Shasta College

Student Services Council Meeting
Wednesday, February 3, 2021
10:30 AM – 12:30 PM

Minutes

District / Division Goals

Goal 1: Increase First-Year Persistence by 2%
Goal 2: Increase Completion Rate by 2%
Goal 3: Increase completion efficiency by 1%

Goal 4: Increase course success by 1%
Goal 5: Improved math/English through-put
particularly for disproportionately impacted groups

Focus Areas: To increase the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units:
- By the end of the spring 2021 semester:
  - Workgroup: Improve completion and retention by developing a workflow for proactive student support that aligns meta-major Counselors/ support staff and college / community resources to help students remain on their path.
  - Workgroup: Improve student retention by completing recommendations for a new Student Services "One Stop" building on the Redding campus.
  - Improve persistence and through-put by implementing automated Student Education Planning software that would permit students to complete course registration from that platform.
  - Implement a pre-registration checklist that would permit students to update their contact information and program of study.
  - Decrease the number of accumulated units by implementing a credit for prior learning website in cooperation with the Academic Senate and the Office of Instruction.
  - Develop a "stand alone" Career Center in cooperation with EWD.
- Improve access from application to enrollment by contacting each new applicant in disproportionately impacted groups through the expansion of the New Applicant Outreach Project.
- Decrease the number of accumulated units by expanding the front-end transcript evaluation process.

Committee Members (voting)					
x	Robert Bowman	x	Sue Huizinga	x	Buffy Tanner
x	Jerry Brown	x	Tim Johnston	x	Natalie Tucker
x	Nadia Elwood	x	Sonja Mendes	x	John Yu
x	Sandra Hamilton-Slane	x	Amber Perez		
x	Allie Hancock	x	Carlos Reyes		
Guests (non-voting)					
x	Nick Webb	x	Daniel Valdivia	x	Susan Schroth
x	Kate Mahar				

1. Approval of Minutes
   a) Minutes Jan. 13, 2021: John Yu motioned and Amber Perez seconded to approve the minutes. All in favor, Sonja Mendes abstained.

b) Budget Development Timeline
1. Tim highlighted the need to submit the budget personnel sheets and future training opportunities
   1. Feb. 10 – Managers turn in staffing worksheets
   2. Feb. 26 – Managers submit budgets to VP
   3. Feb. 26 – March 18 – meet to review budgets
   4. March 19 – VP completes reviews; notifies AVP/BS
c) Annual Area plan timelines
   1. Initiative rankings due Feb. 10
   2. Discussion & Approval – Feb. 17

2. Presentations
   a) Competency Based Education – Kate Mahar (10:30 – 10:45)
      1. Competency based education focus on skills learned and abilities required to earn credentials.
         a. Competency based education provides a new way to assess students' knowledge. The CBE course operates differently than a normal semester. CBE is less focused on time in the class and focused more on skill attainment.
         b. The Chancellor's office is offering a pilot program to ten colleges. The request is that the colleges specify one program to pilot. The opportunity will provide $100k dollars a year for the next five years to pilot the program. The Chancellor's office is looking for a campus that is both innovative and equity focused. Potential programs: HIT/HIM, Heavy Equipment, or ECE.
         c. Feedback/discussion:
            i. Sonja stated that she graduated from Western Governors University, Masters in Nursing, and her competency-based education was smooth and successful. She did state that a student has to be motivated. Sonja also stated that having a timeline did help. She is happy to support from the Health & Wellness area and suggests looking into Health Sciences area as a pilot program.
         d. Kate stated that in order to be a pilot the entire college will need to jump on board to participate. She asked if the Council can take a vote on whether they support the application to pilot the program.
            i. Nadia Elwood motioned to support the application for piloting competency based education, Sonja Mendes seconded. All in favor, none abstained.
            ii. Kate stated that it could take a couple months before we know the application results.

3. Instructional Council Report
   a) Carlos stated that Instructional Council reviewed position requests. The Instructional Council reviews the position requests and creates a ranking sheet that is forwarded to Dr. Nigro.
      1. Sandra Hamilton-Slane asked how they handle resignations and retirements. Carlos stated that the Dean could list the faculty members that are resigning/retiring, but it does not mean that a replacement position will be approved.

b) John Yu asked how many new faculty they expect to hire? Carlos stated the number is currently unknown.

c) Tim Johnston highlighted that Instructional Council process is used to prioritize instructional and non-instructional faculty position requests. Classified staffing requests go through the annual area plan process.

4. Discussion Agenda
   a) Annual Area Plan Initiative Presentations
      - Health & Wellness
      - TRIO Student Support Services
      - TRIO Talent Search
      - Financial Aid
      - Admissions
      - Testing Center
      - Student Housing & Student Life
      - Transfer Center
      - Umoja
      - Gateway to College
      - The final ranking is due to AVP Office on February 10th and the rankings will be tabulated for the February 17th SSC meeting. The SSC voting will take place on February 17th before moving on to College Council.

   b) Return to campus timelines and priorities: Student Services administrators could start considering priorities of services and activities that will be returning when staff come back to campus at fuller capacity. Without firm timelines the Council can still start engaging in the discussion.

5. Action Agenda
   o Board Policies / Administrative Procedures – Second Reading
      ▪ None.
   o Board Policies / Administrative Procedures – First Reading
      ▪ None.

6. Student Equity: Social justice Action Plan / Fostering Social Connection

7. Guided Pathways / Vision for Success - Providing / Coordinating Student Support Services virtually

8. Budget

9. Information Items / Other
   a) Technology
      1)None.
   b) Area Updates / Announcements
      1)None.

10. Meeting Adjourned at 12:30 pm

NEXT MEETING:
The next meeting is scheduled for Wednesday, February 17th from 10:30am – 12:30pm via Zoom
Minutes recorded by: James Konopitski, Student Services Coordinator