# List of Membership

## Co-Chairs:

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| --- | --- | --- |
| **Member** | **Name** | **Absent/Present** |
| Faculty Co-Chair | Grace Commiso | X |
| Administrator Co-Chair | Christie Howell | X |

## Admin Members:

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| --- | --- | --- |
| **Member** | **Name** | **Absent/Present** |
| Financial Aid Director or designee | VACANT |  |
| Counseling Dean or designee | Marisa Marquez |  |
| Affinity Group Lead | Ben Perlado |  |
| Curriculum Faculty Chair or faculty designee | VACANT |  |
| Counselor | VACANT |  |

## Faculty Leads:

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| --- | --- | --- |
| **Member** | **Name** | **Absent/Present** |
| Ag, Nutrition & Culinary Arts | Laura Miller | X |
| Arts, Communication & Humanities | Matthew Maddex | X |
| Business | Brandon Hall | X |
| Education | Kimberly Bligh | X |
| Health Sciences | Tyler Thompson |  |
| Industrial Technology & Transportation | Rony Recinos | X |
| Personal & Career Exploration | VACANT |  |
| Public Safety | Anabel Beltran | X |
| Social & Behavioral Sciences | Becky Colaw | X |
| STEM | Travis Steele | X |

## Visitors:

|  |  |
| --- | --- |
| **Proxy/Guest Department/Role** | **Name** |
| Guest/ Student Success Technology/Prog Mgr | Nicole Avina |
| Guest/ Student Success Technology/Prog Tech | Darien Ware |
| Guest/Dean of Instruction | Manny Mourtzanos |
|  |  |
|  |  |

# Called to Order

* Grace at 11:55

# Approval of Meeting Minutes

* Approval of last Meeting Minutes 10/7/24
  + Rony motions and Matthew seconds, approved unanimously.

# Agenda Item #1 – Chairs Report (5minutes)

* College Council: Grace did not attend; Kathryn sent minutes, no report today.
* Additions to the agenda: No additions.
* Christie reviewed accessibility announcement; change in deadline. We will not turn in our accessibility numbers until January 18th. Turn in with syllabus before the deadline. Aim for 100% and if not, have a conversation with the dean.
  + Laura questions: Both boxes have to be 100%. Look at spring classes, which is what we need to present to our deans.
  + Becky question: Work in live class to make class accessible to student (instead of a sandbox).
  + Matthew had a question that was previously addressed by Christie.
  + Kimberly feedback: Faculty were losing videos when making adjustments.

# Agenda Item #2 – Charge Review (5minutes)

* 2nd Read – Action Item (Commiso/Howell); Motion to approve the charge removing financial aid and curriculum as members and moving to request as needed. Matthew moves, Rony seconds, approved unanimously.

# Agenda Item #3 – Progress Survey Data (10minutes)

* Review of progress survey data (Avina/Ware)
  + Increase in completions between week 2 and week 8.
  + Decline in completion rates from Fall 22 to now.
  + Discussion about duplicating by having to do hard reports for certain programs.
  + Anabel asked about progress surveys for early college – we do not get them. Becky mentioned that when we have traditional students in dual enrollment classes, we do not get progress reports for them also. Not doing them for early college does not affect our numbers.
  + Brandon requested a copy of the report. Grace will send it out to us.
  + Kimberly explained how they are contacting students.
  + Travis said they would prefer to not receive emails from the programs because it floods email, but maybe being able to check Starfish.

# Agenda Item #4 – Starfish 101 (40minutes)

* Hands on training (Commiso/Avina)
* Christie took detailed notes

# Meeting Adjourned

* Adjourned 12:52