Student Preparation/Success Meeting Minutes
Co-Chairs: Kristin Hershbell and Lisa Romano
October 30, 2003

Members present: Ophelia Clark, Alberto De La Rosa, Kristin Hershbell, Claudia Jimenez, Dr. Philip Magalong, Sharon Nunley, and Lisa Romano

Members absent: Ted Alfaro, Dr. Henry Augustine, Dr. Ann Clark, Nick Chang, Ann Fontanella, Carol Hudson, Josephine Loo, and Debra Porter

The meeting called to order at 3:10 p.m.

1. New members were introduced and welcomed: Dr. Philip Magalong (faculty), Claudia Jimenez (student), and Alberto De La Rosa (student)

2. Discussion of Student Prep Success Committee membership was tabled until 11/13 meeting.

3. Minutes for the September 25 meeting were approved by those present at that meeting with the following corrections:

   Item 4: Change spelling of “Kristen” to “Kristin”
   Item 5: insert “former” before “Dean Frank Chong”; insert “Committee,” after “Student Complaint” and after “Student Prep Success”

3. Representatives from the Scholarship Office (Dean Jorge Bell, Karen Grant, and Gloria Saucedo) updated the Committee on the Office’s current staffing, hours, and activities. Staffing has increased as have the number of hours that it is open (and it now has evening hours). In the Spring, they will release a Handbook. They have also increased the number of workshops and will expand those workshops to other campuses next semester. Applications are accessible via their Web site which also connects students to other scholarships available outside of the College. They asked for suggestions for getting the word out to students; we suggested that they create an at-a-glance card or bookmark to distribute to faculty and staff throughout the campuses who can in turn provide that information to students. We also suggested that they improve the signage for locating the Scholarship Office in Batmale, including posting a banner on the outside of the building.

4. Reviewed the Student Complaint memo history (see handout). It is still not clear whether the new policy that covers complaints against staff in addition to faculty has been implemented. Kristin Hershbell will contact Rod Santos and/or Dr. Day to find out its status. Claudia Jimenez and Alberto De La Rosa will query students about their experiences with the complaint process and will compile a list of concerns/suggestions.
5. Did not determine a plan for reviewing status and activities of subcommittees. In particular, need to hear from Scholarship Committee.

6. Briefly discussed other issues to consider this year; students would like to find a way to find out more about other students’ experiences with faculty.

The meeting was adjourned at 4:37 pm.