

STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

[SEA WEBSITE](#)

February 26, 2024

1:00 – 2:30 p.m.

Minutes

Join Zoom Meeting:

<https://sbcc.zoom.us/j/92888839255?pwd=T2xFeUpNeEdjMjNnK3hEN3dMWjZYZz09>

Meeting ID: 928 8883 9255 Passcode: 419332

Members in Attendance: Co-Chair Paloma Arnold, Co-Chair Roxane Byrne, Monica Campbell, Liz Giles, Robin Goodnough, Jennifer Hamilton, Akil Hill, Elizabeth Imhof, Jens-Uwe Kuhn, Chelsea Lancaster, Christina Llerena, Jennifer Loftus, Julio Martinez, Kristy Pula, Co-Chair Laurie Vasquez

Members Unable to Attend: Andrew Gil, Maureen McRae Goldberg, Jennifer Maupin, Vanessa Pelton, Sara Volle

Advisory Representatives in Attendance: Jordan Killebrew, Keller Magenau

Guests: Virginia Estrella, Paul Fleischer, Raquel Hernandez, Elizabeth Mares, Melissa Menendez

1. Call to Order

Co-Chair. Laurie Vasquez, SEA Co-Chair, called the meeting to order 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.

There were no public comments.

3. Approval of Minutes

[11-27-23 Minutes - Draft](#)

[2-12-24](#)

Jordan Killebrew made a motion to approve the minutes and Kristy Pula seconded. There were no corrections/adjustments to the minutes, and they were approved.

4. Information

- [Vision Aligned Reporting](#) - Dr. Keller Magenau
Dr. Keller Magenau, Executive Director Institutional Assessment, Research and Planning, introduced the implementation of Vision Aligned Reporting as mandated by the Chancellor's Office. She explained that Vision Aligned Reporting is both a tool and a process change to focus on aligning with the Governor's Roadmap and Vision 2030 and to streamline and standardize data.

Dr. Magenau reviewed criteria and reporting requirements for the eleven programs chosen for implementation in the first year. She also announced an overhaul of Management Information Systems (MIS) reporting coming as early as Summer 2024. Ultimately these changes will bring improvement in meeting equity goals on behalf of students.

Co-Chair Vasquez noted that these reporting changes will be a heavy lift and will change the way we approach work on the Student Equity Plan. She asked for flexibility and collaboration as we learn the reporting tool and try to understand what's ahead.

Co-Chair Dr. Roxane Byrne shared that many other colleges are in the same position with their Student Equity budget and that there is an opportunity to share our common needs and experiences with the Chancellor.

- [SEA Membership for Fall](#)
 - Co-Chairs Outreach
 - Current constituency members
 - Co-Chairs will report back

Co-Chair Byrne reported that outreach will be conducted to individuals identified as subject matter or area experts to be part of the SEA committee moving forward. Constituent groups will also be informed of the change to the SEA membership structure, and those groups will appoint members.

Co-Chair Arnold noted that constituent groups have different processes for choosing committee assignments and they would be asked to make appointments this Spring but may not be decided until Fall.

- Liaison Reports
 - CSEA
 - ALA
 - Faculty

There were no reports.

5. Discussion

- Frequency of meetings (dates/times/frequency/modality)
 - [Survey Results](#)
 - Summary:
 - Most committee members voted for 1 meeting per month (13/17) and of those, most felt the meeting should stay 1.5 hours (8/13)
 - Most people felt that meetings should either alternate in person/zoom or be hy-flex (default in person with a zoom option)

Co-Chair Arnold shared results from the SEA Meeting Modality Survey and asked for feedback. Co-Chair Byrne pointed out that meeting needs may change and can be revisited. Jennifer Hamilton, Counseling Chair, noted that Zoom meetings can be more passive for attendees and recommended in-person meetings when collaboration is needed. Discussion ensued on the pros and cons of flexible and hybrid meeting modalities. Support was voiced for meetings designed to facilitate participation and engagement.

Chelsea Lancaster, Student Program Advisor, asked for clarification on how Vision Aligned Reporting would affect workload and what support could be provided. Raquel Hernandez, ESL Student Services Assistant, began a discussion on the need to advocate for funding and support for programs such as English as a Second Language (ESL). Co-Chair Arnold committed to keeping these issues in mind and confirmed that while reporting is useful for funding, it should not determine the work that is done.

Co-Chair Arnold reviewed the committee's focus for the Spring semester, which includes learning Vision Aligned Reporting, implementing the new committee structure, and finalizing the SEA budget.

- Student Equity Plan Goals and Activities Updates
 - [2022 - 2025 SBCC SEP Action Plan for Year 1 Deliverables](#) (Previous Process)
 - [Proposed new template](#) based on the SEM college process.
 - Break into workgroups to continue working on template
 - Bring in information from previous template
 - Begin to identify *Lead Departments* and *SEA Leads*

Co-Chair Arnold shared the proposed template to track work on the Student Equity Plan and asked members to review it before the next meeting. The workgroups item was postponed due to time constraints.

6. Action Item:

- Approve recommendations for meeting frequency/modality based on survey
Co-Chair Arnold asked members to approve meeting once per month for the remainder of the Spring semester, and to meet primarily in person with a hybrid

option by request. The changes were approved, with the first in-person meeting being Monday, March 11, 2024. In-person meetings will be scheduled for no longer than 1 hour and 20 minutes to allow for travel time between meetings.

Possible Future Agenda Items/Discussion

- SEA Budget Update/Overview
- Additional Structural Discussions- cont'd
- Function of SEA: implementation/funding?
- Presentation on Vision 2030 and impact on SEA work
- Chancellor's review of Student Equity Plans/Feedback
- Discuss institutionalizing equity and SEA

Resources

- Final [Student Equity Plan 2022-2025](#)
- SEA [Consolidation](#) Memo to CPC (3/2022)
- [Resource Guide to Governance and Decision Making](#)
- Current structure of consolidated [SEA membership?](#)
- **Membership Structure** [Draft V3.0](#) 11/13/23