



Shasta College

Student Services Council Meeting
Wednesday, February 17, 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		Amber Perez		
x	Allie Hancock	x	Carlos Reyes		
Guests (non-voting)					
x	Billy Miller				

1. Approval of Minutes
 - a) Minutes Feb. 3, 2021: John Yu motioned and Buffy Tanner seconded to approve the minutes. All in favor, none abstained.

2. Presentations
 - a) Budget review process – budget process / binder and justification statements
 - a. Budget Development Timeline
 - i. Feb. 26 – Managers submit budgets to VP
 - ii. Feb. 26 – March 18 – meet to review budgets
 - iii. March 19 – VP completes reviews; notifies AVP/BS
 - b) James Konopitski updated the Council on the Student Services budget binder and tips to run reports.
 - c) Tim recommended Council members attend the Budget Committee meeting.
 - d) Tim suggested that it is important for everyone to look at their area budgets through the historical lens to anticipate a budget when operations return to campus.

3. Instructional Council Report
 - a) Instruction Council is navigating through budgets. Discussing where tutoring is going land within budgets.
 - b) Sandra asked about impact on class sizes for the fall semester? Carlos stated that there is no final decision.
 - c) Full-time faculty positions approved for recruitment include: Political Science, Allied Health and Diesel.

4. Action Agenda
 - a) Annual Area Plan Initiative Discussion and Approval of Process
 1. In reference to the Integrated Planning manual on the website, the process timeframe has been adjusted this year.
 2. Approved initiatives will be evaluated to determine the effect on outcomes.
 3. The Committee will not break ranking ties on annual area plan initiatives.
 4. Discussion:
 - a. Nadia asked if the SSF listed are replacing current positions? Buffy discussed the Facilitator for the New Applicant Outreach Program is a replacement for a staff member who resigned.
 - b. Counseling support facilitator is to replace a part-time position vacated due to staff retirement.
 5. Nadia Elwood motioned and Buffy Tanner seconded to recognize the AAP initiatives and to move them forward to College Council. All in favor, none abstained.
 - b) Board Policies / Administrative Procedures – Second Reading
 - None.
 - c) Board Policies / Administrative Procedures – First Reading
 - None.

5. Discussion Agenda
 - a) SAO
 1. All programs with defined cohorts will be able to assess core outcomes such as retention, completion, course success, math/English through-put, access, unit thresholds and transfer.

2. A common survey will be offered next Fall 2021. We will map questions on the short-form of that survey to existing SAOs. We are recommending additional questions for Admissions and Records and Financial Aid (One Stop).
 3. Tim invited everyone to review their existing area outcomes. Reviewing area outcomes will satisfy accreditation standards and start the conversation for when Research reaches out for point of service survey support. Seth from Research will present the updated Tableau data at the March 3rd SSC meeting. Tableau data will include Student Success metrics and program comparisons.
 4. Reviews to be completed by March 10th so the SSC can review them at the March 17th meeting. All updates to SAO go through Student Services Council review.
 5. Each program can coordinate with the Research Dept. to offer “point of service” surveys in support of unique SAOs. Sandra will coordinate a conversation with Chad and others who would like to explore this option. Tim referenced Counselor STOCs provided through Canvas.
 6. Next Steps:
 - a. Develop a survey calendar for program specific “point of service” surveys.
 - b. Review existing SAOs/SSLOs and verify their continued utility by March 10 for the March 17 meeting.
 - c. Map SAOs/SSLOs to common survey or “point of service” surveys.
- b) Return to campus timelines and priorities re. services / activities should we start to return to campus
1. No decision has been confirmed on the timelines and priorities; however, it is important to start the discussion should we increase face-to-face services.
 2. Sandra stated that given the fact that a lot of the classes will be online does not mean we can’t still provide services on campus.
 - a. Sandra provided information on what some of her programs are doing to offer on-campus student support.
 - b. Counseling and other services may still be offered online, but some students may benefit from more in-person support.
 3. Discussion:
 - a. The Council shared their current staff operations with working on campus and at home.
 - b. The Council shared that they see Zoom meetings/appointments not stopping once operations return to campus.
 - c. Sonja suggested performing Covid checks like they are doing with athletes. The Antigen test takes about 15 minutes and they also do a quick temperature check.
 - i. Carlos asked how it is funded, should it be worked into the budget process we are currently working on? Sonja stated that Shasta College currently has a grant from the County due to CARES funding. However, there may not be grant funds in the future and is therefore hard to estimate.
 - ii. Sonja stated that Colors testing is on the East parking lot; the athletic Antigen testing is being done in the theater.
 - d. The EOC will be looking forward to a response about each area as they map out the transition. The EOC is giving local control for each department to figure out what it will look like for them when services return to campus.

- e. Tim asked that the Council forward him any information regarding extended education campuses for a discussion scheduled in March.

c. Workgroup

- Accreditation Standards
 - The purpose of the workgroup will be to examine existing standards and consider how Student Services is meeting the criteria. The group will meet in the next month to discuss and make recommendations to the Council.
- Improve student retention by completing recommendations for a new Student Services “One Stop” building on the Redding campus.
 - The Council decided to start the discussion with the main group.
 - Sandra asked that we discuss previous conversations for the benefit of those who have recently joined the Student Services Council.
 - Tim stated that Theresa and/or George will be invited to help kick-off the conversation.
 - Sandra pointed out that that Gateway-to-College will need to find a new location because they were not part of the library remodel. She is asking for a holistic conversation on student support services to include those that may not move into the 100 building. Sandra also stated that there is a push from the State level to create a Basic Needs Center.

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

b) Area Updates / Announcements

1. Sandra stated the position for the Director for Gateway to College is open. The second Gateway to College position that is vacant will open shortly.
2. PACE will be recruiting a position to support the Testing Center.
3. Jerry invited everyone to UMOJA’s Black History Month Celebration event, February 23rd at 1pm via Zoom.
4. Nadia stated that EOPS Town hall meetings are well attended and meet an EOPS requirement.
5. Buffy stated that FAFSA submissions are low in our area and throughout the state. The Financial Aid office has launched a complete your FAFSA / CADAA campaign.
6. Buffy reminded everyone that her area is in recruitment for two full-time Student Success Facilitators. The final filing date is February 26th.
7. Tim stated that Becky McCall and Matt Gallmeister will provide an overview on the new student registration process within self-service at the next SSC meeting. Tim stated that a pre-registration checklist will also be implemented. The checklist will allow students to update their contact information, major/ program of study, among other things.

8. Tim stated that the student education planning excel spreadsheets will sunset early next fall. Counselors will receive similar presentations and trainings to move fully into self-service and automated education planning.

2. Meeting adjourned at 12:18pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, March 3rd from 10:30am – 12:30pm via Zoom
Minutes recorded by: James Konopitski, Student Services Coordinator