

STUDENT EQUITY & ACHIEVEMENT (SEA) COMMITTEE MEETING

[SEA WEBSITE](#)

February 12, 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, Andrew Gil, Liz Giles, Robin Goodnough, Jennifer Hamilton, Elizabeth Imhof, Jens-Uwe Kuhn, Christina Llerena, Jennifer Loftus, Julio Martinez, Jennifer Maupin, Vanessa Pelton, Kristy Pula, Co-Chair Laurie Vasquez, Sara Volle

Members Unable to Attend: Akil Hill, Chelsea Lancaster, Maureen McRae Goldberg

Advisory Representatives in Attendance: Jordan Killebrew

Guests: Virginia Estrella, Raquel Hernandez, Elizabeth Mares

1. Call to Order

Paloma Arnold, SEA Co-Chair and Vice President of Student Affairs, 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

[12-11-23 Minutes](#)

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

The minutes of 11/27/23 will return for approval on the next meeting's agenda.

4. Information

- a. Administrative support - Rita Boss

- b. [Promise Rally](#), Friday April 19th - Vanessa Pelton/Angelica Contreras

Vanessa Pelton, Director of Enrollment and Retention Services, made a request for volunteers to help with the first annual SBCC Promise Rally on April 19, 2024. Local high school students will come to campus for help through the registration process in order to close the gap between enrolling and registering for classes. This is an all-campus initiative with opportunities to help in many different roles.

Ms. Pelton noted that the College is working with local school schedules to bring about 800 students to campus by bus. There will be group drop offs at both East and West Campus and students will be directed into classrooms for about 2 hours to complete registration.

Jordan Killebrew, Executive Director of Public Affairs and Communications, and Vice President Arnold both thanked Ms. Pelton, Ms. Contreras, and the Admissions & Records team for this huge endeavor as this is the first year and we plan to continue and expand each year.

- c. Introduction - Keller Magenau, Executive Director of Institutional Assessment & Planning

Dr. Keller Magenau will be introduced at the next meeting due to illness. She is the new Executive Director of Institutional Assessment, Research and Planning and a new member of the SEA committee. Dr. Magenau served in a similar role at Oxnard College, is familiar with SEA work, and has good ideas for producing the data needed for the Student Equity Plan.

- d. [SEA 2022-2023 annual report submitted to the Chancellor's Office](#) 12/18/23

Co-Chair Arnold reviewed the SEA report that was submitted in December as required by the Chancellor's Office. Due to report constraints from the Chancellor's Office, we were not able to assess the activities and goals written into the most current Student Equity Plan and were instead asked to focus on reporting expenditures. Student equity activities were included in this submission in a narrative format with the hope that the Chancellor's Office will incorporate our metrics into the next report.

e. Liaison Reports

Laurie Vasquez, SEA Co-Chair asked members to share work from this committee with their constituent groups and bring back pertinent information for discussion.

- i. CSEA - Kristy Pula and Liz Giles reported that they shared the new committee structure with CSEA and did not receive much feedback.*
- ii. ALA - Dr. Roxane Byrne, SEA Co-Chair and Director of Student Equity and Engagement Programs, noted that the ALA representative was not present but shared an interest in taking more time to coordinate the liaison and reporting expectations.*
- iii. Faculty did not provide a report.*
- iv. Co-Chair Arnold encouraged members to share SEA discussions with constituent groups and bring back any feedback or relevant information.*

5. Discussion

a. [Vision Aligned Reporting](#) - Dr. Keller Magenau

This item was postponed to the next SEA meeting.

b. Student Equity Plan Goals and Activities Updates

- i. [2022 - 2025 SBCC SEP Action Plan for Year 1 Deliverables](#) (Previous Process)*
- ii. Proposed Process for Spring*
 - 1. (Ex: [Strategic Enrollment Management Committee](#))*

Co-Chair Vasquez shared that the turnover of a previous SEA Chair gave the committee an opportunity to rethink how the Student Equity Plan is presented and aligned with other efforts on campus. Co-Chair Arnold noted that last year's process included breakout groups that were not as effective as possible as it depended on who was present or in each group. She suggested looking at the process that the Strategic Enrollment Management Committee (SEM) is using to track progress and reviewed an example.

The SEM model breaks the plan down by metrics, activities to support each metric, the parties responsible for those activities, and a lead to liaise between relevant departments and the committee. Updates from leads are a standing agenda item at each committee meeting. This process has helped to distribute the workload and connect departments to liaisons with knowledge and understanding of their area. It also makes reporting out to CPC and the Board of Trustees easier.

Co-Chair Arnold asked SEA to discuss and consider adopting a similar plan. Co-Chairs Vasquez and Byrne both voiced support for working with the SEM model and affirmed the need for members to engage in the

process together and share the work. In response to a request for feedback, members shared the following:

- Jennifer Maupin liked that the plan is a living document that includes direct involvement and many perspectives.*
- Robin Goodnough thought this would be a good place to start, with a potential challenge being capacity. She welcomes collaboration and improved awareness for all involved.*
- Co-Chair Arnold noted that liaison work has been minimal in SEM and is mostly a matter of communicating with departments and reporting back once per semester.*
- Elizabeth Imhof shared her positive experience with the process in SEM, noting that it is efficient and that this work is necessary.*
- Kristy Pula supported using the Student Equity Plan as a guiding light and reminder of the intentional work that is ongoing.*

Co-Chairs will set up the spreadsheet and identify a list of potential liaisons to bring back for review and discussion. Time will be set aside at every SEA meeting to share updates throughout the semester.

c. Frequency of meetings (dates/times/frequency/modality)

i. [Timeline for Spring activities](#)

Co-Chair Arnold shared a timeline of SEA activity, recognizing that there will be no proposals for funding this year as there is no excess funding to distribute. She asked if members had additional items to discuss, desired activities, or things that would be important to accomplish for the Spring semester. Dates on the timeline were corrected to align with meetings.

In response to questions, Co-Chairs set the goal that SEA membership appointments would be made in time for Fall, with a deadline of April 8, 2024 to finalize the SEA structure. Co-Chair Byrne also explained that they will be working with Dr. Magenau to develop a dashboard for student equity data.

Co-Chair Vasquez reported that the Chancellor's Office will be requiring a new more holistic system for reporting on programs in support of student outcomes. There will be training this month and Dr. Magenau will be leading the initiative.

ii. In person/zoom

Members discussed preferences for in-person vs. Zoom meetings, with support for in-person meetings when the agenda calls for conversation and problem-solving, and Zoom for more passive informational meetings. Co-Chair Arnold suggested that meetings could probably be an hour long and stated that she will send out a survey of members' availability and

preferences for meeting modalities going forward.

6. Action Item:

There were no action items.

The meeting was adjourned at 2:03 p.m.

Possible Future Agenda Items/Discussion

- a. SEA Budget Update/Overview
- b. Additional Structural Discussions- cont'd
- c. Function of SEA: implementation/funding?
- d. Presentation on Vision 2030 and impact on SEA work
- e. Chancellor's review of Student Equity Plans/Feedback
- f. 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