

# Student Equity & Achievement Committee

November 10, 2021

1:00-2:20 PM – ZOOM Meeting (log on instructions below)

## AGENDA

MEETING DATES	
2021	8/25; 9/22; 10/27; 11/10
2022	1/26; 2/23; 3/23; 4/27

**Mission Statement:** With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

**Committee Charter:** Responsible to make recommendations on college-wide planning related to Student Success Activities.

**Tasks of the Committee are to:**

- Review and evaluate campus-wide student success & equity data
  - Develop and monitor the College Integrated Plan: Basic Skills Initiative, Student Equity & Student Success Program in coordination with the Basic Skills Advisory Committee
- Recommend, coordinate & initiate strategies which enhance student success at Moorpark College
  - Recommend, coordinate & support programs & services that support diverse groups of students in order to promote student equity
- Foster communication and collaboration among campus student services & instructional programs in support of campus student success activities

POSITION	NAME
Co-Chair	Amanuel Gebru
Co-Chair	Jennie Whitlock
Dean	Khushnur Dadabhoy
Dean	Matt Calfin
Dean	Monica Garcia
Student Services Representative	Dave Anter
Student Services Representative	Allison Case Barton
Student Services Representative	Johnny Conley
Student Services Representative	Claudia Sitlington
Academic Senate President	Erik Reese
Student Representative	Alette Loughton
Classified Professional Representative	Erin Dille
Classified Professional Representative	Shyan Diaz-Brown
Raider Central Workgroup Representative	Timothy Lumas
Guided Pathways Representative	Nenagh Brown Kellie Porto-Garcia
LSAC Representative	Daniela Guevara
English, Library & Student Life Rep	Beth Gillis-Smith
English, Library & Student Life Rep	Tracy Tennenhouse
ACCESS, Kinesiology, Athletics, Math, DE & Teaching and Learning Rep	Rena Petrello Kevin Balas (ALT)

POSITION	NAME
ACCESS, Kinesiology, Athletics, Math, DE & Teaching and Learning Rep	Jackie Kinsey
Business, Social & Behavioral Sciences, Child Development & Languages Rep	Cynthia Sheaks-McGowan
Business, Social & Behavioral Sciences, Child Development & Languages Rep	VACANT
Institutional Effectiveness & Planning, Grants and PACE	Karla Montenegro Gonzalez
Arts, Media, Communication Studies Rep	Beth Megill
Arts, Media, Communication Studies Rep	Zara Feeney
A&R, Counseling, Student Life and Support, EOPS & Student Health Ctr Rep	VACANT
A&R, Counseling, Student Life and Support, EOPS & Student Health Ctr Rep	Trulie Thompson
EATM, Life & Health Sciences Rep	Jeny Joy
EATM, Life & Health Sciences Rep	Sean Wilcox
Physical Science & Career Education Rep	Esmaail Nikjeh
Physical Science & Career Education Rep	Loay Alnaji
<u>Guests</u>	
Oleg Bernal	Jennifer Clark
Sergio Gonzalez	Kristen Robinson

TOPICS		ISSUE AND/OR ACTION TO BE TAKEN
<ul style="list-style-type: none"> <li>Welcome/Introductions</li> </ul>		
<ul style="list-style-type: none"> <li>Announcements/Public Comments</li> </ul>		
<ul style="list-style-type: none"> <li>Agenda Approval</li> <li>Minutes Approval (10/27/21)</li> </ul>		Attachment
<ul style="list-style-type: none"> <li>Review of committee membership and discuss vacant spots.</li> </ul>		Pablo Diaz has been recommended.
<ul style="list-style-type: none"> <li>2020-2021 SEA Annual Report - Johnny</li> </ul>		Attachment
<ul style="list-style-type: none"> <li>Discussion of outdated Funding Request form and rubric modifications - Johnny</li> </ul>		Attachments Link to current rubric: <a href="https://docs.google.com/forms/d/e/1FAIpQLSeY0y5eVIwXGr6ijZOFex6pJ26lpyxw1O3152nY5zYVbbYiFA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeY0y5eVIwXGr6ijZOFex6pJ26lpyxw1O3152nY5zYVbbYiFA/viewform</a>
<ul style="list-style-type: none"> <li>Discussion to create a schedule to prioritize the identified groups- which 2 of the 6 groups will be first to have data examined - Jennie</li> </ul>		
<b>UPDATE REPORTS</b>		
OER/ZTC	<ul style="list-style-type: none"> <li>Cynthia Sheaks-McGowan</li> </ul>	
FYE/ SYE/ CHESS Men of Color LC	<ul style="list-style-type: none"> <li>Claudia Sitlington</li> </ul>	
Raider Central	<ul style="list-style-type: none"> <li>Johnny Conley</li> </ul>	
LSAC Workgroup	<ul style="list-style-type: none"> <li>Monica Garcia / Daniela Guevara</li> </ul>	
Guided Pathways	<ul style="list-style-type: none"> <li>Nenagh Brown / Kellie Porto-Garcia</li> </ul>	
Starfish	<ul style="list-style-type: none"> <li>Priscilla Mora</li> </ul>	

Join Zoom Meeting

<https://vccd-edu.zoom.us/j/93680902190?pwd=RHpwWUZuaVI5WWpwZ2xIR0E3cHVPZz09>

Meeting ID: 936 8090 2190

Passcode: 543080

One tap mobile

+16699009128,,93680902190#,,,,\*543080# US (San Jose)

+12532158782,,93680902190#,,,,\*543080# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 936 8090 2190

Passcode: 543080

Find your local number: <https://vcccd-edu.zoom.us/j/aemCXuZ8>

# Student Equity & Achievement Committee

## MEETING DATES

2021	<del>8/25; 9/22</del> ; 10/27; 11/24
2022	1/26; 2/23; 3/23; 4/27

**October 27, 2021**

**1:00-2:20 PM – ZOOM Meeting (log on instructions below)**

## MINUTES

**Mission Statement:** With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

**Committee Charter:** Responsible to make recommendations on college-wide planning related to Student Success Activities.

**Tasks of the Committee are to:**

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<u>POSITION</u>	<u>NAME</u>	
Co-Chair	Amanuel Gebru	YES
Co-Chair	Jennie Whitlock	YES
Dean	Khushnur Dadabhoy	NO
Dean	Matt Calfin	YES
Dean	Monica Garcia	YES
Student Services Representative	Dave Anter	YES
Student Services Representative	Allison Case Barton	YES
Student Services Representative	Johnny Conley	YES
Student Services Representative	Claudia Sitlington	YES
Academic Senate President	Erik Reese	NO
Student Representative	Alette Laughton	YES
Classified Professional Representative	Erin Dilley	NO
Classified Professional Representative	Shyan Diaz-Brown	YES
Raider Central Workgroup Representative	Timothy Lumas	NO
Guided Pathways Representative	VACANT	
LSAC Representative	Daniela Guevara	YES
English, Library & Student Life Rep	Beth Gillis-Smith	YES
English, Library & Student Life Rep	Tracy Tennenhouse	NO
ACCESS, Kinesiology, Athletics, Math, DE & Teaching and Learning Rep	Rena Petrello Kevin Balas (ALT)	YES

<u>POSITION</u>	<u>NAME</u>	
ACCESS, Kinesiology, Athletics, Math, DE & Teaching and Learning Rep	Jackie Kinsey	YES
Business, Social & Behavioral Sciences, Child Development & Languages Rep	Cynthia Sheaks-McGowan	YES
Business, Social & Behavioral Sciences, Child Development & Languages Rep	VACANT	
Institutional Effectiveness & Planning, Grants and PACE	Karla Montenegro Gonzalez	YES
Arts, Media, Communication Studies Rep	Beth Megill	NO
Arts, Media, Communication Studies Rep	Zara Feeney	NO
A&R, Counseling, Student Life and Support, EOPS & Student Health Ctr Rep	VACANT	
A&R, Counseling, Student Life and Support, EOPS & Student Health Ctr Rep	Trulie Thompson	YES
EATM, Life & Health Sciences Rep	Jeny Joy	NO
EATM, Life & Health Sciences Rep	Sean Wilcox	YES
Physical Science & Career Education Rep	Esmaail Nikjeh	YES
Physical Science & Career Education Rep	Loay Alnaji	YES
<u>Guests</u>		
	Oleg Bernalov	Jennifer Clark
	Sergio Gonzalez	Tamarra Coleman
	Kristen Robinson	

TOPICS	ISSUE AND/OR ACTION TO BE TAKEN
<ul style="list-style-type: none"> <li>Welcome/Introductions</li> </ul>	Meeting begins 1:05 pm; Amanuel introduces Jennie as new co-chair.
<ul style="list-style-type: none"> <li>Announcements/Public Comments</li> </ul>	No announcements.
<ul style="list-style-type: none"> <li>Agenda Approval</li> <li>Minutes Approval (09/22/21)</li> </ul>	Motion to approve agenda by Trulie; 2 <sup>nd</sup> by Allison; agenda approved. Motion to approve the minutes of 9/22/21 by Allison; 2 <sup>nd</sup> by Shyan; minutes approved.
<ul style="list-style-type: none"> <li>Final review of 2021-2022 Goals</li> </ul>	Discussion of goals and evaluation and disbursement of funds rewrote. Motion to approve the goals by Allison; 2 <sup>nd</sup> by Trulie; no oppositions; no abstentions; Goals approved.
<ul style="list-style-type: none"> <li>Review of committee membership and discuss vacant spots.</li> </ul>	Amanuel to reach out to Erik Reese for assistance with filling the vacant spots.
<ul style="list-style-type: none"> <li>Follow-up conversation re: HEERF funding (Jennifer)</li> </ul>	Further discussion of HEERF funding led by Jennifer; what ideas do others have to spend the funding in the best way to support students; spending has to be tied to the pandemic. Academic tutoring; counselor assistant; textbook lending program; calculators; Raider Central; contact tracing; student workers are all areas explored.
<ul style="list-style-type: none"> <li>DEI discussion (Tamarra Coleman)</li> </ul>	DEI discussion led by Tammy Coleman, the campus DEI coordinator. Looks at all the groups and plans to find a direct connection with them all. Amanuel suggests bringing this to consultation council for further discussion.
<ul style="list-style-type: none"> <li>Equity Access Marketing discussion with Oleg</li> </ul>	Equity Access Marketing discussion led by Oleg. Took over marketing as of Oct 1 <sup>st</sup> ; Trello board for marketing- everyone has access.
<ul style="list-style-type: none"> <li>New 2022-2025 Equity Plan discussion (Johnny)</li> </ul>	Equity Plan for 2022-2025 discussed; document will be sent to all by Johnny.
<ul style="list-style-type: none"> <li>Motion to change the November meeting date from 11/24/2021 to 11/10/2021</li> </ul>	Motion to change meeting date to 11/10 passes.
<b>UPDATE REPORTS</b>	
OER/ZTC	<ul style="list-style-type: none"> <li>Cynthia Sheaks-McGowan- Spring schedules are now out so asks that everyone checks ZTC designations. Schedule also now shows low textbook costs.</li> </ul>
FYE/ SYE/ CHESS Men of Color LC	<ul style="list-style-type: none"> <li>Claudia Sitlington- holding several registration workshops for students; continues to work with CLU.</li> </ul>
Raider Central	<ul style="list-style-type: none"> <li>Johnny Conley- Started handing out laundry cards; if students are in need for Thanksgiving dinner contact Tim at Raider Central- will be distributed the Wed. before, November 24<sup>th</sup>.</li> </ul>
LSAC Workgroup	<ul style="list-style-type: none"> <li>Monica Garcia/Daniela Guevara- library shared they are continuing to lend textbooks; can call and reserve; TLC reported increase in face to face tutoring; zoom appointments are filling up fast; writing center workshops. ESL non-credit course</li> </ul>

	is full this semester. Counseling is hosting more registration rocks sessions; math has a new flow chart with access via QR code on the website.
Guided Pathways	<ul style="list-style-type: none"><li>• VACANT</li></ul>
Starfish	<ul style="list-style-type: none"><li>• Priscilla Mora- not present</li></ul>
Dual Enrollment	<ul style="list-style-type: none"><li>• Sergio Gonzalez- Dual Enrollment has doubled the FTEs over last 2 fiscal years.</li></ul>

## 2020-2021 SEA Annual Report Module Live

We are pleased to announce that the SEA Annual Report is now live in the NOVA system. Your College may now access the module and begin entering data. Please note that the SEA Annual Report has not changed and is identical to the previous one. A few reminders:

- To login to NOVA, please visit <https://nova.cccco.edu>
- For basic information such as Login, Bookmarks, and Profile with NOVA, click [here](#).
- **The final, approved report must be certified within NOVA by 5PM on January 1, 2022.**
- Every college is required to submit SEA Annual Report.
- Before beginning report, please ensure that the person that is designated as the Project Lead Contact and respective Alternate Project Lead Contacts are up to date. This can be edited in the Contacts tab of the SEA Annual Report Workflow in NOVA.
- Here is a link to the recorded training session that we conducted previously:  
<https://drive.google.com/file/d/1lhD6SbiX26QASLdsWKoooDqlq4SZume8>  
NOTE: If you are unable to view the video directly from the link, you will need to download it first.  
NOTE: There is a PDF version of the same training attached as well. Please adjust dates accordingly.
- The SEA Annual Report documents template is attached. **This is for planning purposes only.**
- The final report must submitted in NOVA.
- The SEA Annual Report has not been changed and remains the same as previous years.
- We are also attaching a FAQs document to provide further support.

We will be sending out reminders these next few months via NOVA to all current SEA Annual Report contacts. Please feel free to contact us if you have any questions or concerns as you complete this report at [SEAPrograminfo@cccco.edu](mailto:SEAPrograminfo@cccco.edu).

Thank you for your time and support.

Sincerely,

Mike Tran  
Analyst  
Educational Services and Support  
[mtran@cccco.edu](mailto:mtran@cccco.edu)  
California Community Colleges Chancellor's Office  
1102 Q Street, Sacramento, California 95811

# Student Equity and Achievement (SEA) Program Expenditure Guidelines

## KEY STATUTES

It is the intent of the Legislature that funds for the Student Equity and Achievement (SEA) Program support the California Community Colleges in implementing activities and practices pursuant to the California Community Colleges Guided Pathways Grant Program and activities and practices that advance the systemwide goal to eliminate achievement gaps for students from traditionally underrepresented groups.

Annual allocations of funds under the SEA program must be utilized for program implementation as prescribed in California Education Code, section 78222. Within these parameters, districts and colleges are afforded the discretion and flexibility to make spending decisions locally, including decisions on both credit and noncredit programs. Ed. Code 78222 supersedes previous program codes but does references education code sections of these prior programs. Below are links to applicable code.

[CA Education Code, section 78212](#)

[CA Education Code, section 78213](#)

[CA Education Code, Section 78220](#)

[CA Education Code, section 78222](#)

[CA Education Code, section 88815](#)

## REASONABLE AND JUSTIFIABLE

All expenditures should be reasonable and justifiable. “Reasonable” means expenditures are prudent and every effort is made to utilize funds efficiently. “Justifiable” means expenditures are consistent with goals and activities related to the SEA program. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and SEA program goals and objectives.

## ULTIMATE RESPONSIBILITY

Colleges and districts are ultimately responsible for expenditure decisions. This responsibility cannot be delegated. The SEA program will be included in the District Audit Manual with the expectation that district-contracted auditors annually audit expenditures. Audits may also be conducted by the California Bureau of State Audits, the Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.

## NON-ALLOWABLE EXPENDITURES

The Chancellor’s Office has identified the following non-allowable expenditures:

1. Gifts -- Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds.
2. Stipends for students -- funds cannot be used to pay stipends to students for participation in program or classroom activities.



## Student Equity and Achievement (SEA) Program Expenditure Guidelines

3. Political Contributions.
4. Courses -- funds may not be used to pay for the delivery of courses that generate FTES.
5. Supplanting – Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs. Supplanting rules do not apply to expenditures previously paid for by BSI, SE or SSSP.

In general, the Chancellor's Office will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, and the "reasonable and justifiable" criteria as outlined above.

**MOORPARK COLLEGE**

**STUDENT EQUITY AND ACHIEVEMENT (SEA) FUNDING REQUEST APPLICATION:**

The SEA Committee has developed this funding application to use SEA resources to support innovative, efficient, and sustainable student success and equity practices across campus that will improve access, retention, completion, and transfer rates among the following DI student populations:

- African American
- Latino
- Foster Youth
- Homeless
- Undocumented (Dreamers)
- Veterans

**Email Address** \_\_\_\_\_

**Name of the Requestor** \_\_\_\_\_

**Department/Supervisor** \_\_\_\_\_

**Phone Number or Extension** \_\_\_\_\_

**1. Describe the activity being proposed** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2. Indicate amount being requested** \_\_\_\_\_

**3. Has this initiative and/or activity been funded in the past?**

Yes

No

**If yes, what funding source, when was it funded and how much?** \_\_\_\_\_

\_\_\_\_\_

**4. Select the applicable goal area/s within Moorpark's SEA Plan that supports the proposed activity.**

**(Mark all the options that apply)**

- Access: Enrolled in the same community college
- Retention: Retain students from fall to spring at the same college
- Completion: Completed both transfer-level math and English within the district in the first year
- Goal Attainment: Attained the Vision Goal completion definition
- Transfer: Transfer to a four-year institution
- Identify and support at-risk students (academic or progress probation)
- Narrow the achievement gap of disproportionately impacted student populations, particularly (Latinos, African Americans, Veterans, Undocumented, Homeless and Foster Youth) that start college underprepared
- Professional Development aimed at decreasing the equity gap
- Provide clear pathways for students to complete the requirements for transfer, degree attainment, and certificate of achievement completion
- Provide work-based learning opportunities to enhance student success and employability

**MOORPARK COLLEGE**

**STUDENT EQUITY AND ACHIEVEMENT (SEA) FUNDING REQUEST APPLICATION:**

5. Provide a brief description of how the proposed activity impacts the applicable goal(s) and/or area(s) checked above. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What are the desired outcomes as a result of the proposed activity, and how will they be assessed? (If applicable, indicate the data source to be used for collecting data)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. How often will progress of the proposed activity be measured and evaluated? Discuss the details. \_\_\_\_\_

\_\_\_\_\_

8. Complete the itemized budget below as applicable.

*Please note: expenses should be reasonable and related to impacting SEA goals.*

Presenter/Speaker Fees \_\_\_\_\_

Food/Beverages \_\_\_\_\_

Materials \_\_\_\_\_

Travel/Lodging/Transportation \_\_\_\_\_

Other (detail) \_\_\_\_\_

Total \_\_\_\_\_

Thank you for your application; a copy of your responses will be emailed to you and your supervisor.

In the event there is unspent SEA funds this prioritization process will be used to best utilize any unused monies.

**All proposals should be sent to Ann Marie McCarthy at [annmarie\\_mccarthy2@vcccd.edu](mailto:annmarie_mccarthy2@vcccd.edu)**