

LOS MEDANOS COLLEGE

Student Success Team Meeting
Monday – February 9, 2026
Time: 10:30am – 12:00pm: LIB*109
<https://4cd.zoom.us/j/83048718227>

MINUTES

MATERIALS:	
	Agendas and minutes are published on the LMC website: https://www.losmedanos.edu/sst/ Comprehensive Educational Plan Data Memo
PARTICIPANTS:	
	<u>In person:</u> T. Maxwell, R. Armendariz, V. Jacobo, S. Wright, J. Boyle, R. Rose, M. Pon, C. Craig-Huddleston, T. Oranje, R. Pedersen, I. Gregory - notetaker <u>Via Zoom:</u> T. Welter, D. Phenix, B. West, D. Reyes, F. Watkins, E. Padilla, E. Costanza, C. Mitchell, M. Rodriguez, M. Mack, N. Diaz-Galarza, N. Dove, N. Adina, N. Ghiselli, R. Hall, L. Greene, L. Morales
TECHNOLOGY:	
	<u>Bring your work laptops</u>
AGENDA ITEMS:	
1.	Welcome/Introductions - Tanisha Maxwell
	The meeting began with Dr. Maxwell welcoming everyone and reviewing the agenda. The group also discussed the scheduling of a district-wide counseling meeting, which was still pending a date in March. Additionally, there was a conversation about the upcoming graduation ceremony, which is planned for a morning at the Concord Pavilion, though the exact time and logistics are still being finalized.
2.	What's Happening on Campus - Tanisha Maxwell/Rosa Armendariz
	The meeting covered several updates and announcements, including the upcoming Dr. Martin Luther King, Jr. awards luncheon on February 26 th , various events in the MESA Center, and Student Life's presentation on Black care for women. The counseling team launched piloting classroom visits project for English 1000 at Pittsburgh and Brentwood campuses. A new student advisory council was established through the Black Student Success Initiative, with applications due February

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	<p>23rd. Dr. Maxwell confirmed that LMC was designated as a Black-serving institution in January 2026, joining a prestigious cohort of 31 institutions in California.</p>
3.	<p>Operational Calendar & Collaboration - Tanisha Maxwell/All</p>
	<p>M. Rodriguez discussed the creation of a 2026 operational calendar to streamline submission deadlines for the monthly newsletter. She also mentioned that Success Coaches were incorporating pathway spotlights in the newsletter, collaborating with department chairs to provide program information. Dr. Maxwell acknowledged the need for a uniform operational calendar with consistent semester weeks for the events. It was brought to the team's attention that the priority registration dates could be moved from Friday to Monday or Tuesday to ensure counselors' support for students.</p>
4.	<p>Success Center:</p> <ul style="list-style-type: none"> • Calling campaign completion • Newsletter: LMC Pathways highlights
	<p>The group was informed that the calling campaign initiated in collaboration with A&R would be completed by the end of the week. The current result of the campaign was that 42 out of 204 eligible students submitted their graduation applications.</p> <p>The meeting focused on the criteria for proactively awarding certificates. R. Hall clarified that only students with primary or secondary programs in positions 1 or 2 were eligible and that the office had been auto-awarding certificates but not degrees, with 43 certificates awarded in the fall and 165 more in the spring, while working with the Success Coaches to encourage degree applications. It was established that certificate auto-awarding does not affect financial aid or maximum time frame requirements.</p> <p>The group discussed the possibility of creating a separate, dedicated newsletter for each pathway, with Melina suggesting it could be produced once a term or year.</p> <p>It was announced that Dean Belman was working on updating the college about the change of venue for the graduation ceremony. The first letter to the students was sent on Friday. The ceremony will take place at Concord Pavilion at 10am. There will be additional follow-up emails and texts.</p>
5.	<p>Counseling:</p> <ul style="list-style-type: none"> • Operational plan for Week 3 classroom visits

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	<ul style="list-style-type: none">• Proposal for the FAQ videos project
	<p>Sharlice provided updates on classroom visits, noting that counselors were blocked for the sessions with students and would be visiting Brentwood classrooms directly, while students at Pittsburg campus would be brought to the Student Success Center for counseling. The group also discussed plans for FAQ videos and the need to update degree check sheets and program mapping. It was noted that the Program Mapper software will be replaced by Coursedog. It was agreed that N. Ghiselli, the lead for the video project, would present a list of videos based on the FAQs rubric on the Counseling website with the estimate cost of their production and need for collaboration at the next SST meeting.</p> <p>Dr. Maxwell urged the Counseling Department to get the educational planning project off ground and propose a sustainable model for creating and updating educational plans targeting students in their first year.</p>
6.	<p>Comprehensive Ed Plans Data Report – Ryan Petersen</p> <ul style="list-style-type: none">• Comprehensive Educational Plan Data Memo
	<p>R. Pedersen presented data on educational plans for new students, showing a decline in the percentage of students with comprehensive plans over the past five years. He demonstrated how to access and use a Tableau dashboard to analyze the data, including the ability to look at specific cohorts or demographics. The group discussed questions about data collection methods and how to set realistic goals for improving educational plan completion rates. Ryan emphasized that the focus should be on tracking performance over time rather than making value judgments about past data. He also explained the background and current status of comprehensive education planning data requirements, noting that the district uses a simplified definition compared to the state's requirements.</p> <p>It was unclear if the data presented included certificates of completion. R. Pedersen will clarify this aspect and will deliver the explanation to the team.</p> <p>R. Rose brought the team's attention to the fact that the current system allows students to modify their educational plans, which, potentially, could lead to incorrect educational plan data gathered through the system. The original educational plan created by a counselor could be modified in a way that it won't meet the criteria set for counting completed educational plans. R. Pedersen recommended bringing this point to the district-wide counselors' meeting.</p>

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	To understand the impact of the educational planning project, R. Rose suggested getting the data on students' persistence and establishing relationship between their educational planning and persistence.
7.	Next Steps & Future SST Meetings - Tanisha Maxwell/Rosa Armendariz
	<ul style="list-style-type: none">• Sharonda Frazier: Compile survey information from the high school conference (including hard copy surveys) about workshop preferences and provide data for planning ed planning workshops for the year.• Success Coaches: Send request to Sharonda and co-chairs with proposed dates for priority registration open lab support, to coordinate counselor availability for student registration assistance.• Melina Rodriguez: Distribute the 2026 deadline calendar to all student services departments collaborating on the newsletter.• Success Coaches: Complete the graduation application calling campaign for identified students by the end of the week.• Rikki Hall: Meet with a SIG consultant on Thursday to explore building sample ed plans in Insight self-service and report back on progress.• Nina Ghiselli: Prepare and present a proposal for FAQ counseling videos for next month's meeting, including number of videos, frequently asked questions to be addressed, estimated time to create, deliverables, budget, and where videos will be posted.• Ryan Pedersen: Check with district on whether certificate ed plans of 3+ semesters are included in comprehensive ed plan metrics and clarify if declared majors must be ADT/degree/GE patterns only.
INFORMATION: Meeting dates: 3/16/26 4/20/26 5/18/26	