
Meeting date **April 17, 2020** | Time **11:30AM** | Meeting location **Zoom**

Meeting called by	VC of Ed Services	<i>Attendees:</i> Jamie Barancic, Roanna Bennie, Miguel Colon, Tom deWit, Stacey Followell, William Garcia, Matt Kritscher, Craig Kutil, Jennifer Lange, Paulette Lino, Annette, Raichbart, Doug Roberts, Theresa Fleischer Rowland, Estella Sanchez, Patricia Shannon, Eric Stricklen, Catherine Suarez, Joshua Telles, Sarah Thompson, Stacy Thompson, Rachel Ugale, Dale Wagoner, Tamica Ward, Kristina Whalen
Type of meeting	Ed Support Services (ESS)	
Co-Chairs	Theresa Fleischer Rowland, Craig Kutil and Rachel Ugale	
Note taker	Estella Sanchez	
Timekeeper	Theresa Fleischer Rowland	

AGENDA TOPICS | MEETING COMMENCED AT 11:30 A.M.

Time allotted | **15 min** | Agenda topic **1.0 Welcome**

Discussion Rachel Ugale open the meeting and asked to do a roll call. Estella Sanchez called roll call. Rachel then asked the Committee to approve the meeting agenda. Joshua Telles moved and Rachel Ugale second.

Conclusion Joshua Telles moved, Rachel Ugale second and by the order of the Committee the meeting agenda was approved.

Action items

Time allotted | **5 min** | Agenda topic **2.0 Approval of Meeting Notes**

Discussion Estella Sanchez asked the Committee to review the March 20, 2020 meeting notes.

Conclusion Sarah Thompson moved, Joshua Telles second and by the order of the Committee the March 20, 2020 meeting notes were approved.

Action items

Time allotted | **10 min** | Agenda topic **3.0 Review of ESS Committee Purpose and Charge**

Discussion Theresa Fleischer Rowland asked the Committee to review the ESS Purpose and Charge. Sarah Thompson indicated that the ESS Committee charge needs to reorganize the charge priorities and that the number one charge should be the Coordination alignment and integration of college planning with district-wide educational planning and resource allocation to include instructional and non-instructional needs. She also suggested that the educational master plans, accreditation and professional development be added to the purview of the ESS Committee, rather than creating extra committees for each. Theresa mentioned we

should also add periodic discussions of changes needed with specific Board Policies and Administrative Procedures.

Conclusion Purpose and Charge of the Committee will be an evolving conversation.

Action items

Time allotted | **15 min** | Agenda topic **4.0 Funded SCFF Project Update**

Discussion Craig Kutil explained to the Committee that reports for SCFF projects will be expected from each project lead to monitor the outcomes and expenses. He then reviewed what is expected on the reports and when the reports will be due for projects approved in the fall. The Committee held a discussion when the SCFF project reports should be due and how the report should be submitted.

Conclusion The Committee decided that the SCFF project reports should be due on Friday, May 8 and that the reports will be submitted using Google forms.

Action items

Time allotted | **40 min** | Agenda topic **5.0 District-wide Grading and Related Issues During COVID 19**

Discussion Theresa spoke about the special meeting that took place around withdrawals and grading related matters with a set of recommendations made to the Chancellor that were then sent out as District-wide communications. She asked the VPs of Instruction the number of courses that will overlap the summer session and extended spring session. VP Stacey Thompson mentioned that Chabot has about four disciplines that will require a little extra time (hard-to-convert) and that they are following guidance from the state that students will get an I or IP to be submitted by faculty. Once the student completes their hands on the faculty will do a grade change. VP William Garcia clarified the difference between extended term and hard-to-convert courses that need extra time. The former would delay Satisfactory Academic Progress (SAP) to determine student's eligibility for aid, which means a delay to the disbursement of financial aid. Regarding the latter, Stacey Followill shared the In Progress grade (IP) is a symbol setup in Banner for faculty to use for the hard-to-convert courses. Theresa shared with Committee some analysis that Eric Stricklen has provided on data indicating four different kinds of Ws (W, EW, IWC and EXW) over a two-month period that students and instructors have been able to initiate. The Committee continued to hold numerous conversations on the different Ws.

Conclusion Theresa mentioned Spring 2020 will end as planned with the exception of a few courses. Faculty teaching those courses know already as they had discussions with their Deans and VP; all other courses will end as planned. VP Thompson suggested to have continue conversations around the best way to message faculty, so they can message their students on the impact to their financial aid. VP Thompson will work with Shannon on a resolution. There was agreement to look at updated data analysis at the May 15 ESS meeting.

Action items

Time allotted | **40 min** | Agenda topic **6.0 Informational BPs and APs**

Discussion Roanna Bennie shared the process of BPs and APs with the Committee and shared four (4) BPs and APs out of a batch of 13 as they are the core of the academic arena. The four (4) BPs and APs shared with the Committee were BP and AP 4025 Philosophy & Criteria for Associate Degree & GE along with BP and AP 4100 Graduation Requirements for Degrees/Certificates. Roanna indicated changes to the BPs and APs are made based on the CCLC templates, then shared with the Chancellor, SLT, Chancellor's Council for 1st reading and 2nd reading, the Colleges Academic Senates and the Board of Trustees. Everyone will see the BPs and APs a number of times during the process and suggestions are welcome.

Conclusion Roanna and Theresa to meet with the VPs and Articulation officers on AP 4050 Articulation, which is one (1) of the APs in the batch of 13 that is scheduled for the May Chancellors Council.

Action items

Time allotted | **5 min** | Agenda topic **7.0 Format Next Meeting**

Discussion Rachel mentioned items brought up in the meeting. Next ESS meeting will be moved to May 15.

Conclusion The following items will be carried over to the May 15 ESS meeting, (1) Ongoing discussion to the purpose and charge of the ESS Committee, (2) Ongoing discussion on COVID 19 impact, (3) SCFF Project Status Report Update, (4) Review of data analysis around withdrawal trends.

Meeting adjourned at 1:30 P.M.