populations intentionally. That also becomes a new way of framing this.*

*The charge for the training was written down:*

- Training process for applicants to understand the DI populations, the metrics, the activities, and making the connections between the three.
- How will training(s) be conducted? [Figuring out days, times, how we're going to train these people]
- Training for permanent staff/faculty in these existing positions.

## B. Meeting Dates

### 7.2 Athletics OT Budget Adjustment Approval (Paloma)

*Co-Chair Arnold learned that Arturo Rodriguez had agreed to pay Michael Gamboa's overtime this year as has been done by SEA for the past three years, but it wasn't necessarily communicated forward. Mr. Gamboa's overtime is for work that he does with the Athletic Achievement Zone. The overtime payment was about \$7,500 last year and it is projected to be the same this year. The work that he does supports students to connect with tutors. There is a lot of work done with students who are on probation and dismissal to make sure their GPAs improve, and that they get off of probation and dismissal. Mr. Gamboa sent Co-Chair Arnold a lot of data showing how much better students who participated in the Academic Achievement Zone performed.*

*Co-Chair Arnold said this falls into the category of hold harmless that we implemented for Academic Counseling and Equity Center. It is being brought to the committee to approve \$7500 of the budget to pay Mr. Gamboa the overtime that was promised in the spring.*

*Elizabeth Imhof moved to approve the motion and Jana Garnett seconded it. There were no oppositions or abstentions, so the motion was unanimously approved. Co-Chair Arnold will let Director of Athletics, Rocco Constantino and Mr. Gamboa know it was approved.*

### 7.3. Summary/Follow-up items

## 8. ADJOURNMENT

The meeting ended at 1:21 p.m.