Mission Statement: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Present: Elliot Mason, Sandra Sanchez, Paul Grady, Reza Farzin, Susan McMurray, Andrea Cano, Barbara Christie, Brian Henderson, Daniel Ruiz, Eddie Galvan, Lucille Acquaye-Baddoo, Abbie Patterson, Mercy Yanez, Andrew Sanchez, Sara Rubio, Corey Rodgers, Shazia Khan, Bobbi Villalobos

Agenda

1. Approval of Agenda
   a. A. Cano

2. Approval of Minutes
   - A. Cano asked where to send department meeting minutes. The Committee explained to send it to division secretaries.
   - S. McMurray motioned to approve all minutes from June 30, 2014; July 07, 2014; September 15, 2014; and October 20, 2014. The July 22, 2014 minutes were approved upon the change of adding “Doctors John Nixon and Terri Manning” under #4: New Business.

3. Unfinished Business

   a. Student Equity Plan Final Update & Approval
      The following items were discussed for the Student Equity Plan
      - The plan includes a goal of 6% overall improvement.
      - The plan does not include an actual budget amount, but explains the sources where the funding will be coming from
      - The Goals/Outcomes section shows the activity that will have a disproportionate impact, target date, and individuals involved
        o The targets are African-American males and Hispanic females
        o Also included is First-Year-Experience/Harbor Advantage

Next Meeting: Monday, November 17, 2014, 1:30p.m. – 2:00p.m., SSA 219
• Basic Skills Initiative information is also included which showed a need to increase the ESL population.

• Budget Information
  o For Harbor Advantage the funding will come from Program 100, CTE, BSI, ... (can change if needed)
  o One questions asked was how to allocate the funds.

• Evaluation
  o A clarification was asked whether on AEO.1-5, we need middle school students. Will these students be enrolling at Harbor College? The explanation was it is for those students who finish/complete these levels.

• S. McMurray motioned to submit the SEP as amended to CPC and Academic Senate.
  o L. Acquaye-Baddoo seconded.

b. Harbor Advantage Update (D. Ruiz)
• 250 students are enrolled in Harbor Advantage, not 265
• Since the beginning of the semester, we have lost 3%
• Students are near completion of all comprehensive Ed Plans
• Students will be using the computer lab in Tech for spring 2015 registration on November 19th from 8:00 a.m. – 5:00 p.m. with counseling support.
• Will be meeting on Monday, November 24th to plan reaching out to high schools for fall 2015

c. District FYE Summit Debrief
• Location: LA City College
• Goal: an opportunity for all FYE programs to come and share knowledge (ELAC, Southwest, Pierce, and LAHC)
• The keynote speaker was from Pasadena City College
• Other colleges attended to obtain information
• S. McMurray:
  o D. Ruiz represented LAHC very well
  o Proposal: all colleges should meet once per semester to share information, challenges, questions, ...

4. New Business
   a. On Course Conference Announcement
      • April 16 – 18, 2015
      • Location: Anaheim, CA
   b. ATD Coach Visit: Monday, November 17, 2014

Next Meeting: Monday, November 17, 2014, 1:30p.m. – 2:00p.m., SSA 219
c. District Updates
   - SSI/ATD Student Success Summit: Developmental Ed Pathways

d. Student Success Spotlight
   - S. Rubio gave a presentation and update handouts regarding the services of the Transfer Center
   - S. McMurray asked how the Transfer Center is addressing and/or serving PACE students
   - A. Patterson replied that there has been SSSP funding allocated to counseling and other services for PACE to have Saturday services
   - There has been an internal mechanism developed with Core Rodgers to keep track of transfer amounts.

5. Next Steps

6. Good of the Order
   a. A. Cano gave a summary of the ESL department meeting held in September.
      - Half of the ESL faculty attended.
      - The major concern discussed was with the Saturday non-credit ESL courses. The Saturday faculty expressed that there is no access to snacks anywhere on campus or daycare. Members of the committee suggested addressing the Academic Senate and Nestor Tan and Bill Englert.
      - The two-year goals set by the ESL department are to increase enrollment and update equipment including books, document cameras, and a class set of books for the Saturday section.

   b. A. Cano also updated the Umbrella Committee on the AB 086 efforts. AB 086 is a streamlining of adult education in California. The school districts of Montebello, Los Angeles Unified, Culver City, and Bellflower are collaborating with Harbor College. This streamlining affects all disciplines because the state does not want to fund for duplication of material. The West Ed consulting company is helping create a streamlined plan with the first draft due on 10/31, the second draft due on 12/31, and the third draft due near the Easter holiday. The implementation of the plan will be for fall 2015. The effect of the plan is unknown. A. Cano will join SSSP for non-credit ESL representation.

7. Items from the Floor
   a. On December 11th, there will be an SIS modernization form from 9:30 a.m. – 11:30 a.m. or at 2:00 p.m. (A. Patterson)
   b. The next SSSP meeting will be on Wednesday at 2:00 p.m. (M. Yanez)
   c. A. Sanchez in charge on Saturday, November 8, 2014

8. Adjourn

Next Meeting: Monday, November 17, 2014, 1:30p.m. – 2:00p.m., SSA 219