Student Services Council
Meeting Minutes

February 18, 2015
2:00 pm – 4:00 p.m. Student Services Center, I4-402

ATTENDEES			
	Julie Barnes, Chair	Ashanti Hands	Barbara Plandor
	Danene Brown	Jill Jansen	Monica Romero
	Ailene Crakes	Leroy Johnson	Carol Sampaga
	Claudia Cuz	Trina Larson (Recording Sec)	Cheri Sawyer
	Monica Demcho	Gilda Maldonado	Susan Topham
	Nellie Dougherty	Tim McGrath	
	Genevieve Esguerra	Pedro Olvera	

AGENDA ITEM A: One-Minute Positives

COMMENTS	Cynthia, Lou, and Arlene - our fab cleaning crew – have designed and had uniforms made so they can look great for the I400 building. One sister recently helped Leroy retrieve his cell phone from underneath a staircase. We're so lucky to work with them! This week, Financial Aid will disburse $5.4M to students. Counseling and Testing have three new staff members and are finally fully staffed. The Academic Skills Center has developed a tutoring and mentoring program for veterans.

AGENDA ITEM B: Review of Meeting Minutes

COMMENTS	Meeting minutes from November 19 were approved.

AGENDA ITEM C: Student Success and Equity

UPDATES	Student Success and Support Program (SSSP) • No update

AGENDA ITEM C: Student Success and Equity (con't)

UPDATES	Student Equity Planning • We're working with CUE to develop change agent groups focused on English. We're walking in students' shoes; reflecting on our program reviews; and looking at our service areas to consider what we see and how accessible they are. This is a year of inquiry for us. What do our students experience through an equity lens? Title V/Hispanic Serving Institutions (HSI) Grant • HSI is in a design and development phase this year. • Folks are participating in training.

AGENDA ITEM D: Institutional Effectiveness

UPDATES	Program Review • Good job getting your Program Reviews in on time. • 95 program reviews were due; 93 were submitted. Great! • Program Review surveys will go out soon. Planning and Institutional Effectiveness (PIE) • There's a new *Institutional Planning Manual*. • The integrated planning schedule for Spring 2015 was distributed. • <u>Faculty Hiring</u>: Now comprised of 5 deans and 5 faculty. The first meeting will be held this Friday. • <u>Classified Hiring</u>: We received 49 applications this year. • <u>Student Services Hiring Status</u>: Julie projected a chart that provided an overview of new positions and those in the hiring queue. Budget and Resource Allocation Committee (BARC) • No update Learning Assessment Task Force (LATF) • No update Accreditation • No update

AGENDA ITEM D: Institutional Effectiveness (con't)

UPDATES	Point of Service Surveys, 2014-2015
	• We will collect feedback related to continuous improvement this year.
	• The process will be Mesa-based and will be available online or in hard copy.
	• We need to develop some shared questions this spring, but we also want to look at how we might frame them to respond to questions individual departments have.
	• We might pick out a few existing satisfaction questions (per the District's request), but we also want to look at other kinds of questions.
	• We could ask about SLO-related skills, knowledge, and awareness.
	• Question: Will our departments be able to determine when these will be distributed? Answer: These will likely be available at all times.
	• Question: Are we able to ask open-ended questions? Answer: Yes.
	• Consider the following:
	    • How are departments currently assessing? What instrument are departments using?
	    • How might we assess students who don't receive services?
	• There are assessments in addition to POS surveys - metacognitive testing, for example.
	• Next steps: Identify SLOs that could be measured by additional survey items; work with the Research office; prepare for Fall 2015 implementation.

ACTION	Areas should think about how they'd like to adapt the survey instrument to their areas. Bri will send out Google forms to collect our responses.

AGENDA ITEM E: General Items

UPDATES	Enterprise Resource Planning (ERP) Project Update • Our ERP representatives are working hard to ensure that practitioners who must have input in process matters are brought to the table. • PeopleSoft will require students to declare a major. This will begin January 1, 2016. We will request that District SS send out an email blast.

AGENDA ITEM E: General Items (con't)

UPDATES	Transfer Plan Report • Held over to the beginning of the March 18 meeting. Violence Against Women Act (VAWA) • No update

AGENDA ITEM G: Roundtable and Committee Updates

UPDATES	Academic Skills Center/Sampaga • Languages tutoring is located in the Languages Center. Admissions, Veterans, Records/Sawyer • The staff is busy enrolling special populations. Our headcount is currently 23,684. Career & Evaluations/Demcho • Career has been conducting outreach with instruction. Career will be offering a series of workshops each related to a different area of the career exploration process. Will begin in March. The Career Opportunity Expo will be held April 13-16; Job Fair: April 16th. Counseling/Crakes • We're finalizing our workshops for SSSP related to first semester ed planning, transfer prep, and AAT/AST degrees, for example. All is going well with the Ed Plan campaign. We've hired three new adjuncts to assist with SSSP efforts. Counseling faculty have planned a retreat to assess their SSSP efforts. EOPS/Olvera • The regional EOPS organization will soon host a classified staff training retreat to share best practices with each other. Financial Aid/Maldonado • The Student Services Fair will be held next week. • We're looking to eliminate the rule that students with associate degrees are automatically disqualified from financial aid.

UPDATES	Instruction/McGrath • The Board of Governors will give their final approval for the community college baccalaureate degrees on March 15th. We plan to accept the first cohort in Fall 2015. • We're working on the summer schedule. We'll have between 500-600 sessions this summer. We are down about 150 FTES for the year. Outreach/Esguerra • Tomorrow is first in a series of Parents Nights. Three of these will be hosted in English and three in Spanish. Outreach is also co-sponsoring a Black History Month event. We're enhancing pre-assessment/assessment in the high schools. We're developing a new process for FYE. Students will now fill out an application so they have a better understanding of what they're signing up for. Student Affairs/Hands • Scholarship applications are due next Friday. • The Scholarship Gala will be held on Friday, April 24th. • We're currently planning for Commencement. • Club Orientation will be this Friday. Students can register their clubs at this time. Student Development/Topham • The state is looking into a new Common Assessment. The next meeting will be held on March 9th. Two vendors' instruments include multiple and non-cognitive measures to more fully assess student preparedness. • An online education group is looking at developing an online counseling component. Meetings begin next month. The group is considering a state-wide student portal. Student Health Services/Khambata • We have a flu center set up; Be Calm will be held every week. Transfer/Johnson • We'll be starting appeal workshops soon. If you have students who need transfer assistance, send them to the Transfer Center.

Next Meeting: March 18, 2015, I4-402, 2:00-4:00