

# LOS MEDANOS COLLEGE

**Student Success Team Meeting**  
**Monday – April 20, 2026**  
**Time: 10:30am – 12:00pm: LIB\*109**  
<https://4cd.zoom.us/j/83048718227>

## MINUTES

<b>MATERIALS:</b>	
	Agendas and minutes are published on the LMC website: <a href="https://www.losmedanos.edu/sst/">https://www.losmedanos.edu/sst/</a>
<b>TECHNOLOGY:</b>	
	<u>Bring your work laptops</u>
<b>Present in person:</b> R. Armendariz, C. Craig-Huddleston, S. Wright, S. Frazier, I. Gregory – notetaker	
<b>Present via Zoom:</b> E. Costanza, R. Rose, E. Padilla, B. West, C. Mitchell, F. Watkins, L. Greene, M. Rodriguez, M. Pon, M. Mack, N. Diaz-Galarza, N. Dove, N. Adina, N. Ghiselli, S. Ramirez	
<b>AGENDA ITEMS:</b>	
1.	Welcome – Dr. Armendariz
	Dr. Armendariz welcomed the team.
2.	Announcements & Agenda review - All
	The meeting started with the announcement of several upcoming events: Priority Registration events hosted by DSPS and EOPS, Black Student Success Week, Sonic Connections event focusing on music and mental health, MESA STEM Symposium, the Student Success Center's fall registration priority events, and an athletics scholarship fund through the foundation. The group then reviewed the agenda for the meeting, confirming all necessary topics were included.
2.	Update on FAQ Videos – Nina Ghiselli

LOS MEDANOS  
COLLEGE

	<p>N. Ghiselli presented a proposal to create both podcast-style videos and short Instagram videos covering topics like pre-nursing requirements and counseling appointments, with estimated hours of 30 for three podcast videos and 20 for ten Instagram videos. The proposal is awaiting final approval from Dr. Armendariz. If approved, the production should take place during Summer 2026. It was suggested to discuss the proposal at the next Department Chairs meeting.</p>
3.	<p>Update on Ed Planning Workshops – Carissa Craig-Huddleston/Sharlice Wright</p>
	<p>C. Craig-Huddleston reported that Educational Planning workshops are now available with a limit of 7 students per session, held Tuesday, Wednesday, and Thursday from 4:00 PM to 5:00 PM, with both in-person and remote options at the Success Center. The information about the workshops can be found on the Counseling website. N. Diaz-Galarza commented on a successful virtual workshop with counselor Christina Paleo, where 3 out of 6 registered students participated.</p> <p>Dr. Armendariz reminded the team about her request to track data about student participation: number of appointments scheduled, number of students who showed up, number of students with no-show; as well as the request to record team’s observations for these workshops.</p>
4.	<p>Transition to Softdocs and timeline – Rikki Hall</p> <ul style="list-style-type: none"> <li>• Training at May SST meeting</li> </ul>
	<p>In the absence of R. Hall, C. Craig-Huddleston reviewed the transition timeline for the SoftDocs implementation. She announced that the deadline for Dynamic Forms was extended to December 31<sup>st</sup> with ongoing content migration. However, the deadline for OnBase stays as June 30<sup>th</sup>. Form Builder training is planned for May 2026. R. Hall is going to lead the training during the May SST meeting.</p>
5.	<p>Counseling Partnership updates – Counseling</p>
	<p>C. Mitchell reported positive feedback from instructors on the Counseling Partnership pilot program during week 3, though there were some logistical challenges with space booking that need to be addressed. She plans to meet with A. Sterling to plan for expanding the program in the fall semester.</p>

LOS MEDANOS  
COLLEGE

	<p>S. Wright suggested considering a different from the classroom setting format for educational planning workshops. R. Armendariz shared her experience with DVC where they created a light curriculum for similar student workshops. She recommended adding this topic to the May SST meeting agenda.</p> <p>The team discussed plans for the next phase of the program, including connecting with Math and English departments through program review and RAP requests. They agreed to present their ideas at the May 18th meeting, with Caitlin planning to coordinate with the English department.</p> <p>The group also explored ways to better support ESL students, with E. Padilla mentioning their existing ESL workshops, and M. Mack suggesting incorporating structure for student-athletes' appointments. The team agreed to review the EOPS framework as a model and to continue discussions in May about supporting different student populations.</p>
6.	Update on Summer Bridge – Student Success Coaches
	<p>The team discussed plans for the Summer Bridge 2026 program, scheduled for July 20-23, which will serve incoming freshmen with an extended orientation including campus tours, workshops, and lab visits. M. Rodriguez confirmed that most of the program participants register during the Senior Saturday events. The goal is to recruit 50 students for Summer Bridge 2026. So far, M. Rodriguez believed that there were 5 applications. She presented the program details and confirmed several presenters, including R. Turner for career services and A. Murphy for EOPS, while still seeking a counselor for a workshop on July 22nd. R. Rose suggested highlighting salary potential of careers in CTE during presentations, which N. Diaz-Galarza agreed to explore by reaching out to Michael Kean for best practices. The team also discussed incorporating educational planning components and connecting with more instructional faculty to showcase career opportunities and salary information across different programs. R. Rose stressed the importance of making sure that students learn how to use our tools, especially how to register for classes and use the virtual schedule builder.</p> <p>F. Watkins confirmed that Umoja will be hosting a Summer Bridge program for a new cohort, though it will not be scheduled during the same week as previously. E. Padilla announced that ESL program will have Student Orientations for new students. R. Armendariz suggested maintaining communication about summer activities to ensure alignment with student recruitment efforts.</p>

LOS MEDANOS  
COLLEGE

7.	Proposal on Fall Focused Flex – Rosa Armendariz
	<p>R. Armendariz proposed a Guided Pathways Focus Flex initiative, with R. Rose emphasizing the importance of involving both full-time and part-time counselors in the effort. R. Armendariz outlined next steps including updating the list of pathway counselors, developing the proposal for the May 18th meeting, and potentially restructuring future SST meetings to be more workgroup focused. R. Rose volunteered to partner with Rosa to put together a draft of the proposal. S. Wright also expressed her willingness to help with planning. S. Wright and N. Dove will discuss this initiative with R. Armendariz during their Co-chairs meeting.</p>
8.	<p>Next Steps &amp; Future SST Meetings - Rosa Armendariz          Let us know what needs to go into the agenda.          The structure for our SST meeting for our Summer and Fall meetings. Move towards workgroup style. I will have a way to think about that.          3 goals for 2026-27.          What do you want to see what happens with the SST work for the upcoming semesters.          We should not expect that the same people should lead all the time. How we own the work.          Sharlice – this meeting was originally was intended as a workgroup.</p> <p>Nicole Dove: so much transition and challenge – making transition easier. We appreciate you.</p>
	<ul style="list-style-type: none"> <li>• N. Ghiselli - Send the FAQ video proposal to R. Armendariz for final approval and funding consideration.</li> <li>• R. Armendariz/S. Frazier – Include the topic of FAQ video proposal to the department chairs meeting agenda.</li> <li>• M. Rodriguez - Send an email to counseling co-chairs (and CC R. Armendariz) requesting a counselor to present the mini college success class for Summer Bridge on Wednesday, July 22, 9:30-11am.</li> <li>• N. Diaz-Galarza - Reach out to Michael Keane to get his talking points on CTE program salaries/careers and share with other faculty for Summer Bridge.</li> <li>• Success Coaches - Meet with Bill Bankhead to gather information on presenting career and salary data for social sciences/ethnic studies, and loop in other faculty as appropriate for Summer Bridge.</li> </ul>

LOS MEDANOS  
COLLEGE

- C. Mitchell - Meet with Alex to discuss expanding and planning the counseling partnership pilot for fall, and bring back a proposal to the May 18th meeting.
- S. Frazier - Update the list of pathways and assigned counselors (full-time and part-time)
- R. Armendariz with the help of R. Rose and S. Wright - Develop and bring back a proposal for the Focus Flex "Milestones That Matter" session to the May 18th meeting.
- All - Think about and prepare ideas for the structure and focus of SST meetings for 2026-2027, including possible workgroup format and goals, for discussion at the next meeting.
- R. Armendariz - Check with Institutional Planning and Research Department if there is a way to track how students are registering for classes (VSB vs. other methods) and report back.
- F. Watkins - Confirm with Professor Reese and Professor Martin the dates and details of the Umoja Summer Bridge program and communicate with group to avoid overlap and coordinate outreach.

**INFORMATION:**

Meeting dates:

**5/18/26**