



Student Services Council Meeting
 Wednesday, April 03, 2019
 9:00 AM • Room 2314
 Minutes

Committee Members Present					
	Nancy Berkey	X	John Yu	X	Becky McCall
X	Sharon Brisolaro	X	Sandra Hamilton-Slane	X	Jennifer McCandless
	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) The Student Services Council March 20, 2019 minutes review was postponed to the May 1st, 2019 meeting.

3. Information Items:

a) Instruction Council Update

- 1) Jennifer McCandless stated that the State’s AB 705 Video shown and was not widely favored. Instructional Council had issues with the content and the approach being too broad. Concern was also considered that incoming High School students may not need to know about the legislation.
- 2) The video is not favored to disburse as marketing for Shasta College, but it is posted on the bottom of our assessment website as it is a general video that some may find useful.
 - a. It is possible that more information on AB 705 will be present in our new online orientation.
 - b. The general AB 705 video could still be useful for community partners, or to help returning students (i.e. SMART Center, feeder partners, etc.) understand the changes in our course placement procedures.
- 3) Duel Enrollment Requests: Notifications were sent out to instructors and area deans, with a due date of mid-April.
- 4) Leading from the Middle Academy:
 - a. The Academy is about a year-long with multiple meetings throughout the year. We currently have a team in place to visit.
 - b. Guided Pathways focus:
 - i. The Shasta College Team is creating a Vision Statement for Guided Pathways.
 - c. Interesting Note: Some Colleges are not calling their program Guided Pathways, because they feel like it is a mandate.
 - i. An evaluator provided feedback for Shasta College and stated that it seems like people at Shasta College do not see anything negative with calling the program Guided Pathways.
 - ii. The Team came up with a “working” Guided Pathway slogan, “reimagining the student experience”, instead of “we have to do this with guided pathways”.

- b) Technology priority list
 - 1) Held over due to Orientation update.
- c) CCC Dreamers Project Report
 - 1) <https://foundationccc.org/What-We-Do/Equity/Dreamers-Project>
- d) Area Updates / Announcements
 - 1) On Friday, April 12th (9-12pm), Jennifer sent information to Student Service Council, Faculty, Staff, and Admin to come together and discuss student success metrics and student journeys. Maximum limit of 50 due to the room size, RSV's recommended.

4. Action Agenda:

- a) BP/AP 5140
 - 1) Motion to review BP/AP 5140 by Sharon Brisolara, Sue Huizinga seconded.
 - 2) Sandra H. suggests to keep the beginning header and put a slash followed by Partners in Access to College Education.
 - 3) Title V has changed and most of it is in the BP/AP, but most of the change is the name and update of the new name.
 - 4) Motion to consider to move forward to Cabinet review with no further discussion. All in favor, none abstained.
- b) BP/AP 5150
 - 1) Motion to review BP/AP 5150 by Nadia Elwood, Becky McCall seconded.
 - 2) Only change is that we will have "full-time administrators" in review of the program.
 - 3) BP – No changes.
 - 4) Motion to consider to move forward to Cabinet review with no further discussion. All in favor, none abstained.
 - a) Sandra H. requested to attend College Council for the BP/AP's that will go before College Council.
- c) Student Equity Plan
 - 1) Sharon Brisolara motioned to consider the review of the Student Equity Plan, Sue Huizinga seconded.
 - a) Academic Senate has seen it and required a few changes.
 - b) Student Success Committee has approved the Student Equity Plan.
 - c) Academic Senate will review the plan next week for their final review.
 - d) Academic Senate and Student Success Committee were advised that all the information on the Student Equity Plan was auto-populated from the Chancellor's office. The only thing we specifically provided were the activities.
 - e) There is a Disproportionate Impact in our Access category for multiple populations. Application to enrollment is staying consistent as a highlighted concern.
 - f) Achievement transfer level math/English also need to be considered. Questions to ask is: "How do we give support to those transfer level math/English class?"
 - 2) Motion to move review forward to College Council with no further discussion. All in favor, none abstained.
- d) Health and Parking Fees
 - 1) Student Services Council has the option to consider a recommendation to increase in the Health Service fee by \$1 to a new fee of \$21.00 (Fall/Spring) and \$18 (Summer).
 - 2) What is the utilization of our Health Services? It "feels" like it has been more active than usual.
 - 3) Student Services Council requested to act as an advising role and request that Administrative Services make the recommendation.
 - 4) Student Services Council is in support of an increase but would not object if the amount staid the same.
 - a) Student Services Council would like to advise that there will be a required setup and to make sure it is not in place any earlier than the Spring 2020 semester.

5. Discussion Agenda:

- a) New Online Orientation Presentation by Ryan Loughrey
 - 1) Film Schedule

- a) Orientation is currently being planned as a “Just-in-Time” situation, which will mean a shorter orientation but split into either two or three phases during the first semester.
 - a. Upon completion of each segment there will be a hand-off to the next step for the student.
 - b) Comevo is scheduled to film from Monday, 4/8th through Friday, 4/12th, 2019.
 - a. Film crew will provide a teleprompter so people do not need to remember the script.
 - b. The script will be sent to everyone scheduled to be filmed prior to filming.
 - c) Tutoring and Learning Center requested to be added to the filming schedule if time permits.
 - d) Recommendation was to also include information for out-of-state students and international students.
 - e) Spanish will be provided throughout the orientation and Closed Caption for the videos.
 - a. Sharon offered a suggestion to consider having optional short videos available, some in Spanish that sites could add to their websites or use as stand alone elements.
 - f) Ryan Loughrey is looking into adding filming time for our Arts department and no other suggestions were made about other areas for filming.
- 2) Review Organizational Structure – Just in Time
- a) Considerations are leaning towards the “Just-in-Time” approach; what do students need to know now and what can be pushed to a second phase of the orientation?
 - b) Education Code requires certain elements that need to be included in the orientation but does not specify if it needs to be discussed within the first phase of an orientation.
 - c) Student will instantly have access to all phases of the orientation if they decide to complete the entire orientation instead of waiting.
 - d) A Quiz/assessment will be done at the end of each phase to track completion. The Quiz/Assessment will not be a Pass/Fail but rather allow the student to continue and show correct answers if they miss any. The completion notification will be connected with Colleague so as to help with the tracking.
 - e) Guest accounts will be allowed.
 - a. Guest accounts will allow great potential for High Schools as they sometimes like to go over a guest access in class.
 - f) “Phase II” of the orientation, if implemented, will be required before the next semesters registration. Students will be locked out of registration until they complete Phase II.
 - a. Recommendation was given to request that instructors add it to the Syllabus or get it added to the Canvas shell.
 - g) The orientation will be completely editable “on-site” and controlled by Shasta College Staff; initial filming will be considered as “evergreen” pieces that will not confound to specific time and can be re-used as needed.
 - h) Orientation does not make a value judgment, but more of what is important in regards to timing, not in quality as all is important.
 - i) With New Applicant Outreach, will possibly help with the student notification for Phase II.
 - a. Possibly add to IFS Report with Applicant Outreach.
 - b. Available on StuInfo.
 - c. Make it normal for our Counselors to inquire.
 - d. Let High School counselors know so that they can stay in the loop.
 - j) Implementation of new orientation slated for June.
 - k) Structure Recommendation by Student Services Council:
 - a. Request to have a list of Support Services at the end of the orientation set in a checklist format so that information can be pulled for Staff to actively follow-up.
 - b. Move Tutoring Services to the second orientation, but get rid of any tutoring stigma during the first orientation. Possibly include Tutoring Services in a student video during filming.
 - c. SSC suggested considerations should be made to include online class details, ITV and other types of classes that are offered.

- d. Student Support Resources provided in Phase I: SSC recommended starting with our equity groups in our equity plan and include a more comprehensive list at the end in a form of survey/questionnaire.
 - l) SSC Suggestions for Ryan: Thinking of a hybrid approach that includes a “Yes/No” question and at the end do a survey. Maybe include the final list in every phase.
 - m) Location of MyShasta support: Recommendation was to place MyShasta information right at the end of the first phase to show the student can explore classes and to help provide a “hand-off” to the student.
 - a. Phase II may be a better spot to go more in-depth with MyShasta.
 - n) Student Safety and Conduct: Provide a quick glance in Phase I, but not go through all the sub-portions until Phase OO.
 - o) SSC Approach: Go easy and little detail in Phase I and provide more detail in Phase II.
- b) AB 705 and the placement of concurrent enrollment students:
 - 1) Tim Johnston reached out to Scott Yates and Carlos Reyes to resolve our support with 8th graders coming in as a 9th grader. Shasta College has seen a shift in enrollment numbers with the 8th grade student population. A concern has been raised regarding Geography because Health used to be included in Geography for some class, but is now embedded into their PE requirements. Many students are trying to get out of Geography in High School and want to take Geography at Shasta College.
 - 2) Tim will forward out a draft on what we will do and how we can make it clearer for student, parents and Staff.
- c) Student Success Center – Name Finalists
 - 1) Discussion postponed to the next meeting.
- d) Holistic Student Supports Tool Kit
 - 1) Discussion postponed to the next meeting.
- 6. On the Order:
 - a) Latinx Summit April 26th from 9am - 1pm.
- 7. On Deck BP/AP:
 - a) Discussion postponed to the next meeting.
- 8. Meeting adjourned at 10:57am.

NEXT MEETING:

The next meeting is scheduled for Wednesday, May 1st from 9:00am – 11:00am in room 2314.
 Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.