

**Student Equity and Achievement (SEA)**

**Committee Meeting Notes**

Date: Monday, October 21, 2024

Time: 3:00 – 4:30 pm

Location: ZOOM: <https://fullcoll-edu.zoom.us/j/86554074819?pwd=FWW2FbBopymWsA4nScebl3QoQMVlUF.1>

Meeting Co-Chairs: Ericka Adakai and Vacant

 **AGENDA**

**Voting Members Present:** Ericka Adakai, ~~Paul St. John~~, Porsha Boyd, Tim Ream, Juan Zaragoza, ~~Philip Austin, Arnette Edwards, Jorge Gamboa, Connie Moreno Yamashiro~~, Cecilia Arriaza, ~~Kristine Nikkhoo, Anita Carlos,~~ Dani Wilson, Daniel Berumen, Gilberto Valencia, Monica Ernandes, Todd Smith, Seung Ji.

**Committee Liaisons and Resource Members Present:** Cynthia Guardado,~~Jennifer Merchant,~~ ~~Jeanne Costello, Henry Hua, José Ramón Núñez,~~ ~~Elisabeth Martinez,~~ Daniel Berumen, ~~Naomi Abesamis, Megan Harris, and Mashonda Salsberry~~

**Guests Present:** None

**HOUSEKEEPING**

1. Call to Order: The meeting was called to order at 3:05 pm
2. Public Comments: N/A
3. Announcements:
	1. Three new faculty members were appointed to the committee.
		1. Jeanne Costello, Katheryn McGuthry, and Seung Ji.
		2. Cynthia Guardado will be removed as a faculty member.
4. Approval of Notes of October 07, 2024: Approved with two edits.
5. Committee Liaisons Related Reports:
	1. Staff Development: N/A
	2. Diversity Advisory Committee: N/A
	3. Guided Pathways: N/A

**AGENDA TOPICS**

* + - 1. **Continue the Discussion: Writing 2025-29 Student Equity Plan**

**(1. Needs of Committee/Preparedness; 2. Informed/Awareness; 3. Metrics: Successful Enrollment, Completed Transfer-Level Math & English, Retention from Primary Term to Secondary Term, Completion (Degree & Certificate), Transfer).**

* + - * 1. Introductions of all committee members were completed.

New faculty members have brought the committee closer to filling all faculty seats. They are still searching for a faculty co-chair.

Representation Needed: The committee still needs representatives from classified professionals and students.

* + - * 1. Ericka provided insight that she lacked sufficient context for presentation invites because the committee’s role, direction, and objectives were still being clarified. Past conversations were geared toward assessing the committee's current state and wrapping up the previous cycle, however the new focus could be towards future planning. She asked the committee’s feedback regarding shifting to focusing on preparing to write the next SEA Plan (potentially a strategic or compliance-related plan).
				2. SEA Plan Timeline:

The final report of the current SEA Plan is anticipated to be due in December 2025.

The new 2025-29 SEA Plan is due October 26, 2025.

* + 1. Committee Focus Moving Forward: Preparing the committee to develop the 2025-29 SEA Plan. Daniel proposed developing a reverse timeline. Plan backward from the October 26, 2025, deadline to ensure most work is completed by spring 2025. Complete a near-final version to share with the campus for feedback before summer to avoid delays by establishing milestones and working groups during spring. Use lessons from the previous SEA planning process to refine timelines and avoid challenges. Other members suggested backward mapping/planning as this approach helps ensure clarity about the end goals and avoids confusion about how to proceed.
		2. Cynthia provided insight into previous workgroup formations for each metric. Workgroups for each metric (e.g., transfer, English, math) need to be determined by the end of this semester to ensure readiness for spring 2025. Each workgroup usually consists of 3-5 members, with a full committee attendance is necessary to form balanced workgroups. Ericka will follow up to address attendance and membership issues to confirm continued participation. Cynthia also elaborated on the possible 2025-29 SEA Plan by indicating that it would be important to document what has been achieved under the current SEA Plan to inform discussions about the next iteration. The state typically provides an update in spring regarding expectations for the SEA Plan. The state has introduced a race-conscious approach, which is vital for plans, but adjustments to expectations remain uncertain as this was the first time such a framework was implemented. She noted that there could be valuable insights from upcoming regional meetings (e.g., the meeting on October 25), where state representatives often provide updates and context that can guide the committee's efforts.
		3. Daniel explained that the previous SEA Plan had objectives that focused on forming workgroups and planning efforts. However, feedback indicated that certain objectives lacked specificity and actionable steps. For example, objectives like outreach to African American students were not clearly defined, leaving implementation teams without detailed guidance on actions (e.g., "What exactly does the outreach team need to do?"). Moving forward, the new plan should be more prescriptive, providing clear action steps (e.g., "X, Y, Z must be done") to ensure teams are informed and empowered to act.
		4. Cecilia suggested emphasizing a balance between reflecting on past progress and planning for the future. She highlighted the importance of referring to the existing SEA Plan to assess progress on specific goals, rather than only focusing on departments that received funding. The discussion should encompass campus-wide efforts and achievements, linked to the key metrics outlined in the plan. Cecilia emphasized that equity planning is a collective responsibility across the campus. She noted that other institutional initiatives, such as program review plans requiring disaggregated data, should already involve discussions about key metrics and data utilization. Regardless of funding or awareness of SEA allocations, there is a clear institutional emphasis on adopting race-conscious practices and data-informed decision-making, aligning with broader campus goals.
		5. Ericka shared her computer screen to present her framework for the current SEA plan and her understanding of the planning process for the new SEA Plan. She noted that the committee and the campus are adopting a more holistic approach to the SEA Plan, aligning with the college’s broader equity-focused shift. This shift may be driven by recent leadership changes and a collective effort to promote equity across all college operations. There is a noticeable push among various work groups toward establishing a shared baseline of data standards to ensure coherence and alignment. Ericka will upload the initial working document to the Teams folder for committee members to provide feedback and input.
1. **Beyond the Metrics**
	* + - 1. Ericka restated the committee's goals for the end of the fall semester:

Identify workgroup members before the end of the semester.

Re-engage the full committee to ensure participation.

Plan for in-person meetings beginning in the spring: Confirm attendance and schedules for all members.

Develop a clear action plan for meeting next semester's target goals.

* + - * 1. Ericka suggested the committee review the supplemental handout distributed for the 10/07/24 SEAC Committee meeting titled “SEAC Meeting Supp Handout 10.07.24 Metrics Discussion,” which provided insight into “Meeting the Metrics”. As well as an Excel file titled “2022-2025 SEA Plan Action Steps Crosstab 10.02.2024”. Both files are found in the Teams folder under “Meeting Agendas 2024-2025”.
				2. Todd emphasized the need to review current and prior SEA plans to assess achieved goals, identify areas for improvement, and determine new goals for the future. Insights from the review will assist the committee in mapping out its timeline and next steps for a smooth and effective planning process.

Inquiry about the regional meeting held on Friday, October 25th, 2024. Concern was raised about whether the state will issue new assignments or guidance. Cynthia clarified that the meeting will focus on regional updates, not new directives from the state.

* + - * 1. Cecilia noted that while future directives from the state are uncertain, it is expected that the plans will continue to be race-conscious. Recent changes in state metrics have significantly altered how disproportionate impact groups are measured (e.g., the effect on transfer rates), resulting in varying interpretations of equity gaps.
				2. Juan proposed the idea of possibly using a newsletters/sharing platform as a way to inform the broader institution about committee activities and achievements. Ericka recommended asking the Office of Communications to create an “equity corner” in newsletters, highlighting equity-related efforts across campus.
				3. Cynthia expressed the prior challenges with the length of the SEA Plan as many individuals may not read the entire document and summarizing it into digestible formats (like PowerPoints) is difficult without losing essential details. The committee now focuses on monitoring and supporting alignment with the plan’s objectives instead of allocating funds. Therefore, offering mentorship or guidance sessions for campus areas to help them align their efforts with the goals outlined in the plan is key. Todd acknowledged Cynthia's positive impact on student equity through program reviews. Her efforts contributed to the advancement of equity initiatives in the Art Department, including the introduction of race-conscious courses.

**Discussion Points from Members:**

* Review the current SEA plan and metrics to evaluate progress. Develop a timeline and plan for writing the new SEA plan, including backward mapping.
* Reach out to departments/areas previously involved in the SEA plan to understand their experiences and how to better support their involvement.
* Determine work groups for the new SEA plan writing process.
* Develop a clear action plan for meeting next semester's target goals.
* Explore ways to better communicate and engage the campus community in the SEA plan, such as through a newsletter or other regular updates.

**Adjournment: 4:13 pm**

**Note Taker:** Carolina Marrujo

**NEXT MEETING: Monday, November 4, 2024, at 3:00 pm**