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| ***MEETING DATE:*** | **Wednesday, October 17, 2018** |
| ***LOC./TIME:*** | **T-850, 10:30 a.m.-12:00 p.m.**  |
| ***PARTICIPANTS:*** | **Co-Chairs: Vice President of Student Services (VPSS): Vicki Ferguson\*****Vice President of Instruction (VPI): Rudy Besikof\*****Membership****Dean of Instruction: Denise Richardson****Dean of Enrollment Services: Mildred Lewis** **Vice President of Business Administration (VPA): Derek Pinto** **Director of Student Activities and Campus Life: Gary Albury****Director of IT: Rupinder Bhatia** **Public Information Officer (PIO): Dolores “Max” Bernal\*****Academic Support Services Specialist: Derek Lee\*** **Research & Systems Technology Analyst-Clifton Coleman** **Faculty (4): Senate President-Fred Bourgoin\*, Donald Moore, Scott Godfrey****Faculty/Guided Pathways (2):Suzana Timeroth-Zavala\*, Eleni Gastis\*****Counselor (3): Manuel Alcala, Terrance Greene, Janelle Tillotson** **Classified (3): Chandra Johnson-Malone, Iolani Sodhy-Gereben, Dr. Joseph Koroma,****Rene Rivas,****Associated Students of Laney College (ASLC) Representative (3): Evetta Williams,****(2) Vacant** **\*Core IEPI/SEM Group****Note Taker- Hope Lane** |
| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION ITEMS** |
| 1. **Review and Approval of Agenda (Action)**
 | * Review & Approve
 | * Rudy move to approve: Eleni 2nd; No abstentions
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| 1. **Approval of Minutes**
 | * Approve
 | * Vicki move to approve minutes; Fred 2nd, minutes approved unanimously
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| 1. **Committee Structure-Vicki Ferguson**
 | * Discussion included changing the wording of the seat structure; suggested At-Large Faculty (4) and At-Large Classified (3). Faculty and Classified Senate President(s) will make appointments. Associated Students of Laney College (ASLC) (3) At-Large, ASLC President will make appointments. President will make administrative appointments.
* Each term will be 2 years.
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| 1. **Clifton Coleman-**

**\*Enrollment Data****\*Environmental Scan**1. **Eleni Gastis- Guided Pathways**

**Update** | * Clifton discussed outflow/DE/online of classes during time of day; more Laney students are going to Merritt in evening
* Rupinder inquired how home college was justified; based on where student selected there major
* Latino population is steady; due to decrease of African American; Caucasian
* Janelle commented the lack of specific course offerings here at Laney than our sister colleges
* Dean Richardson discussed if there are any concerns regarding math trends please forward all questions to counselors or David Ross
* Suzan conferred lack of services at night here at Laney and questioned whether there are enough classes at night to warrant services being available
* VP Besikoff-discussed partnering with Student Services
* Suzan commented that Focus Groups are in progress. However, they are smaller than expected but getting useful information and hoping to expand and hear more from students. Suggested possible focus groups during ASLC meetings
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| 1. **Good of the Order**
 | * VP Besikoff shared scheduling spring to include the development of a special taskforce to review Friday and Saturday course offerings to work with Student, and Administrative Services Dept.
* Suzan suggested students possibly taking two-night classes; if the classes could be/were offered
* Max mentioned if we’re going to add night classes in spring let’s start promoting
* VP Besikoff depending on FTEF allocation; determines how many classes are offered
* Suzan mentioned the new club ASLC enacted working with “Navigators” group to assist students on getting around campus
* Will present Matrix excel file at next SEMC meeting Rudy has been using to communicate with chairs
* In 2019 Deans and Chairs working together to see what it looks like for students to complete their plan in 2 years or so
* Will pull data from students Ed Plan. To assess data
* Dean Richardson-inquired about breakdown of ethnicity/gender (Clifton will make a goal)
* Dean Lewis asked about having data readily available on website (Clifton will make a goal)
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**NEXT SEM COMMITTEE MEETING –Nov. 7, 2018; T-850- 10:30 a.m.-12:00 p.m.**

**Include all attachments with minutes….**

**Agenda Items**

* **Evening & weekend Counseling spring 2019**
* **Collaborate Admin. Serv. & Student Serv.**