

COMMITTEE: Student Success and Support Programs (SSSP) Advisory Committee
ANNUAL ASSESSMENT
 Los Angeles City College
 2015-2016

MEETING LOG							
Month	Meeting Date	Members in Attendance	Guests in Attendance	Agenda Posted on Website ?	Minutes Posted on Website ?	Reports to Appropriate Parent Committee(s)	Recommendations to Appropriate Parent Committee(s)
Sept 15	9/22/15	8		Yes	YES	NO	
Oct 15	10/27/15	8	1	Yes	Yes	YES	Yes- SSSP credit/Noncredit Plans; SSSP Operating agreement
Nov 15	Cancelled-						
Dec 15	12/15/15	8		Yes	Yes		
Jan 16	1/26/16	10	1	Yes	Yes		
Feb 16	Cancelled						
March 16	3/22/16	9		Yes	Yes		
April 16	5/3/16	9		Yes	Yes		
May 16	5/24/16	10		Yes	Yes	Yes	Yes-SSSP Fund Request form; Re-assessment/placement test frequency; SSSP Operating agreement
June 16	6/28/16	7	1	Yes	Yes	Yes	Yes-
Total	8	69	3	8	8		

COMMITTEE MEMBERSHIP		
Name	Constituency	Number of Meetings Attended
William Marmolejo (Sept- Dec 15)	Administration- Student Services	1
Alen Andriassian (Jan-June 16)	Administration- Student Services	4
Michael Miklos	Faculty, English	3
Angelica Ramirez	Administration- Noncredit/Academic Affairs	5
Kaviani, Kian	Faculty, Math/ Chairs	5
Victor Chavez	Classified, Assessment Student Services Liaison	5
Roxy Dovlatyan	SSSP Coordinator EOP&S, Counseling	4
Terri Anderson	Classified, Outreach & Recruitment	2
Anna Badalyan/ Emil Mubarakshin (Alt)	Administration, Acad. Affairs, Institutional Effectiveness	2 1
Vanessa Garcia	Faculty, Counseling, Noncredit	4
Boris Lopez	Faculty/Counseling Chair	2
Saeed Hossaeini	ASG, Student Rep	1
Diego Mendez		1 (Oct)
Jeffrey Nishimura	Compass Chair/Faculty	3
Kamala Gray	SSSP Coordinator Counseling	2
Regina Smith	VP Student Services	1

Assessment Narrative

1. Does the committee have an operating agreement? Yes x No *
 - a. If so, is it posted on the committee website? Yes x No * Drafts posted
 - b. If so, does it need to be revised? Yes x No
If yes, explain
SSSP Advisory Committee drafted revised operating agreement. Agreement was forwarded to SPC/senate exec./ Senior Staff and returned to advisory committee for revisions and updates several times. Advisory Committee Approved final draft on July 2016 meeting. This new agreement will be in place and used for AY 16/17.
2. Are all agendas posted online? x Yes No
Were they posted in a timely manner after being approved? x Yes No
3. Are all minutes posted online? X Yes No –
Were they posted in a timely manner after being approved? x Yes No
4. Are all documents distributed at committee meetings posted online? x Yes No
5. List data reviewed by the committee
OAC Numbers for College
6. List reports made to other committees
SSSP Plans were presented to SPC (also presented to Senate and counseling dept./ Noncredit Faculty Meetings)
Operating Agreement presented to SPC.
Proposed retest assessment policy was presented to SPC
Fall 2017 Adoption of Common Assessment at LACC presented to SPC
7. List changes to established committee policies in the committee operating agreement or in other committee supporting documentation

Noncredit SSSP now reports to SSSP Advisory
Updated and clarified membership, policies and procedures in drafting revised operating agreement.
These will be in effect in AY 16/17
8. List changes to established committee procedures in the committee operating agreement
Updated and clarified membership, policies and procedures in drafting revised operating agreement.
These will be in effect in AY 16/17
Created SSSP Fund Request form and request process. Forwarded recommendation for approval to SPC- will be in effect AY 16/17.
9. List recommendations and the committee to which they were forwarded. For each, say whether the recommendation was approved, implemented, and posted online?
Recommended Approval of SSSP Noncredit and Credit Plans- SPC = Approved, Implemented and posted.
Recommended Assessment Retest Policy- SPC – approved & posted
Created SSSP Fund Request form and request process. Forwarded recommendation for approval to SPC- will be in effect AY 16/17. – approved and posted

10. If the committee has oversight on ESMP measures (from the implementation grid), were progress reports and updates documented in the online SharePoint system? Yes No N/A
11. Is the committee membership in alignment with the operating agreement and collective bargaining agreements? Yes No
 If no, explain
 A number of positions were vacant and not filled as during AY 15/16, SSSP Advisory did not have an approved updated operating agreement. The Committee worked with SPC/Senate/Senior Staff to revise and approve the operating agreement in place for AY 16/17.
12. Are the actions and recommendations of the committee consistent with the committee's operating agreement? Yes No
 If no, explain
 During AY 15/16, SSSP Advisory did not have an approved updated operating agreement. The Committee worked with SPC/Senate/Senior Staff to revise and approve the operating agreement in place for AY 16/17.
13. What were some of the committee challenges?
 This was a transitional year for SSSP at LACC. There were a number of staff changes that impacted the stability of the committee. A change in committee leadership occurred in Spring 2016. Approval of the operating agreement required several revisions and was the focus of Spring 2016 meetings.
14. Commendations for the committee?
 SSSP Operating Agreement has been finalized and is ready for implementation in AY 16/17.
 Funding request form has been approved and will be implemented in AY 16/17
15. What are the committee's priorities for next year? (Note: If you answered "no" to questions #1-4 and/or #10-12, then those must be included as a committee priority to be addressed during the next year.)
- Continued implementation of Credit and Noncredit SSSP Plans
 Implement SSSP Funding Request Process allowing college to prioritize projects that will have a positive impact on student success
 Implement SSSP Operating Agreement—including filling all SSSP Advisory Committee Membership Positions;
 Provide regular update/reports on ESMP measures and document these on SharePoint
- Other recommendations for the committee?
 Increase coordination with Equity/BSI and Credit/Noncredit SSSP

Note: As part of this annual assessment, the committee should have submitted updates on the ESMP and/or Accreditation action items for which it is responsible:

- (a) [ESMP Progress Report](#)

(b) [Accreditation Progress Report](#)