Shasta College

Student Services Council Meeting
Wednesday, March 06, 2019
9:00 AM • Room 2314
Minutes

Committee Members Present					
	Nancy Berkey	X	John Yu		Becky McCall
X	Sharon Brisolara	X	Sandra Hamilton-Slane	X	Jennifer McCandless
X	Tina Duenas	X	Sue Huizinga		
X	Nadia Elwood	X	Tim Johnston		

1. Meeting called to order by Tim Johnston at 9:03 am.

2. Approval of Minutes:
   a) It was moved by Nadia Elwood and seconded by John Yu to approve the Student Services Council February 20, 2019 minutes. All in favor to approve the minutes. None abstained.

3. Information Items:
   a) Instruction Council
      1) No updates because there was no meeting since last time the Student Service Council met.
   b) Technology priority list
      1) Reference Focus Areas on Agenda.
      2) A lot of work is being conducted on the single sign-on portal.
      3) Website Update:
         1. Comevo is in the process of finding where content will fit.
         2. No time of completion has been issued.
   c) Funding Formula
      1) Informational item:
         1. Base Allocation is 70%, Supplemental at 20%, Student Success is 10%
         2. Success Allocation:
            a. Pell and CCPG recipients are each a separate point bump in the funding formula.
   d) Area updates / Announcements
      1) Jennifer McCandless – Area Update:
         1. Jennifer attended a workshop about student success metrics and will be hosting a similar workshop scheduled for April 15th at McConnell Foundation. She will setup a back-up date for early to mid-May dependent upon faculty interest.
         2. Innovation Conference Recap:
            a. Jennifer remarked that we should be proud that Student Services has a very good relationship/communication with our Instructional area.
            b. Jennifer was excited to receive learning tools that will help in creating powerful program maps. Hopes are to create a structured/researched way to gather faculty input and provide better program maps for our Guided Pathways program.
      2) John Yu – Enrollment Management Committee (EMC) Update:
         1. EMC plans to invite various Shasta College departments to present at committee meetings.

2. James Crandall will discuss the IT areas covered in the Enrollment Management Plan (EMP) to the EMC at the next scheduled meeting.
3. The visually striking 2019-2021 Enrollment Management Plan has been posted online for public view.
4. Enrollment Management Committee plans to input the EMP into Nuventive.
5. One of the intents of the EMP is synergize with the current Strategic Plan and Master Plan goals.
6. The EMP is purposely more dynamic because the intent of the EMP is to focus on the activities of the Strategic Plan and Master Plan.

3) Sandra Hamilton-Slane – Area Update:
1. Disproportionate Impact including the desegregated data was received on Friday, March 1st.
2. The Equity Plan is utilizing 16-17 reporting data due to data availability. Comparisons will come later when we receive 18-19 reported data.
3. Sandra is finishing the final touches to the Equity Plan.
   a. Given the methodology from the Chancellors office, we have very few gaps.
   b. We also have our own refined measures that are in surplus to what is required by the Chancellor's office.
      i. However, we will still report what the Chancellor's office requires.
   c. The largest recognized gaps are:
      i. Veterans, LGBT, foster youth, African American, whom are not making it all the way from application to enrollment.
      ii. Another noticeable gap is completion in transfer level Math and English with student with disabilities for their first semester.
   d. Our Step-Up program may look into setting up their own equity population due the uniqueness of the program.
4. Local Goals and Equity Goals:
   a. We will need to include a new category for first generation students. First generation students is a new metric that will need to be considered.
      i. We also need a clear definition of a first generation student.
   b. Sue H., Question:
      i. Are self-identify first generation: Could be CCCApply.
   c. Jennifer M., Question:
      i. Local goals should be set on our institution that dig deeper than the Chancellors Office.
      ii. Our Local Goals do not overlap with the Chancellors office, except Transfer.
5. Application to Enrollment Gap:
   a. This area could possibly fall within the instructional area (e.g. times of classes, offerings, etc.). The question could be, "Do we have the product the students wants?"
   b. Further collaboration will need to be conducted.
   c. Nadia Elwood also suggested that costs and process timeframe can be overwhelming. Looking into lowering costs and process timeframe may improve the Enrollment Gap.
   d. Sandra Hamilton-Slane is looking at the possibility of having focus groups with these students so as to find out the students barriers to their enrollment.
   e. Student Services Council requested a presentation on the Applicant Outreach program being conducted by Enrollment Services.
6. Next Steps:
   a. Student Services Council will need to approve the Equity Plan. Student Success Committee (March 28th) will vote on the Equity Plan near the end of March. Early April the Student Services Council will do their first read for approval. Student Services Council (Early April) will parallel their review timeline with Academic Senate's (March 25th) review.

4. Action Agenda:
   a) BP/AP 5220 – Shower Facilities for Students.

1) BP 5220: Opening the door for others to utilize the showers.
   1. Recommended to remove "is enrolled in a minimum of (1) unit of coursework" and add "applicable enrollment fees" in the first paragraph.
2) AP 5220: No changes.
   1. Tina motioned to approve as amended, John seconded. Motion unanimously approved. None abstained.

b) BP/AP 5010 – Admissions and Concurrent Enrollment.
1) Nadia motioned to approve with no further amendments, Tina seconded. Motion unanimously approved. None abstained.

c) AP 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students.
1) No companion BP 5011 because it is covered by BP 5010.
2) Sandra motioned to approve with no further amendments, Sue seconded. Motion unanimously approved. None abstained.

d) BP/AP 5300 – Student Equity.
1) Suggested to replace "Chief Student Services Officer" with a current position.
2) Sandra motioned to approve as amended, Jennifer seconded. Motion unanimously approved. None abstained.

5. Discussion Agenda:
a) Review of Student Satisfaction Survey Results & Themes and Student Comment Themes – Report Out – Identify Themes and action plan(s).
1) Tim continued to urge everyone to keep looking into anything that can be improved based on student feedback.
b) Student Success Center – Name Change.
1) "What's in a name? that which we call a rose … By any other name would smell as sweet…"
2) Nadia and Tina will come up with a select number of choices based upon current feedback.
c) Student comments / Collection of "Let Us Hear You" boxes.
d) Holistic Student Supports Tool Kit.
1) Tim Requested that SSC to over the handout and consider anything that may be worth implementing.
2) Sandra encouraged that we be active and intrusive with our students, to activity follow-up.

6. Meeting adjourned at 10:42 am.

NEXT MEETING:
The next meeting is scheduled for Wednesday, March 6th from 9:00am – 11:00am in room 2314.
Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.