



Student Services Council Meeting  
 January 11, 2017 • 9:00 AM  
 Room 2314

### MINUTES

<b>Committee Members Present</b>					
X	Kehinde Adesina	X	Sandra Hamilton Slane	X	Leann Williams
X	Stacey Bartlett	X	Tim Johnston		
X	Sharon Brisolaro	X	Becky McCall		
X	Tina Duenas	X	Kevin O'Rorke		
X	Nadia Elwood		Sheree Whaley		

#### CALL TO ORDER

The meeting was called to order by Tim at 9:04 a.m.

Introduction and welcoming of Stacey Bartlett, Dean for Arts, Communications and Social Sciences. Stacey was previously at Butte College and started here at Shasta College on December 20<sup>th</sup>.

1. Approval of Minutes  
 It was moved by Sandra and seconded by Leann to approve the minutes of the December 14, 2016 Student Services Council meeting. The motion passed unanimously, with one abstention from Stacey Bartlett.
  
2. Annual Area Planning
  - a) Process Discussion  
 Each area submitted initiatives. Ranked by group, low to high, with low being the best. Scores were tabulated and summed up. Staffing initiatives were separated out from the other project focused initiatives.
  
  - b) Review Results  
 Comments
    - i. Hobson Starfish - Faculty friendly student alert system and ed planning for students.
    - ii. Any initiatives that received the same scores were given the same ranking number and the next ranking number was then skipped. (Example: Two initiative received a ranking of 14, so both were listed as 14, the 15<sup>th</sup> was skipped, and the next one was 16.)
    - iii. Staffing – Non-categorically funded positions for most part.

Suggestions:

- If a position isn't identified as part time or full time to designate more clearly. (Example: Include if the CalWORKS Work Study position is an augmented increase in time.)
- Include if staffing positions are categorically funded. When it comes to other items, Kevin shared that the funding aspect is added when it gets to the President's office.

Summary:

- Ensure naming of initiatives is clear and concise, and includes funding.
  - Combine website initiatives 2 and 3 and proceed with a holistic approach for a global website redesign.
- iv. Request to send changes to Michelle and Natalie by noon on Friday, Jan 18<sup>th</sup>. Sharon motion to approve and was seconded by Tina. Unanimous, except for one abstention by Stacey Bartlett.

3. Administrative Procedures / Board Policies

a) BP/AP 5140

Disabled Students Programs and Services

Title V changed last year. Terminology changed to "academic accommodations adjustments, auxiliary aids, services, and/instruction. However, due to a student's OCR complaint and finding, as part of a reviewed grievance process last year, Morris was not comfortable with replacing the term "accommodations" with "academic adjustments" for Shasta College. Sandra wants to change the name of the DSPS program, but due to technicalities the program name remains. However, it does not prohibit changing the name of the office/front end. They are gathering student input and the leading idea for a new name is "Partnership for College Access." Students are unanimous in getting rid of the word disabled. Kevin asked if there are statewide conversations going on regarding the term "disabled" and Sandra confirmed that was the case. Stacey shared that from a faculty perspective it is a positive change to transition from the use of the word accommodation to academic adjustments.

The Senate already reviewed BP/AP 5140 and approved their version. Next step is to combine changes into one document and then submit to College Council, the Cabinet, the Ad Hoc Sub Committee Board of Trustees and then Board of Trustees. Sandra will proceed to the Senate for approval to change the department name.

AP5140 - Motion to approve as a second read by Sharon and seconded by Nadia. Unanimous approval.

BP5140 - Motion to approve by Tina and seconded by Kehinde. All in favor.

b) BP/AP 5010

BP5010 First Read. Initiated after mandated changes to AP5011. Effort to clean up the language. Will do a second read at the next meeting. Noted ed code changes and additions and modifications.

AP5010 – Updates to ed code provision, couple of insertions of ed code and some modest section changes. Being more explicit of the review process. High schools and districts have no domain over curriculum, but would still weigh in.

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c) AP 5011 Admissions and Concurrent Enrollment  
Companion piece to AP5011 that is a mandated change. It did not exist before. We created based on Community College league. Some strike outs. First read and will bring back next meeting for a second reading. Cabinet will weigh in on it.

d) AP 5055 Enrollment Priorities  
[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB801](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB801)

The California State University and each community college district, and the University of California is requested to, with response to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to a foster youth or former foster youth, or until January 1, 2020, a homeless youth.

Homeless youth means a student under 25 years of age, who has been verified at any time during the 24 months. Homeless youth once identified maintain that status for 6 years.

Homeless youth must be identified by one of the following:

- 1) A homeless services provider, as that term is defined in paragraph (3) of subdivision (d) of Section 103577 of the Health and Safety Code.
- 2) The Director of a Federal TRiO Program or a designee of that program.
- 3) Financial administrator for an institution of higher education.

Question posed for identify a Shasta College staff person to serve as a liaison in the financial aid dept. or another dept. Sandra shared that SCI\*FI program fills this role and added she could be keeper of the list of homeless youth. The list is maintained in order to determine and arrange for who will have priority registration.

Questions and thoughts posed in regards to enacting the process on campus included:

- How to handle when a student indicates they are homeless when registering? How does the A&R Tech proceed? Do they go ahead and allow the student to register and then offer information on who to go to get clearance?
- How to figure out how to identify these students?
- Tracking for 6 years, and/or until they turn 25 years old.
- Kehinde shared that most students in TRiO are identifying their living situation

Next meeting complete a second reading and address the procedure and logistics behind it.

4. Student Services Council Retreat – March 10 at SCOE Instructional  
Casting net wide – including Nick Webb, Peter Griggs,

Possible topics:

- a) Student Services Building
  - b) SSLOs/SAOs evidence review and cycle of improvement
  - c) Accreditation
  - d) Integrated Planning
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- e) Program Review
- f) Website
- g) Other?
- h) Becky inquired if the SARS integration with Regroup would be ready? Explanation that Regroup will offer the ability to send text reminders to students, and that there will be a meeting with Regroup on functionality, but need SARS updated first.
- i) Inquiry regarding Hobsons Starfish and if it would be able to identify transfer planning patterns and progress. The response was positive and that groundwork would be laid out this semester.

5. Draft 2017 – 2022 Technology Master Plan – First Reading

Accreditation team visit is scheduled for October. Accreditation process requires a Technology plan.

Pointed out Technology Planning Goals and Activities. Number 4 for example focuses on *Support student services through technology by collaborating and continuing to enhance service delivery via the best innovative practices.*

Sharon - Would the technology plan be the place to articulate access to data, even if it's through the research topic? Tim responded that there are two places you'll find it. Explicit description for creation of data warehouse, and second Tableau is explicitly mentioned as well. Tim suggested to read through and see if it was explicit enough or if there are recommendations.

Becky – Asked if scanning was included in the plan? Tim pointed to the topic 5.1 *Expand functionality in Colleague to automate business processes including automated workflow for document imaging.* Sandra shared that they have a high productive scanner that could also be made available for other projects. Becky would like to start fresh for 17/18. She doesn't think the scanning for financial aid will be as tedious as the transcript scanning in A&R. In A&R they are scanning vault documents and also scanning new incoming transcripts for automated ed planning process.

Phone calls precipitated by issues with web site, MyShasta, as registering online presents challenges for students.

Provide feedback at next meeting and then can offer it to the IT dept. Keep a running Matrix/ Wish List and decide which items should get the most attention. Come back next time and see what thoughts have percolated.

6. Draft 2017 – 2018 Enrollment Management Plan – First Reading

Current plan 2014 – 2017. Committee moved to a two year plan for 17-18, a growth year and then a sustainability year. Growth involves new marketing and outreach efforts.

The Committee decided to opt out of projections and the statistics behind it, loads, and FTE's, and are instead focusing on initiatives and offering companion support to other projects.

The key elements of the plan revolve around four goals:

- Seek - How do we get students?
  - Keep - How do we retain them?
  - Complete - How do we assist and ensure they finish?
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- Promote a culture of inquiry.

The plan is being vetted through the various committees and councils and would like input to take back to the committee. Sharon questioned who is tracking statistics and Becky shared that the Budget Committee addresses that area. Tim shared that the Office of Instruction takes on efficiency matters and faculty loads, and targets. Stacey asked how the committee would know if initiatives were successful without a measuring and tracking system? Tim responded that some initiatives have embedded in them some form of a process of assessment.

#### 7. Student Development FSA (Faculty Service Area) – ad hoc committee

Sandra and Sharon are meeting with Frank and Teresa Doyle regarding the STU Courses. Sandra wants to gather more information about the STU program. Sandra shared that 625 of students who take the STU Courses pass, and there are not the results they are hoping for. STU courses are under Foundational Skills. A question they would like more clarification on is how courses are modified and added. Would like to see STU 1 as more of a skills based classed. STU 70 is similar and they would like to see it be more skill focused as well. Counselors would also like some input into the courses.

Becky would like to create a Financial Education course – 1.5 units.

Stacey shared how Butte College created a Life Management program which led to higher retention and success results, and an enriched learning outcome process. She shared that it included FYE Experience, Student Success, and a reading class.

#### 8. Area Updates

##### a) *Becky - Financial Aid*

- SAP notifications completed this week (Fall 16 grades). If a student is ineligible encourage them to appeal.
- First Pell disbursement is this Friday. Needed to have been registered before Monday. Staff instructed to notify Becky about students with special circumstances.
- 17/18 – new goal is before February 1<sup>st</sup>.
- Financial Aid Fridays 10 - 12 in Student Success Center, Room 102. Start this Friday.
- Email to students who had 16/17 FAFSA completed, but don't yet have the 17/18 submitted.

##### b) *Enrollment Services*

Dismissal Notifications will be sent before the end of the week. A list was received this morning from IT and is being reviewed by Cindy Silva in A&R. The number of dismissals is between 150 – 200 students each semester.

Probation Notification will be sent out possibly after the semester starts. Loss of BOG will go into effect Fall 17 semester. Sandra requested access to the Dismissal and Probation lists for review for their students.

##### c) *Admissions & Records*

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Leann worked with Matt drafting an email regarding grades being due and sent to instructors and deans. Faculty are provided three working days in between the end of a semester and when grades are due. The contract is silent regarding the timeline, and Enrollment Services, in following past precedence, continued with the three day arrangement. It was noted that the short time frame between fall and spring is also a crunch time for the financial aid department. One suggestion was from Sandra regarding wrapping up one week earlier and allow one more week of processing time for staff.

9. Other/Announcements

Reminder to please sign up for SOS stations – next Tuesday and Thursday

**NEXT MEETING**

The next meeting is scheduled for Wednesday, January 25, 2017 at 9:00 a.m. in room 2314.

Recorded by:

Michelle Fairchild  
Administrative Secretary  
Enrollment Services