

### Student Services Council Meeting September 20, 2017 • 9:00 AM Room 2314

### **MINUTES**

Cor	nmittee Members Present				
Х	Stacey Bartlett		Sue Huizinga		Jenna Barry Highfield - Guest
Х	Sharon Brisolara	Х	Tim Johnston	Х	Sara Phillips - Guest
Х	Tina Duenas	Х	Becky McCall		
Х	Nadia Elwood		Kevin O'Rorke		
Х	Sandra Hamilton Slane				

### **CALL TO ORDER**

The meeting was called to order by Tim at 9:05 a.m.

1. Approval of Minutes

It was moved by Becky McCall and seconded by Stacey Bartlett to approve the Student Services Council September 6, 2017 minutes with revisions. All in favor to approve the minutes. Sandra Hamilton Slane abstained

- 2. General Announcements
  - a) Faculty Hiring Requests due 10/01/17
     If categorically funded then not the same process. Present to Cabinet. Noted that an update from Courtney Vigna indicated they are due on 10/13/17.
  - b) Annual Area plan initiatives due 12/01/17
    - 1) Past initiatives
      - 1. Update past annual area plan initiatives in TracDat Please assure updates have been completed.
      - 2. Link to ISLOs
    - 2) Identify the "core"
  - c) Facilities Workgroup update / Veterans Center & Tehama Campus
    Andy Fields is heading the Functional Team at Tehama and Becky McCall is consulting. The team
    met yesterday. Sandy is working on a list of transactions. They are already set up as a one-stop,
    but they are evaluating and creating a list of priorities. Process of evaluation includes noting the
    first student steps regarding intake, followed by where the students go from there and how that
    flows. A new computer lab set was recently set up in Tehama and is functioning like the Student
    Success Center on the main campus. Veteran's Center work group also exists. They have talked
    about hiring an outside design consultant. Project leads and project teams identify the initial
    wants and needs. Then the architect is brought on board to collaborate.
  - d) Technology Priority List Hold Over
- 3. SSLO/SAO Survey review final draft (Sara P)
  - Need to add CalWORKs and TRiO.

- Discussion regarding the intent of question number 6 and asked if it is listed should there be follow-up satisfaction questions?
- Should questions be more specific, instead of very familiar?
- How long will the student survey take? On average it will take 17 minutes if they answer all of the
  questions.
- Question 1 Suggestion to add "Returning student."
- Suggestion to offer a brief description of the programs, as well as room number/location on campus.
- Plan to Beta test? Yes. Suggestion to send the draft next week and then student workers can take it for a test run.
- Plan to send out October 16<sup>th</sup>.
- List areas we plan to include in Area Plan Process
- Housing covered retrospectively
- Student Services office not covered
  - Student discipline and data regarding that area is handled separately in Maxient. Question posed regarding how many discipline situations are referred to Tina and Kevin. Estimated they receive about three Academic honesty referrals a week, and the more serious cases are fewer. Tina, Kevin and Lonnie will split various referrals and handle them independently or as a team when appropriate.
    - Title IX returned to HR and Greg Smith is the Coordinator
    - Kevin O'Rorke is the Discipline Officer
    - Nick Webb and Tina Duenas are investigators
- TRIO -SSS, Talent Search and Upward Bound. Only TRIO SSS
- CalWORKs is both a county entity and a college program, so need to be specific to list it as Shasta College CalWORKs.
- Comment regarding students indicating interests in CCCApply process, but that there is currently not a
  process to follow up with students who express such interest. For example, 99 students during the
  CCCApply process indicated their interest in music, but that did not correlate to 99 students declaring
  music majors.
- Questions from Research in regards to staff and faculty satisfaction and how that is to be taken into consideration.
- Suggestion to delve deeper into Counseling. STOCS are used for individual counselor reviews, but could more be explored?
- CESI is another data source. Climate survey.
- Next steps, backward map to survey. Check with Student Success Center.
- Due to the North State Together program Research is going to have access to high school AERIES data and can compare to clearinghouse.

#### 4. Accreditation

- Diamonds and threats
   Identify a couple of Diamonds as well as any gaps and then email those thoughts to Tim. He will distribute afterwards.
- b) Accreditation Visit Overview PPT
  - 1) PowerPoint being sent out with a voiceover highlighting what to expect during Accreditation with a Student Services focus.
- Met with Will briefly and will meet with Courtney later.
- Please respond to the Accreditation Visiting Team's request for evidence. Pease send by the end of the week. Send it in preparation form (Word doc format) to Tim and Natalie. Everything will be assembled and formatted.
- Part of the goal of the open forum is to discover if the shared self-study presentation is representative.

- 5. Integrated Plan Second Reading
  - a) Disproportionate Impact goals
  - b) Guided Pathway integration
  - c) Guide Questions
    - 1)How do we strategically decide what is institutionalized, especially if future funds will be decided based on the outcomes of what remains funded by a given source (Equity, BSI, etc.)?
    - 2) How should we be thinking about who is funded through each initiative based on how we think future allocations, based on outcomes, might be decided? How do we make the largest impact with the funds we have?
    - 3) How can we best communicate collaboratively, in an integrated manner on decisions about our integrated goals and programs that meet those goals, and plan for what efforts are most supported by the district moving forward?
  - Like idea of adjusting achievement gaps
  - Updated BOG Fee Waiver with new name College Promise
  - Include in the executive summary intention to measure
  - Nitty gritty rely on determining the actual numbers. Want to base it on disproportionate impact information after it is cleaned up.
  - Technology Priority List used as an example.
  - Question 3 SSSP Side took a look at it Tried to map the initiatives, those indirect removed from SSSP side and left those items connected to core matriculation.
  - Tried to connect to the Guided Pathway structure.
  - Cosmetics Ryan and Natalie are going to give it a facelift and take it out of the boxes for improved legibility.
  - Motion to approve by Stacey Bartlett and seconded by Sharon Brisolara for the plan to move forward as a living document to the extent that there are changes based on second reading feedback.
- 6. Area Updates
  - Asked if it was time to review other student employment issues? Suggestion to include on a future agenda a review of the ed code.
- 7. Next Time
  - a) Outreach Plan
  - b) Program Review

#### Parking Lot:

First-Year Experience
SAO / SSLO Data Collection
TracDat - screen update
CCSSE/Adult Learning Focused Institution (ALFI)
Guided Pathways
Concurrent Enrollment Fees
Hobsons Starfish update / branding
Early Alert workflow
Marketing plan / marketing
Website

Program Review
Regroup
Dub labs app
FAQ
Guided Pathways
Learning goals / progress checks
Increase access/support
Student success – no wrong door
Application follow-up workflow

#### **NEXT MEETING**

The next meeting is scheduled for Wednesday, October 18, 2017 in Room 2314. Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services

### Student Services Survey 9/19/17 Student information 1. Are you a new or continuing student? New student Continuing student 2. How long have you attended Shasta College? 3-4 semesters Less than 1 semester 1-2 semesters More than 4 semesters 3. Where do you take most of your classes? Trinity campus Redding main campus Intermountain campus Redding Downtown campus Online Tehama campus 4. Which of the following best describes your current enrollment status? 1/2 time (6-8 credits) Full-time (12+ credits) Less than 1/2 time (fewer than 6 credits) 3/4 time (9-11 credits) 5. What is your primary reason for attending Shasta College? Improve basic skills Transfer to 4-year Pursue personal/career interests Earn AA degree Update current job skills Earn Certificate Learn job skills Complete high school Undecided Maintain certificate or license

Very familiar	Familiar	Somewhat familiar	Not familiar	Never heard of it
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### Student Services Survey 9/19/17

## STUDENT SUCCESS CENTER

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) 1	
2	<u></u> 5+
How did you hear about the Student Su	
Financial Aid Office	Shasta College Instructor
Admissions and Records	Shasta College Website
Shasta College Counselor	Friend/Family member
Orientation	
other (please specify):	
	e Student Success Center?
O. How did you access the services of th	e Student Success Center?  Via email
0. How did you access the services of th	
O. How did you access the services of th In person By phone	Via email Website
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O. How did you access the services of the ser	Via email  Website  ss Center services did you use/access?

am satisfied with the time it took to receive service(s)  Staff explained any next steps I needed to take  Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  believe the service(s) I received from the Student Success Center will help me be successful at Shasta College  Overall, I am satisfied with the service(s) I received from the Student Success Center  Staff explained any next steps I needed to take  Control of the hours of operation meet my needs  Staff explained any next steps I needed to take  Control of the hours of operation meet my needs  Staff explained any next steps I needed to take  Control of the hours of operation meet my needs  Control of the hours of the	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Staff members are helpful and friendly  The hours of operation meet my needs  believe the service(s) I received from the Student Success Center will help me be successful at Shasta College  Overall, I am satisfied with the service(s) I received from the Student Success Center	0	0	0		
The hours of operation meet my needs  believe the service(s) I received from the Student Success Center will help me be successful at Shasta College  Overall, I am satisfied with the service(s) I received from the Student Success Center					
believe the service(s) I received from the Student Success Center will help me be successful at Shasta College  Overall, I am satisfied with the service(s) I received from the Student Success Center					
Student Success Center will help me be successful at Shasta College  Overall, I am satisfied with the service(s) I received from the Student Success Center				0	
received from the Student Success Center	•	•	•	0	•
3. Are there any comments you'd like to share about your experience with the Student Success Center?				0	0
		•			

ADMISSIONS AND RECORDS					
14. Please indicate how many times you may he this semester:	ave accessed	the services	of the Admissi	ons and Recor	ds office
0	C	) 3			
O 1	C	) 4			
O 2	C	5+			
15. How did you access the services of the Adn	nissions and	Records offic	e?		
In person		Via email			
By phone		Website			
by phone		Vendic			
16. For each statement below, please indicate y received from the Admissions and Records offi		greement or	disagreement a	about the servi	ce(s) you
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I am satisfied with the time it took to receive service(s)	0			0	0
I am satisfied with the accuracy of information provided	0	0	0	0	0
Staff members are helpful and friendly	0		0	0	
The hours of operation meet my needs	0		0	0	0
I believe the service(s) I received from Admissions and Records will help me be successful at Shasta College	•		•	•	•
Overall, I am satisfied with the service(s) I received from the Admissions and Records office	0			0	0
17. During the current semester, I completed re			of my first clas	ss(es):	
Yes; I registered for ALL of my classes before					
Mostly; I registered for MOST of my classes b					
Partly; I registered for SOME of my classes b					
No; I didn't register for ANY of my classes be	fore the first cl	ass session			

Student Services Survey 9/19/17

8. Are there any comment	s you'd like to share abo	ut your experience w	ith the Admissions	and Records office?
		j= g, 197 ta s		

### Student Services Survey 9/19/17 **FINANCIAL AID** 19. Please indicate how many times you may have accessed the services of the Financial Aid office this semester: ( ) 0 20. How did you access the services of the Financial Aid office? Via email In person Website By phone 21. For each statement below, please indicate your level of agreement or disagreement about the service(s) you received from the Financial Aid office: Strongly Strongly N/A Agree Agree Disagree Disagree I am satisfied with the time it took to receive service(s) I am satisfied with the accuracy of information provided Staff explained any next steps I needed to take Staff members are helpful and friendly The hours of operation meet my needs I believe the service(s) I received from Financial Aid will help be be successful at Shasta College Overall, I am satisfied with the service(s) I received from the Financial Aid office 22. What can the Financial Aid office do to improve our level of customer service?

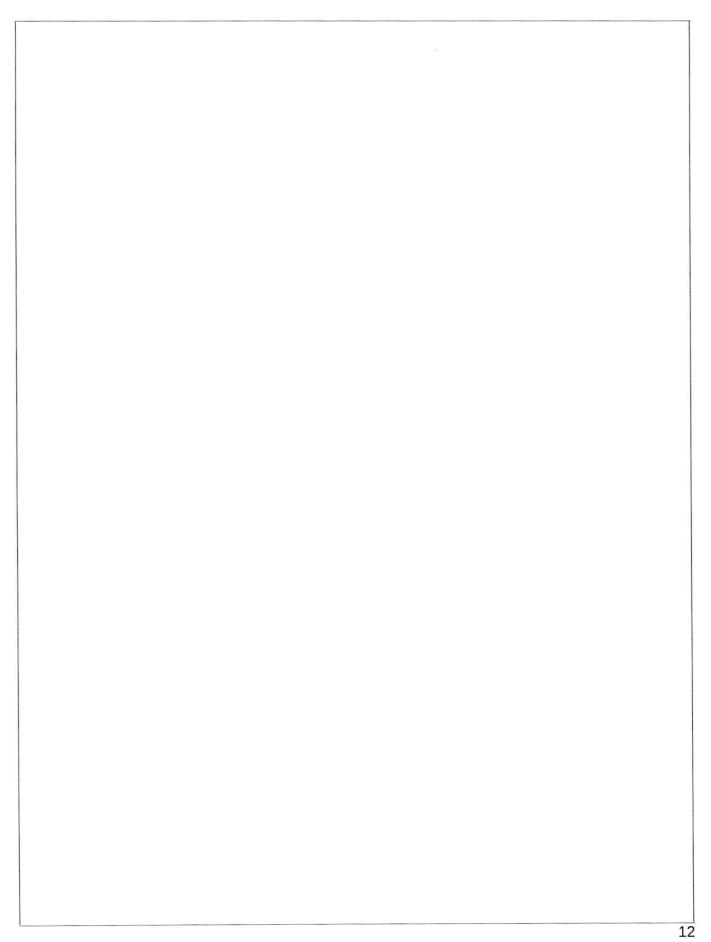
23. Did you complete and submit the FAFSA this	semester?
Yes	
○ No	
24. Was this semester the first time you submitted	d the FAFSA?
Yes	
○ No	
25. Talk with Becky about processing questions.	
26. When communicating with the Financial Aid of	office, do you prefer email or text message?
	office, do you prefer email of text message.
Email Text	
27. Would you be interested in attending any of t	he following Financial Aid workshops (check all that apply)?
Budgeting Basics	Building/Recovering Credit
Federal Student Loan Basics	Financial Aid Tips
Loan Repayment Options	
Other (please specify):	
28. What day/time would be the most convenient	for you to attend a Financial Aid workshop?

. Please indicate how many times you may h	ave accessed	the services	of the Assessi	nent Center thi	s semester
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) 1	C	4			
2	C	5+			
. How did you access the services of the Ass	sessment Cen	ter?			
In person		Via email			
By phone		Website			
. For each statement below, please indicate	your level of a	greement or	disagreement	about the servi	ce(s) you
ceived from the Assessment Center:	Ctrongly			Strongly	
	Strongly Agree	Agree	Disagree	Disagree	N/A
am satisfied with the time it took to receive service(s)	0	•		0	O+->
Staff explained any next steps I needed to take	0	0	0		
Staff members are helpful and friendly	0	0		0	0
The hours of operation meet my needs	0				
I believe the service(s) I received from the					
Assessment Center will help me be successful					
at Shasta College				0	
at Shasta College  Overall, I am satisfied with the service(s) I received from the Assessment Center	$\circ$				

Student Services Survey 9/19/17

. Please indicate how many times you may ha	ave accessed	the services	of the Counse	ling Center this	semester
0		3			
) 1	C	4			
) 2	C	5+			
1. How did you access the services of the Cou	ınseling Cent	er?			
In person		Via email			
By phone		Website			
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I am satisfied with the time it took to receive service(s)		0	0	0	•
Staff explained any next steps I needed to take	0		0		0
Staff members are helpful and friendly	0				
The hours of operation meet my needs	0		0	0	0
I believe the service(s) I received from the Counseling Center will help me be successful at Shasta College	•	•		•	0
Overall, I am satisfied with the service(s) I		0	0	0	0
received from the Counseling Center			ith the Counse	ling Center?	
6. Are there any comments you'd like to share	about your	xperience w			

RANSFER ENTER					
7. Please indicate how many times you may h	ave accessed	the services	of the Transfe	r Center this se	mester:
0	$\circ$	3			
) 1	$\circ$	4			
2		5+			
B. How did you access the services of the Tra	nsfer Center?				
In person		Via email			
By phone		Website			
<ol><li>For each statement below, please indicate year</li><li>ceived from the Transfer Center:</li></ol>	Strongly			Strongly	
		greement or o	disagreement a		ce(s) you N/A
	Strongly			Strongly	
eceived from the Transfer Center:  I am satisfied with the time it took to receive	Strongly			Strongly	
I am satisfied with the time it took to receive service(s)	Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff explained any next steps I needed to take	Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff explained any next steps I needed to take  Staff members are helpful and friendly	Strongly			Strongly	
I am satisfied with the time it took to receive service(s) Staff explained any next steps I needed to take Staff members are helpful and friendly The hours of operation meet my needs As a result of participating in transfer services and activities, I have an increased awareness	Strongly			Strongly	



Student Services Survey 9/19/17	
EOPS/CAR E	
41. Please indicate how many times you may have acc	cessed the services of the EOPS/CARE office this semester:
0	3
	O 4
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.0 2	
42. How did you hear about EOPS/CARE?	
Financial Aid Office	Shasta College Instructor
Admissions and Records	Shasta College Website
Shasta College Counselor	High school teacher/counselor
Orientation	Friend/Family member
Other (please specify):	
to the female and the second of the second o	
43. How frequently do you visit the EOPS/CARE webs	Once a week
Never	
Once a semester	More than once a week
Once a month	

ceived from the EOPS/CARE office:	Strongly			Strongly	
	Agree	Agree	Disagree	Disagree	N/A
am satisfied with the time it took to receive service(s)	0		•	•	0
Staff explained any next steps I needed to take					
Staff members are helpful and friendly	0	0	0		0
The hours of operation meet my needs	0	0	0	0	
believe the service(s) I received from the EOPS/CARE office will help me be successful at Shasta College	•	•	•	0	•
Overall, I am satisfied with the service(s) I eceived from the EOPS/CARE office		0	0	0	0

# Student Services Survey 9/19/17 Partners in Access to College **Education** 46. Please indicate how many times you may have accessed the services of the PACE office this semester: 47. How did you hear about Partners in Access to College Education? Financial Aid Office Shasta College Instructor Admissions and Records Shasta College Website Shasta College Counselor High school teacher/counselor Orientation Friend/Family member Other (please specify): 48. How frequently do you visit the Partners in Access to College Education website? Once a week Never More than once a week Once a semester Once a month

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
am satisfied with the time it took to receive service(s)	•		0	•	
Staff explained any next steps I needed to take				0	0
Staff members are helpful and friendly	0				0
The hours of operation meet my needs			0		
believe the service(s) I received from the Partners in Access to College Education office will help me be successful at Shasta College	•	•	0	0	•
Overall, I am satisfied with the service(s) I received from the Partners in Access to College Education office	0	0	0	0	0

tudent Equity and iclusion					
1. Please indicate how many times you may ha	ave accessed	the services	of the Student	Equity and Inc	lusion offi
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<u> </u>		4			
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2. How did you access the services of the Stud	dent Equity ar	nd Inclusion	office?		
In person		Via email			
By phone		Website			
54. For each statement below, please indicate y eceived from the Student Equity and Inclusion	office: Strongly			Strongly	
경영 경	office:	greement or Agree	disagreement  Disagree		ce(s) you
eceived from the Student Equity and Inclusion  I am satisfied with the time it took to receive	office: Strongly			Strongly	
I am satisfied with the time it took to receive service(s)	office: Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff members are helpful and friendly	office: Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff members are helpful and friendly  Staff made me feel connected to the college	office: Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff members are helpful and friendly  Staff made me feel connected to the college I was connected to resources I need	office: Strongly			Strongly	
I am satisfied with the time it took to receive service(s)  Staff members are helpful and friendly  Staff made me feel connected to the college I was connected to resources I need  The hours of operation meet my needs I believe the service(s) I received from the Student Equity and Inclusion office will help me	office: Strongly			Strongly	

55. Are there any comments you'd like to share about y office?	our experience with the Student Equity and Inclusion

	41.	-64b - 1/-1	al Camban Mile	
nave accessed		of the veterans	s Center this s	emester:
	5+			
terans' Center	office?			
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Website				
Strongly	Agree	Disagree	Strongly Disagree	N/A
Agree	Agree	Disagree	O	
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re about your e	experience wi	th the Veteran	s' Center?	
	terans' Center  your level of a  Strongly Agree	3 4 5+  terans' Center office?  Via email Website  your level of agreement or office?  Strongly Agree Agree	3	4 5+  terans' Center office?  Via email Website  your level of agreement or disagreement about the servi

Please indicate how many times you may have accessed or plan to access the services of the Career slowment Services office this semester:  0 3 1 4 2 5+  Please indicate your level of interest in each of the following Career and Employment services:  Strong interest Some interest No interest sums  b search/placement	tudent Services Surve	ey 9/19/1 <i>7</i>		
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2 5+  Please indicate your level of interest in each of the following Career and Employment services:  Strong interest Some interest No interest be search/placement Ock interviews be board Ock interviews be board Ock interviews crear assessments er (please specify):			cessed or plan to access th	e services of the Career a
Please indicate your level of interest in each of the following Career and Employment services:  Strong interest Some interest No interest sumes  b search/placement Ock interviews  b board Ock fair October (please specify):	0		<b>3</b>	
Please indicate your level of interest in each of the following Career and Employment services:  Strong interest Some interest No interest sums  by search/placement Order interviews Order inter	) 1		<b>4</b>	
Strong interest  Some interest  No interest sumes  b search/placement  cock interviews  nployment issues  b board  b fair  creer assessments  er (please specify):	) 2		<u></u> 5+	
Strong interest  Some interest  No interest sumes  b search/placement  cock interviews  nployment issues  b board  b fair  creer assessments  er (please specify):				
sumes b search/placement cock interviews chiployment issues b board b fair cureer assessments er (please specify):	L. Please indicate your lev			
b search/placement  cock interviews  imployment issues  b board  b fair  cureer assessments  er (please specify):	Resumes	Strong interest	Some Interest	No interest
pock interviews  Inployment issues  In board  In fair  In				
h board  b fair  creer assessments  er (please specify):	Mock interviews			
b board  b fair  cureer assessments  er (please specify):	Employment issues		$\cap$	
b fair  preer assessments  er (please specify):	Job board	O		O
areer assessments er (please specify):	Job fair			
	Career assessments			
	other (please specify):			

Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment  Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	Agree Agree Disagree N/A  I am satisfied with the time it took to receive service(s)  I am satisfied with the accuracy of information provided  Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services fffice?	your level of a vices office:	greement or	disagreement	about the servi	ce(s) you
I am satisfied with the accuracy of information provided  Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	I am satisfied with the accuracy of information provided  Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services ffice?		Agree	Disagree		N/A
Staff explained any next steps I needed to take  Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment  Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services office?	•	0	0	•	0
Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment  Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	Staff members are helpful and friendly  The hours of operation meet my needs  Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services office?	0	0		0	
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Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	Overall, I am satisfied with the service(s) I received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services ffice?	0			0	
received from the Career and Employment  Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services	received from the Career and Employment Services office  3. Are there any comments you'd like to share about your experience with the Career and Employment Services office?	0	0	0	0	0
	office?	0	0		0	Oat
				*		
			strongly Agree	strongly Agree Agree	Strongly Agree Agree Disagree	Strongly Agree Agree Disagree  Disagree  Agree Disagree  Agree  Agree Disagree  Agree  Agree Disagree  Agree  Agree Disagree  Agree Disagree

Student Services Survey 9/19/17	
Student demographics	
64. What is your age?	
Younger than 18	30-34
18 or 19	35-39
20 to 24	<b>40-49</b>
25-29	50+
65. What is your gender?	
Female	
Male	
Other	
66. What is your ethnicity?	
African American	Multi-ethnicity
American Indian/Alaskan Native	Pacific Islander
Asian	White Non-Hispanic
Hispanic	Other
67. What's your Student ID number (optional):	