

Student Services Council Meeting Wednesday, Oct. 14, 2020 10:30 AM – 12:30 PM Zoom

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:

- Improve access from application to enrollment through the expansion of the New Applicant
 Outreach Project to include all disproportionately impacted groups; and implement the following by
 Fall 2020: an enhanced website, Colleague Self-Service / single sign-on, MyPath, Ocelot Chatbot
 and NextGen electronic workflow.
- Improve persistence and through-put by replacing excel spreadsheets with Automated Student Education Planning by Spring 2021 which would include the ability for students to update their contact information and program of study.
- Improve completion and retention by re-examining the provision of **proactive student support** services regardless of physical location.
- Decrease the number of accumulated units by expanding the front-end transcript evaluation process and by working with the Academic Senate on updating the credit for prior learning administrative procedure.
- Increase completion and course success by examining the **role of General Counselors and Categorical Counselors** in support of the Guided Pathway model.

| Committee Members (voting) | | | | | |
|----------------------------|-----------------------|---|--------------|---|----------------|
| х | Robert Bowman | х | Sue Huizinga | х | Buffy Tanner |
| x | Jerry Brown | х | Tim Johnston | x | Natalie Tucker |
| | Nadia Elwood | х | Sonja Mendes | х | John Yu |
| | Sandra Hamilton-Slane | х | Amber Perez | | |
| х | Allie Hancock | х | Carlos Reyes | | |
| Gue | ests (non-voting) | | | | |
| х | Nick Webb | | | | |

1. Approval of Minutes

a) Minutes September 30, 2020: John Yu motioned and Jerry Brown seconded to approve the minutes. All in favor, none abstained.

2. Presentations

- a) NextGen Concurrent Enrollment Form/Process by Natalie Tucker
 - 1. Below are the current screenshots of the drafted online Concurrent Enrollment

| *This for | m is not to be used for <u>Dual En</u> | n and Registration P | rocess | |
|--|--|---|--|---------|
| may wish to view an online prep session tha //www.shastacollege.edu/hsplacement | | rollment registration. See #11 | | |
| ://www.shastacollege.edu/hsplacement | | | | |
| onsult: with your parent/guardian and your l | at provides an explanation of this form and a | discussion of what to expect when taking classe | s at Shasta College. | |
| | high school counselor. | | | |
| pply: for admission online at www.shastacol | | | | |
| complete: the Concurrent Enrollment Form J v obtain a signature from either the middle sc the online request. | A complete form will include signatures from hool or high school principal. You will need | the student, parent/guardian and school princip, to enter email addresses for yourself, your paren | Graduating 8th graders and your school principal | |
| fath Placement: Students interested in trans //www.shastacollege.edu/hsplacement for a | afer-level math need to schedule an appoint dditional placement and pre-requisite inform | ment with a Shasta College counselor at (530) 2- nation. | 12-7724 Go to | |
| nglish Placement: Students in the 10th gra requisite (e.g. Geography 8) will be required inselor. A letter of recommendation is encour- ficial high school transcript during their our sement and prerequisite information as well a | de or below who wish to enroll in transfer le to provide a writing prompt and an unofficial aged. Students in the 11th grade or above w selling appointment with a Shasta College o is the writing prompt. | vel English (e.g. English 1A) or in a class with tra I transcript during their counseling appointment w rho wish to enroll in transfer level English must p counselor. Go to http://www.shastacollege.edu/hs | nsfer-level English as a ith a Shasta College ovide a copy of their placement, for additional | |
| ther Prerequisites: Many courses offered a | t Shasta College bave prerequisites or epro | oliment restrictions. Please refer to the Shasta Co Welding) or an audition-based course (e.g. Shast mit a registration slip along with an approved em age.adu | ilege Catalog for additional a College Concert il from the instructor at | |
| omplete and Submit this Concurrent Enror ropriate email addresses for signatures. It is 15. | oliment Permission Request: Consult with advisable to select alternate courses. Comp | your school counselor and/or principal to select pleted forms and supporting documentation can b | courses and obtain e submitted in the following | |
| | this online form (quecket and most efficien emaining signatures, and Scan/Email to adn emaining signatures, and Mail to Shasta Co L NOTIFICATION ONCE THIS REQUEST H | t method) missions@shastacollege.edu llege Admissions and Records, PO Box 496006, IAS BEEN PROCESSED. | Redding, CA 96049-6006 | |
| www.shastacollege.edu/hsplacement | | missions@shastacollege.edu, proceed with the C istration. A short guide on how to register for clas | | |
| ees: Concurrent enrollment is defined as a to stration fee is waived. Concurrently enrolled itional textbook and material fees. | sigh school or younger student taking colleg students pay the Student Health Fee and th | e courses at a Shasta College campus or online. The Campus Center Fee at the time of registration | The \$46 per unit Courses may have | |
| Transcripts: If you are completing a course splete your concurrent course(s). Transcript r | to obtain high school credit, please request equests are available online at https://www. | to have your Shasta College transcripts sent to y shastacollege edu/current-students/transcripts/ | our high school after you | |
| | | ourses at their local high school. Dual enrolled st | | ←Page 1 |
| stration, nearth and campus center tees. | | | | Tuge 1 |
| Concu | Irrent Enrollment I | Permission Request | | |
| This is not a course reg | istration form. Students need | I to register online after receiving | a clearance. | |
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| Natalie Last | Tucker St | udent ID * 0726958 Term (e.g. Fa 2020): | | |
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| 1 | State: Please Select | Zip Code: " | | |
| School: * | | el you will be in when semester starts: | | |
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| Name: "Last Name: | Email: * | 2 | | |
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| posed Courses. The following courses an | e recommended: | | | |
| Course Number Total (e.g. ENGL 1A) Units | Course Number Total (e.g. ENGL 1A) Units | | | |
| (e.g. ENGE (N) 00000 (4) | (e.g. ENGE IV) Onita | | | |
| 5) | | | | |
| 6) | | | | |
| | ion on scheduling an appointment you | the Counseling Center at (530) 242-7724 u can visit: <u>www.shastacollege.edu/counse</u> tion. (En specific provinements visit | | |
| | aterials to that appointment for evalua | | | |
| register for classes. For more informat school transcript and other required m www.shastacollege.edu/hsplacement) | | sions, students may enroll up to 7 units. (Educa | tion Code 76001 and 76002) | |

- a. Form will go-live around early-November.
- b. Once a student goes to sign this form, the student will be launched into the SC Portal. The SC Portal will authenticate the student.
 - i. First-time parent and the principal users will need to create an account with NextGen.
- c. The form will go to the parent prior to the principal.
 - i. A site principal may require the form to go to a high school counselor.
- d. The form was presented to the local area high school counselors and principals.
 i. It was also suggested that the high schools create a generic email "in
- box".e. The student will receive a notification email every time someone signs the form, as well as once it is fully completed and submitted to Shasta College.
- f. Once Shasta College staff receive the form they will process, as needed, and contact the student.

- g. Benefits to this new format include, but not limited to: ease of access, the student no longer needs to download/print/scan the form, faster routing, less back and forth between staff and students, and the cloud archive ability with NextGen.
 - i. NextGen archives the forms and allows filtering by student for ease of access.
- h. Natalie also highlighted that there is a warning at the top of page one advising students that the form is <u>not</u> for Dual Enrollment.
- i. Natalie asked that people reach out to her if they find any issues with the form once they start working with students in this new online environment.
- 2. Council Comments:
 - a. Sue asked if we should encourage students to talk with their counselors? Natalie stated that this is still a vital part of the process and listed on the form.
 - i. Sue also asked about SSN requirement for Dual Enrollment students.
 - 1. Natalie stated that we are informing our high school partners about the concerns around SSN needs, issues and requirements. However, we cannot force a student to provide a SSN.
 - b. Sonja asked about the portal authentication and HIPAA concerns. Sonja can see issues if the parents are utilizing the same computer as the student.
 - c. Tim highlighted that a statement is provided below the parent's signature so that they have an understanding to the type and degree of consent they are agreeing too.
 - d. Natalie asked that people reach out to her if they find any issues when working with students.
- b) Program Evaluation, Annual Area Plans, SSLOs, SAOs and surveys
 - 1. Tim reminded the Council that this topic is part of our accreditation standards. Student Services has mirrored closely with Instruction.
 - 2. Accreditation standards suggest that it is important for programs within the college to determine if they are effective.
 - a. Instructional
 - i. ISLO: Institutional Student Learning Outcome
 - ii. PLO: Program Learning Outcomes
 - iii. SLO: Student Learning Outcomes (Course level)
 - b. Student Services
 - i. ISLO: Institutional Student Learning Outcomes
 - ii. SSLO: Student Services Learning Outcomes
 - The idea is that students develop something, not normally achieved, without our support. Example: Transfer Center would provide a pre-test and post-test for field trips. The survey is to identify something they learned during their visit. Due to the event the student learned something. Not all departments will have it, so it may not be universal to each area.
 - iii. SAO: Student Area Outcomes
 - 1. Designed to express our own effectiveness within each
 - department. Each area will come up with their own SAOs.
 - 3. Certain outcomes will be considered institutional wide: completion, transfer math & English first year, etc.
 - 4. Every two years there normally is a common survey, but Research has felt the need to postpone the survey to next fall given the current circumstances with COVID.
 - a. In the past we utilized three different surveys, which included: an internal Student Services survey, CSSE and a staff survey. Going forward these three surveys' will be merged into one and provided through our Research team. The new common survey will be presented in fall 2021.

- b. The Council is encouraged to keep doing internal and department specific assessments/evaluations.
- 5. The evaluations and assessments will go through the Student Services Council. Each department may determine what is most important to their area.
- 6. Tim reminded the Council to utilize Seth's student success data as it relates closely to the Annual Area Plan.
 - a. Any particular gaps, if identified, can inform an Annual Area Plan initiative. AAP initiatives will be due March 15th. These initiatives will be highly informed by our evaluations.
- 7. Program evaluation:
 - a. Added benefit to perform a five-year review, deeper dive, into our particular program with staff and students. Helps create a multi-year action plan.
- 8. Tim stated he will be happy to work with individuals on the process, as needed.

3. Student Equity: Social justice Action Plan

- a) Fostering Social Connection
 - 1. The Council is encouraged to continue communication with staff regarding future restrictions and continue good social distancing practices.
 - 2. Tim highlighted that the week of October 19th is Undocumented Student week and the available Dreamer Central webpage on the Shasta College website.
 - 3. National Census due date is tomorrow, October 15th.
 - a. Allie stated that Civic Empowerment is embedded in the Knightlife newsletter. Allie's team is almost ready to share the civic engagement plan with the Council.
 - 4. Sue stated that November 8th is National First-Generation day. Sue is asking if anyone has any event ideas to reach out to her and Peter Griggs.

4. Guided Pathways / Vision for Success - Providing / Coordinating Student Support Services virtually (maintaining engagement / communication; addressing students' holistic needs)

- 1. Website continuing the conversation
 - 1. https://www.shastacollege.edu/current-students/campus-resources/
 - 2. Provide feedback to Natalie Tucker who will represent Student Services.
- 2. Meta Majors: Academic Senate
 - 1. Academic Senate, Guided Pathways, and Working from the Middle team are actively engaging instructors and counselors to discuss meta majors.
 - 2. Feedback is welcome.
- 3. Discussed the implementation of open Student Forums to discuss academic and student support services.
 - 1. Discussed the possibility of offering 3 sessions the week prior to "start of term"; 3 sessions the first week of term and periodically throughout the semester. Sue H. stated that her team would help to coordinate.
 - 2. Sonja stated her passion and interest to get Health and Wellness connected with each department and how her area can support each student cohort.

5. Budget

1) The Board of Trustees was presented with the 2021-22 Budget on Wednesday, October 14th.

6. Instructional Council Report

1) Carlos stated that the IC has focused on the Distance Ed. Addendum. Most of the process is done. In order for a course to be offered as online, it must be approved by the Curriculum Committee as being capable of being offered fully online. The addendum will go to the Chancellor's after the Curriculum Committee meeting on Oct. 19. If a program does not get approved by Monday, we will most likely have to pull the course from the spring 2021 schedule.

7. Action Agenda

a) Board Policies / Administrative Procedures – Second Reading

- 1. AP 5055 Enrollment Priorities
 - a. Carlos Reyes motioned and Amber Perez seconded to consider AP 5055.
 - b. Nick Webb stated that he saw no issues with the changes from the Gateway to College perspective.
 - c. All in favor to move forward, none abstained.
- 2. AP 5030 Fees
 - a. John Yu motioned and Sonja Mendes seconded to consider AP 5030.
 - b. All in favor to move forward, none abstained.
- 3. AP 5012 International Students
 - a. Allie Hancock motioned and Amber Perez seconded to consider AP 5012.
 - b. John Yu highlighted the changes listed in the AP 5012 revisions. Nothing changed since the first reading.
 - c. All in favor to move forward, none abstained.
- 4. AP 5035 Withholding Student Records
- 5. BP 5035 Withholding Student Records
 - a. John Yu motioned and Carlos Reyes seconded to consider both BP and AP 5035.
 - b. All in favor to move both BP and AP 5035 forward, none abstained.

8. Discussion Agenda

- a) Student Facing "News to Muse"
 - 1. Discussion postponed.
- b) Training Topics
 - Marianne will be sending an email regarding trainings on "Supervision and Evaluation". First training will take place on Thursday, October 22nd from 11am-noon. The training will cover the new CSEA evaluation template. Separately, HR is working on a supervision workshop and/or series to be presented at a later date.
 - 2. The Council will be provided more in-depth training on program evaluations. Tim highlighted that he uploaded a PDF on the internal Teams website which helps guide one in creating a Title 5 quick resource guide of their own.

9. Information Items / Other

- a) Area Updates / Announcements
 - 1. Allie Hancock stated that they received approval to perform the Giving Tree event this year. More information will be provided soon.
 - 2. Jerry stated that UMOJA received approval for their \$16,000 grant.
 - 3. Sonja stated that Mental Health First Aid is coming to Shasta College. Kody Turner and Nicole Smith will be our campus-wide instructors for the class. Sonja intends to host two or three mental health first aid classes for faculty and staff.
 - 4. Veterans Day/week event information will be released soon.
 - 5. The Council discussed the possible COVID restrictions should the county move to "purple" next week. Currently, Shasta College Student Services is currently in compliance with heightened restrictions. Carlos Reyes did state that there may be an impact to only a handful of classes.
 - 6. Tim reminded the Council that we are less than a month away from Spring registration.
 - Tim reminded the Council that the November 18th meeting will be our only November meeting of 2020.

10. Meeting adjourned at 12:20 pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, October 28th from 10:30am – 12:30pm via Zoom Minutes recorded by: James Konopitski