

**Members Present:** Tanisha Maxwell, Sally Montemayor Lenz & Carlos Montoya (co-chairs), Nicole Almassey, Rachel Anicetti, Joshua Bearden, Dave Belman, Jeffrey Benford, Jorge Cea, Thyra Cobbs, Steven Freeman, Rikki Hall, Natalie Hannum, Chailin Hsieh, Marie Kaufman, Sabrina Kwist, Nikki Moultrie, Ryan Pedersen, David Reyes, Ginny Richards, Carla Rosas, Rudolf Rose, Eileen Valenzuela, Grace Villegas, Julie Von Bergen & Nancy Ybarra, Leetha Robertson (notetaker) **Guest:** Nicole Trager, Jaylin (student).

**Members Absent:** Louie Giambattista, Natalie Hannum, Ryan Hiscocks, Scott Hubbard and Jennifer Ma.

Item #	Topic/Activity	Notes
1.	Announcements and Public Comment	<p>Meeting called to order by T. Maxwell at 2:18 after achieving quorum.                      Public Comment: M. Kaufman raised the concern about conflicts with the next two SEM meetings on December 17 (finals week) and January 21 (flex week). A suggested date would be the 2<sup>nd</sup> Tuesday of December and S. Kwist will review the flex schedule and advise if it is possible to schedule a meeting during that week. An email notification will be sent prior to the December and January meetings.                      Announcement: S. Kwist: Equity Speaker Series event Friday, October 25 with Anita Porter (OEI State Lead). Also suggested as a future discussion item develop a student equity passport to look at the aggregated date a little deeper.</p>
2.	Approve Agenda – November 19, 2019 Approve Minutes – October 15, 2019	<p>Agenda Approved with an amendment to add a discussion about the Brown Act as a part of new business. Votes: Yes-23 No-0                      Motion to table reading of October minutes to next meeting. <b>M/S/A:</b> R.Pedersen/. Votes: Yes – 22; Abstain 1</p>
3.	Old Business [no items]	None
4.	New Business [no items]	<p>S.M. Lenz: Should we be a Brown Act Committee? Discussion points: every constituency group is represented; group is large and is challenged to meet quorum; SGC has SEM as a standing item and both the Academic and Classified Senates receive regular updates on the work of SEM. As an example, C. Montoya shared the change of designation for the Safety Committee from a Brown Act body to an advisory group.                      S.M. Lenz: SEM doesn't have authority to make change, but inform SGC which is represented by every constituency. Does Brown Act designation constrain SEM? How can we be more nimble and flexible. Potential</p>

		<p>downside of not being a Brown Act Committee is the risk of not having all constituency groups represented when a decision needs to be made and/or action to be taken. N. Almassey shared two concerns of the Classified Senate: 1) always having classified representation in the room and 2) advisory groups have a little more leniency regarding the timing of published minutes to which the senate often times refers. Documentation is important and we have a plan for storing our documents, which is also an accreditation issue.</p> <p>Straw vote taken regarding the committee’s feeling about no longer being a</p>
5.	Roadmap Overview ( <i>standing item</i> )	
5a.	<p>IEPI SEM Academy Meeting Recap</p> <ul style="list-style-type: none"> <li>November 7, 2019</li> </ul>	<p>Formed three groups for the writing of the plan: data review; crossover between EMP and SEM and one to gather background information for the writing of the plan (including the membership, core components and introduction to the college context).</p>
6.	GP Pillar Team Updates ( <i>standing item</i> )	<p><b>Pillar 1 (JVB/RA)</b> – Ongoing discussion about meta majors and potential use of program mapper. Looking at ADTs and their course content and when and how they are offered as well as the cancellation history. Developed a template for ADTs. Academic Senate is doing a callout for faculty to serve on an Emerging Programs Task Force. Developed a rough draft of heat maps of CSU Area A – Area E course offerings.</p> <p><b>Pillar 2 (RH/JC)</b> – Did a Student Services Experience showcasing how the college community helps students enter the path. Demonstrated student progress tool. Reviewing websites that guide student enrollment process.</p> <p><b>Pillar 3 (DB)</b> – Nicole Trager has joined the team. 1) Resource connection and communication; 2) online support and 3) basic need support. Will meet in the spring 1<sup>st</sup> Tuesday of the month 3:30 – 4:30pm.</p> <p><b>Pillar 4 (NY)</b> Setting a regular meeting date to meet. Tentatively set for 3<sup>rd</sup> Tuesdays from 4-5pm. Interest in building out the Professional Learning Center and expanding PIP cohort.</p>
7.	Updates & Announcements	
7a.	SEM Website	SEM Website will be updated with meetings, agenda and other pertinent information.

8.	Summary & Next Steps	Recap of items covered. Next SEM Academy Meeting is Thursday, December 6 <sup>th</sup> . GP is exploring 1 <sup>st</sup> Fridays from 3-5 for planning as well as a retreat in January approximately from 12 -5.
9.	Adjourn to Group Activity @ 3:00 pm	Moved to adjourn meeting portion. (M/S G. Villegas/R. Hall) Vote: Unanimous Meeting adjourned at 3:30 pm.
	9a. EMP SOAR (Strengths, Opportunities, Aspirations, Results) Activity Using the SEM Self-Assessment Tool	Handouts and group summaries for each section available on Sharepoint.
	9b. Study the EMP External Analysis	
	9c. Accreditation – Quality Focus Essay (QFE)	
10.	<b>Wrap Up &amp; Next Steps</b>	Committee will be notified by email regarding the date and time of next meeting.
<b>2019-2020 Meeting Dates: 12/17, 1/21, 2/18, 3/17, 4/21 &amp; 5/19; all from 2:00 pm to 5:00 pm in SS4-412</b>		

*Agenda to be posted on the bulletin board in the lobby of the library.*