

LOS MEDANOS COLLEGE

Student Success Team Meeting
Monday – October 20, 2025
Time: 10:30am – 12:00pm: LIB*109
<https://4cd.zoom.us/j/83048718227>

MINUTES

MATERIALS:	
	Electronic version of the agenda
	<u>Present in person:</u> T. Maxwell, R. Armendariz, T. Sanders, V. Jacobo, J. Boyle, H. Lindgren, T. Oranje, J. Benford, J. Suarez, L. Greene, J. Casey-Geary, I. Gregory (notetaker) <u>Present via Zoom:</u> M. Rodriguez, B. West, L. Morales, R. Hall, R. Rose, S. Ramirez, M. Pon, E. Padilla, D. Reyes, N. Ghiselli, E. Costanza, N. Dove, T. Richardson, N. Almassey
AGENDA ITEMS:	
1.	Welcome/Introductions - Tanisha Maxwell/Rosa Armendariz
	Dr. Maxwell welcomed the participants and announced the transition of L. Greene to the Office of Equity & Inclusion. As the result of this transition, currently, the five Guided Pathways are supported by the Student Success team – M. Rodriguez, N. Diaz-Galarza, and V. Jacobo.
2.	What's Happening on Campus - Tanisha Maxwell/Rosa Armendariz
	10/21/25 -Transfer & Opportunities Fair 10/23/25 – Marketing Advertisement Video Production 10/25/25 – Dreamer's Conference 10/29/25 - Dia de los Muertos 11/08/25 - Percival Everett: a discussion on acclaimed book, <i>James</i> 11/08/25 Football/Home Game
3.	Progress Tool Updates and Mini Refresher – Rikki Hall

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Using a Dynamic form example, R. Hall summarized the process of the transfer evaluation request. To comply with AB789 the following updates were introduced:

- Transfer credits are only applied toward a student's active program of study.
- The transcript evaluation request form was updated to pull only active majors and automatically route applications to the appropriate pathway evaluators.
- Once an evaluation is completed, students receive a notification through Insite that results can be viewed in the progress tool: due to new federal regulations, evaluation results can no longer be emailed directly to students.
- If an evaluation isn't completed, evaluators can indicate the reason, and a message is sent to inform the student.

Students can use the note field in the form to indicate any additional information or requests like their intention to opt out of our local GE and instead, choose CalGETC.

Students are recommended, after they receive their completed evaluation form, to schedule an appointment with an academic counselor to go over the interpretation of their evaluation and check if correct catalog rights are applied. If any changes are necessary students should email the evaluation specialists (evaluations@losmedanos.edu). The system does not know what catalog year rights students have, that is why it is impossible to program an automatic catalog year upload. Even if a student put incorrect catalog year in their application, the evaluator will not reject the application but will correct the year.

R. Hall also presented an overview of the Progress Tool. These are the changes that have been implemented:

- The courses that have been end-dated, that don't have a new course ID, are now going to pull into the student planning progress tool.
- The order of the progress tool has been reversed: the program major requirements are shown first, followed by the GE requirements that are associated with the student's program of study.
- Associate Degrees for Transfer (ADTs) require 60 transferable units, which differs from local degrees that require 60 degree-applicable units. The sub-requirement area in the progress tool allows users to view which courses count toward that transferable unit total.

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	R. Hall reminded the attendees that courses previously approved on IGETC are grandfathered in for CalGETC using approval start and end dates. This is not true for CSU GE and these courses are not grandfathered into CalGETC. An ongoing degree audit project with Strata Information Group (SIG) aimed at improving GPA and transfer credit accuracy was mentioned. The updates include: • Allowing the system to import plus/minus grades from other institutions. • Sorting program courses by best grade rather than chronological order to ensure fairness in awarding honors at graduation (for GPAs of 3.5+). • The new Title V Minimum Associate's Degree requirements update led to the system's ability to only include GPA for the program of study. Recent Title V updates changed the residency requirement for degrees from 12 units at Los Medanos College to 12 units district-wide, meaning students can take qualifying units at any college in the district. However, the Certificate of Achievement residency rule remains unchanged (still 12 units at LMC) until board policy and catalog updates occur. It was confirmed that students can apply for a degree at multiple institutions within the district. Students can only apply for the degrees that they've declared as either a primary or secondary program of study.
4.	Memorandum ESS 25-61 – Tanisha Maxwell
	The memo has major implications for counseling and outlines state-mandated requirements related to comprehensive educational planning (ed plans). It emphasizes compliance with a new policy and aligns with ongoing work at the college, particularly student support through the Success Center and student milestones planning. • ESS 25-61 requires comprehensive educational plans (CEPs) for students — ideally within the first semester, and at minimum by the end of their first year. • LMC to collaboratively identify barriers, opportunities, and strategies for implementation to ensure compliance.

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- The State Chancellor's Office (via Rep. Stacy Shears) will provide additional guidance.

Dr. Maxwell and Sharlice Wright highlighted that both local and district-wide counseling chairs have begun analyzing the memorandum. There is inconsistency across the district — LMC, DVC, and Contra Costa College each handle the process of CEPs advising differently. However, all colleges report their concern regarding counselor-to-student ratio challenges, making compliance difficult with current staffing. LMC Counselors shared feedback that they feel the ed planning workshops they offered were ineffective for creating comprehensive ed plans due to low attendance and recommended offering non-credit first-year courses focused on educational planning district-wide.

R. Armendariz shared updates on how the recently released memo connects directly to the upcoming Student Equity Plan (2025–2028), which will guide the next three years of institutional work. The plan submission is due on November 30, and for the first time, it requires colleges to report data on the number of students who complete a comprehensive educational plan—either by their first term or by the end of their first year. This data, disaggregated by race and ethnicity, will serve as a baseline for identifying equity gaps.

R. Armendariz explained that the Equity Plan incorporates existing initiatives and milestones developed through the Student Success Team (SST) meetings, emphasizing focus areas such as the 0–15 unit range and collaboration with the Enrollment Strategy Planning Group (ESP). The plan serves as a foundation for future work, aligning compliance with meaningful student impact.

The group determined the following implementation challenges:

- counselor-to-student ratio;
- lack of general counselors vs. program-focused counselors;
- inconsistencies between the requirements of the comprehensive ed planning process and the focus of counselors' evaluations;
- timing of students' major determination and verification;
- focus on a holistic student needs approach and not just ed planning;
- different "seasonal" approach to the ed planning process by different programs.

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5.	Student Success Center Updates – Tanisha Maxwell
	The topic was tabled. • The Student Success Center was established approximately 2 years ago. The goal for the success coaches is not to engage in all of the operations around student-facing communication and or interventions, but to strategically collaborate and support other departments and students. The team will share their file that carries a record of all different planning tools, interventions, and collaboration before the next SST meeting (so called “Rainbow file”). • The SST members are encouraged to study the document and determine where there are opportunities for collaboration, how we can leverage our technology, and what is the best timing for the interventions.
6.	Student Success Center & Counseling Collaboration - Tanisha Maxwell/All Table
	The topic was tabled.
7.	Charter Review and Goals for 25-26AY/Participation in the Program Review Process - Tanisha Maxwell/Rosa Armendariz/All - Mural Refresher - Collaboration with ESP - Communication + Interventions/Areas & Responsibilities
	The topic was tabled.
8.	Next Steps & Future SST Meetings – Tanisha Maxwell/Rosa Armendariz
	• To ensure a highly productive SST session on November 17th, 2025, the participants were requested to be present in person. • The SST members were encouraged to analyze the SST Charter and the Student Success Center “Rainbow file” and provide their feedback.

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INFORMATION:

Meeting dates:

11/17/25

12/8/25

2/9/26

3/16/26

4/20/26

5/18/26