



Student Services Council Meeting  
 November 1, 2017 • 9:00 AM  
 Room 2314

### MINUTES

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

#### CALL TO ORDER

The meeting was called to order by Tim at 9:00 a.m.

#### 1. Approval of Minutes

It was moved by Nadia Elwood and seconded by to Becky McCall approve the Student Services Council October 18, 2017 minutes with revisions. All in favor to approve the minutes. Sharon Brisolaro abstained.

#### 2. Annual Area Plan – Presentations

##### Initial Discussion:

- Strive for common initiatives. If there were not decisions on past initiatives that are still relevant, to roll those forward.
- Veteran’s Resource Center staffing initiative questions regarding grouping them together or break them out? Suggestion to present the overall idea and then list a break out for each position and resources needed for supporting position both in salary and office space required.
- Explanation regarding when funding for example a specific counselor position, which if it comes out of categorical funding it doesn’t have to go through the initiative process. If a position was to come out of general funding then it would need to be presented as an initiative and would go through the ranking process.
- Discussed Student Services Annual Area Plan Initiatives Priority Scale. Confirmed this scale still works and will complete one for initiatives and one for staff.

Discussed rubric used for Initiatives – (Attached form)

##### Initiative Name

##### Budgetary Allocations

- One-Time
- On-Going
- Aligns with Strategic Plan (and college goals and integrated plan)
  - Edited to include ...and college goals and integrated plan
  - Suggestion to double the weight of this one.
  - Edited No (0), Low (1) Has minimum alignment to college goals and/or plans.
- Identified in Program Review or Annual Plan

- Improves Student Success
- Number of Students Effected
- Improves Institutional Effectiveness of Efficiency
  - There is a list/document on our website that addresses effectiveness and efficiency, but can be difficult to locate.
- Meets a Safety of Legislated Mandate
- Criticality of the Request
- Improves Student Access
  - Edited to read: Has no direct or indirect link to student access.
- Improves Student Equity
  - Edited to read: Has no direct or indirect link to reducing achievement gaps.

#### Enrollment Services Annual Area Plan Initiatives 2018-2019 - Handout

Background: Received SSSP allocation yesterday – \$1,540,000.00. 95% of allocation as compared to last years. Last year the allocation was \$1.6 million, and two years ago it was \$2.2 million. Three years ago it was \$440,000.00 and then increased to the \$2.2 million. SSSP funded a big percentage of staffing as well as a large number of software supports.

A lot of the initiatives that were initially launched and historically funded were supported by SSSP funds. We are proposing that initiatives historically funded through SSSP should be prioritized and decisions made regarding possible institutionalization. The two main areas are programs and positions.

#### Initiative Requests list

- Digital Signage Refresh
- DocuWare Ongoing Support
- Dublabs Ongoing Support
- FYE Ongoing Support
- HS Counselor Day Ongoing Support
- Hobsons Starfish Ongoing Support
- Hobsons Starfish Promotions Ongoing Support
- iSpring Ongoing Support
- Outreach Display Ongoing Support
- Parking Permit – Automate Service
- Preview Day Ongoing Support
- Publications/Printing Ongoing Support
- Regroup Ongoing Support
- SARS Ongoing Support
- StudentLingo Ongoing Support
- Student Services Building
- Student Success Center Ongoing Support
- Student Success Center Computer Refresh
- UC View Ongoing Support
- Veterans Center

#### Staff Requests list (clarified that all are full time)

- Hobsons Starfish Ongoing Support
- Hobsons Starfish Additional Ongoing Support
- Transcript Evaluator 1
  - Current SSSP Funding (Matt A&R Tech II, working out of class as A&R Tech III)
- Transcript Evaluator 2
  -

- Computer Applications Specialist
  - Current SSSP Funding
- Student Success Facilitator Counseling Center (1)
- Student Success Facilitator Assessment Center (1)
- Student Success Facilitator (2) Veterans Center
- Student Services Coordinator (1) Veterans Center

Financial Aid – Brief Overview of Initiatives

- Student Services Building (rollover)
- Financial Aid Remodel (rollover)
- Added Campus Logic to both initiatives as effort to support both initiatives.

Staffing for Veterans Resource Center

- Two Student Success Facilitators
- One Student Services Coordinator or Student Services Analyst

Tehama Campus Student Services Building

- Two Student Success Facilitators
- Student Services Analyst

Suggestion for areas to prepare a ranking of departmental initiatives in advance and the background information on each initiative to share with the Council.

3. Texting Protocol work group (Regroup)

A workgroup update. Tina has been piloting texting, mainly with the UMOJA program. Cindy Sandhagen and Tina have met and spoken about opening it up. Tina is working on preparing guidelines.

Only a few people would have access to message all students. Excel or CSV files can be utilized for group notifications.

Concerns about overwhelming students with too many texts, and also questions coming up regarding sending surveys via the Regroup texts. There are concerns with how the system is set up because it appears that if a student opts out they would be opting out of all texts, not just a particular group.

4. Outreach / Marketing plan work group

Original idea was to develop a macro view and that there was a need to pull together to have a coordinated effort to create a plan. Would like to revisit the needs of Student Services and pull together a coordinated effort regarding outreach and marketing plans.

Sharon who served on the Marketing Committee shared that the understanding was that the committee would come up with a plan and address some of the various issues and guidelines. The committee has not met regularly. Good to revisit and look at the composition of the committee.

5. AP 7270 Taskforce

Separate meetings taking place to create the language. Meetings include Greg from HR. Nadia has written a portion that is to be reviewed by Becky. It is moving forward and when ready will be brought back to the Council to review.

6. Technology priority list – Hold Over

7. Other/Announcement

- Research has received results from survey. More than expected. Plan to review at a December meeting. Can email out some of the results in advance.
- Plan to follow the December 20<sup>th</sup> meeting with an early lunch at the Big Orange.

8. Next Time

- Ask Sharon Strazzo to update calendar for SSC November 15<sup>th</sup> meeting.
  - Will meet from 8:15 am – 12 noon.
  - Tina mentioned - Inviting Sue, Daniel and Nick to next meeting.

Meeting Adjourn: 11:00

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

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, November 15, 2017 from 8:15 am – 12:00 pm in Room 2314.

Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services



Student Services Council Meeting  
Wednesday November 1, 2017  
9:00 AM • Room 2314  
AGENDA

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1. Approval of Minutes
2. Annual Area Plan - Presentations
3. Texting Protocol work group
4. Outreach / Marketing plan work group
5. AP 7270 Taskforce
6. Technology priority list
7. Area Updates
8. Other/Announcements
9. Next Time

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STUDENT SERVICES ANNUAL AREA PLAN INITIATIVES PRIORITY SCALE

Instructions: This priority setting scale requires that you compare each initiative to one another, i.e. initiative #1 compares with #2, #3, and #4.

1. \_\_\_\_\_

2. \_\_\_\_\_

1  
2

3. \_\_\_\_\_

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3 3

4. \_\_\_\_\_

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4 4 4

5. \_\_\_\_\_

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5 5 5 5

6. \_\_\_\_\_

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7. \_\_\_\_\_

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8. \_\_\_\_\_

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11. \_\_\_\_\_

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12. \_\_\_\_\_

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13. \_\_\_\_\_

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14. \_\_\_\_\_

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15. \_\_\_\_\_

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16. \_\_\_\_\_

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17. \_\_\_\_\_

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15      16      17      18      19      20      21      22      23      24      25      26      27

\_\_\_\_\_

<b>Category</b>	<b>No (0)</b>	<b>Low (1)</b>	<b>Medium (2)</b>	<b>High (3)</b>
<b>Aligns with strategic plan and college goals</b>	Has no alignment with college goals or plans	Has minimum alignment to college goals & plans	Has moderate alignment to college goals & plans	Has strong alignment with college goals & plans
<b>Identified in program review or annual plan</b>	Was not identified in planning	Was mentioned in planning without supporting data	Was included in plan with medium support	Was included in plan with strong support
<b>Improves student success</b>	Has no direct or indirect link to student success	Has low direct or indirect link to student success	Has medium link to student success	Has a strong direct link to improving student success
<b>Number of students effected</b>	No student effected	Impacts a smaller focused group of students	Impacts many students in multiple area	Impacts students campus-wide
<b>Improves Institutional effectiveness or efficiency</b>	Has no cost/benefit value	Has a low cost/benefit value	Has a medium cost/benefit value	Has high cost/benefit value
<b>Meets a safety or legislated mandate</b>	Has no link to safety or mandate	Has a low or indirect link to safety or mandate	Has a medium link to safety or mandate	Has a strong link to safety or mandate
<b>Criticality of the request</b>	If unfunded there will be no disruption of service	If unfunded will have minor impact on service	If unfunded will have moderate impact on service	If unfunded will have major impact on service
<b>Improves Student Access</b>	Has no direct or indirect link to student success	Has low direct or indirect link to student success	Has medium link to student success	Has a strong direct link to improving student success
<b>Improves Student Equity</b>	Has no direct or indirect link to student success	Has low direct or indirect link to student success	Has medium link to student success	Has a strong direct link to improving student success

Enrollment Services  
Annual Area Plan Initiatives 2018-19

**Initiative Requests**

Digital Signage Refresh	Preview Day Ongoing Support
DocuWare Ongoing Support	Publications / Printing Ongoing Support
Dublabs Ongoing Support	Regroup Ongoing Support
FYE Ongoing Support	SARS Ongoing Support
HS Counselor Day Ongoing Support	Student Lingo Ongoing Support
Hobsons Starfish Ongoing Support	Student Services Building
Hobsons Starfish Promotions Ongoing Support	Student Success Center Ongoing Support
iSpring Ongoing Support	Student Success Center Computer Refresh
Outreach Display Ongoing Support	UC View Ongoing Support
Parking Permit – Automate Service	Veterans Center

Staff Requests

Hobsons Starfish Ongoing Support

Hobsons Starfish Additional Ongoing Support

Transcript Evaluator 1

Transcript Evaluator 2

Computer Applications Specialist

Student Success Facilitator Counseling Center (1)

Student Success Facilitator Assessment Center (1)

Student Success Facilitator (2) Veterans Center

Student Services Coordinator (1) Veterans Center



# Area Plan (SSV) - EOPS/CARE

Prepared By: Sandra Hamilton Slane, Interim Dean

<i>Initiatives</i>	<i>Resource Requests</i>	<i>Updates</i>	<i>Actions</i>
<p><b>2018-2019 Peer Advising</b> - Strengthen peer advising through leadership training.</p> <p><b>Year of Intended Implementation:</b> 2014-2015, 2018-2019 <b>Start Date:</b> 08/01/2018</p> <p><b>Rationale Summary (1-2 sentences):</b> Peer advisors support EOPS/CARE services such as tutoring, service pick-up, student success workshops, event planning (CARE workshops, EOPS/CARE Awards ceremony). As frontline peer leaders, they could benefit from formal leadership training. This initiative was previously proposed in 2014-15 but not implemented.</p> <p><b>What specific institutional goals or objectives would this initiative address?</b> Integrated Plan initiative 4.3.5 - Implement expanded academic support strategies such as directed learning activities, embedded tutoring and online tutoring for basic skills and general education.</p> <p><b>How many students per year would this affect?</b> 800</p> <p><b>How would this improve institutional effectiveness?</b> Increased course success and ultimately degree/certificate completion and transfer.</p> <p><b>Safety Issue:</b> No <b>Priority:</b> Medium <b>Person(s) Responsible (Name and Position):</b> Sandra Hamilton Slane, Associate Dean</p>		<p><b>Provide Update on Initiative</b></p>	

**2018-2019 Promote full-time enrollment** - Promotional campaign to encourage full-time enrollment. Identify barriers to full-time enrollment and establish support services including increase financial aid access

**Status:** 1 Proposed

**Year of Intended Implementation:**

2018-2019

**Start Date:** 07/01/2018

**Rationale Summary (1-2 sentences):** EOPS emphasizes full-time enrollment to accelerate completion and transfer, yet EOPS students face many barriers that make this difficult.

**What specific institutional goals or objectives would this initiative address?** Strategic Objective 1.2 Increase the rate of students attaining associate degrees and certificates each academic year

**How many students per year would this affect?** 800

**How would this improve institutional effectiveness?** Decrease the number of students who are dropping classes, and therefore accelerate completion and transfer rates.

**Safety Issue:** No

**Priority:** Medium

**Person(s) Responsible (Name and Position):** Sandra Hamilton Slane,

## **Office of Student Equity and Inclusion, Annual Area Plans**

**2018-2019 Establish a Student Center for Equity and Inclusion** An important activity of approved Shasta College Equity Plans since 2015 has been the establishment of an Equity student center, an accessible, centrally located physical space on campus to provide a space for student gathering and the creation of communities of belonging, for workshops, meetings, and culturally rich spaces, and to house resources related to furthering equity-mindedness efforts, the elimination of achievement gaps, and Integrated Plan goals. (1 Proposed)

**Year of Intended Implementation:** 2018-2019

**Start Date:** 02/01/2017

**Center for Equity and Inclusion (an accessible, centrally located physical space to house this center)** The Center would accomplish the following: provide a space where Student Equity Ambassadors and the Student Services Coordinator could be located; provide a central location for staff and students to gather information on and referrals to community and campus resources as well as access books and materials related to developing equity-mindedness and culturally responsive practices; support professional and student learning; and make available conference space for equity related participatory committees, workshops, programs, task forces, and student organizations.

**Goals:** The Center would address institutional goals 1, 2, 3 and would support a range of Equity/Integrated Planning goals related to direct student support.

**Institutional Effectiveness:** Offering a Center for Equity and Inclusion on campus would help demonstrate our institutional commitment to equity, inclusion, and cultural responsiveness. It would support professional learning and connection with campus and community resources, and would maximize staff resources on plan implementation and direct student support. Student Equity Ambassadors and the Office of Student Equity and Inclusion staff would be co-located in this space, thereby centralizing Equity services and information and facilitating communication for the office. Currently staff are housed in three different locations; Student Equity Ambassadors are in a small office within the Veterans Success Center and in order to respect Veterans' space must leave the center to meet with students.

**Safety:** There are no physical safety issues that would be addressed by the Center; however, several Equity Plan activities address campus climate issues and cultural responsiveness through professional learning and development and student support, thus contributing to feelings of increased physical and emotional safety and increased access to community and campus resources that would help students feel more connected and safe.

**Mandate:** A center has been listed as an activity and outcome in Student Equity Plans approved by the district and submitted to the Chancellor's Office since 2015 and is included in the current Integrated Plan. The Student Equity Ambassador program would be supported by having a centralized location in which they could interact with and help students, make presentations, and offer resources. Equipment has been ordered for this potential space through Special Allocation funding. Programs which the Office of Student Equity and Inclusion is funding or planning to fund, including Puente, a Latino/a/x Initiative, a Native American Initiative, and Umoja strongly recommend having a student space on campus. Given current space limitations, a shared space for students from such groups that simultaneously offers staff support is a viable alternative to multiple separate spaces or competition over such spaces.

**Office of Student Equity and Inclusion, Annual Area Plans**

**Type of Request:** Equipment or Facilities

**Cost Estimate (One Time):** 2,500

**Cost Estimate (Ongoing):** 0

**Budget Source:** Special Funding

**College - Institutional Goals 1,2, 3**

**College – ISLOs:** critical thinking, info capacity, effective communication, self-efficacy, workplace skills, community ad global awareness

**Office of Student Equity and Inclusion, Annual Area Plans**

**Support for Director of Residence Life Position** To have the district fund/support the 25% of the Director of Residence Life position currently being funded through the Office of Student Equity and Inclusion. (1 Proposed)

**Rationale:** In the coming years, we are anticipating that funding for the Equity initiative will decrease and that there will be a need to move positions not central to the Equity initiative/ Integrated Plan to stable funding sources most aligned with those positions. Moving (this portion of) this position back to the General Fund would allow the Office of Student Equity and Inclusion to support counseling and other positions directly related to Equity Initiative Activities now funded through the General Fund. The Office would dedicate these positions to elaborating the proposed Hispanic Latino Initiative and other activities outlined in the approved Integrated Plan.

**IG:** Equity Initiative funding for Integrated Planning Goals affects the completion of all Integrated Planning goals. This position is not required for completion of any of the goals currently set forth in the approved Integrated Plan or Equity activities moving forward.

**Students:** None directly

**Safety:** No

**Mandate:** No

**Year of Intended Implementation:** 2018-2019

**Start Date:** 08/01/2018

**Date Completed (if applicable):**

Moving the 25% of this position currently being funded through the Office of Student Equity and Inclusion back to the General Fund to allow the Office to pick up equivalent support for counseling and other positions directly related to Equity Initiatives. 25% of salary and benefits for this position.

**Type of Request:** Human Resources (staffing)

**Cost Estimate (One Time):** 26,170

**Cost Estimate (Ongoing):** 26,170

**Budget Source:** New Resources needed

**College - Institutional Goals:** 1

## Office of Student Equity and Inclusion, Annual Area Plans

**Support for Associate Dean of Student Services Position** To have the district fund/support the 15% of this position currently being funded through the Office of Student Equity and Inclusion (formerly added as Director of Financial Aid) (1 Proposed)

**Rationale:** In the coming years, we are anticipating that funding for the Equity initiative will decrease and that there will be a need to move positions not central to the Equity initiative/ Integrated Plan to stable funding sources most aligned with those positions. Moving (this portion of) this position back to the General Fund would allow the Office of Student Equity and Inclusion to support counseling and other positions directly related to Equity Initiative Activities now funded through the General Fund. The Office would dedicate these positions to elaborating the proposed Hispanic Latino Initiative and other activities outlined in the approved Integrated Plan.

**IG:** Equity Initiative funding for Integrated Planning Goals affects the completion of all Integrated Planning goals. This position is not required for completion of any of the goals currently set forth in the approved Integrated Plan or Equity activities moving forward.

**Students:** None directly

**Safety:** No

**Mandate:** No

**Year of Intended Implementation:** 2018-2019

**Start Date:** 08/01/2018

**Date Completed (if applicable):**

**Moving the 15% of this Financial Aid position currently being funded through the Office of Student Equity and Inclusion back to the General Fund to allow the Office to pick up equivalent support for counseling and other positions directly related to Equity Initiatives.** Salary and benefits for 15% of this position.

**Type of Request:** Human Resources (staffing)

**Cost Estimate (One Time):** 18,700

**Cost Estimate (Ongoing):** 18,700

**Budget Source:** New Resources needed

**College - Institutional Goals:** IG 1

## **Office of Student Equity and Inclusion, Annual Area Plans**

**Support for Director of Marketing Position** To have the district fund/support the 25% of the Director of Marketing position currently being funded through the Office of Student Equity and Inclusion. (1 Proposed)

**Rationale:** In the coming years, we are anticipating that funding for the Equity initiative will decrease and that there will be a need to move positions not central to the Equity initiative/ Integrated Plan to stable funding sources most aligned with those positions. Moving (this portion of) this position back to the General Fund would allow the Office of Student Equity and Inclusion to support counseling and other positions directly related to Equity Initiative Activities now funded through the General Fund. The Office would dedicate these positions to elaborating the proposed Hispanic Latino Initiative and other activities outlined in the approved Integrated Plan.

**IG:** Equity Initiative funding for Integrated Planning Goals affects the completion of all Integrated Planning goals. This position is not required for completion of any of the goals currently set forth in the approved Integrated Plan or Equity activities moving forward.

**Students:** None directly

**Safety:** No

**Mandate:** No

**Year of Intended Implementation:** 2018-2019

**Start Date:** 08/01/2018

**Date Completed (if applicable):**

**Moving the 25% of the Director of Marketing position currently being funded through the Office of Student Equity and Inclusion back to the General Fund to allow the Office to pick up equivalent support for counseling and other positions directly related to Equity Initiatives. Salary and benefits related to 25% of this position.**

**Type of Request:** Human Resources (staffing)

**Cost Estimate (One Time):** 29,793

**Cost Estimate (Ongoing):** 29,793

**Budget Source:** New Resources needed

**College - Institutional Goals:** IG 1

**Office of Student Equity and Inclusion, Annual Area Plans**

**Support for Articulation Officer/Counseling Positon** To have the district fund/support the 10% of the Articulation Officer/Counseling position currently being funded through the Office of Student Equity and Inclusion. (1 Proposed)

**Rationale:** In the coming years, we are anticipating that funding for the Equity initiative will decrease and that there will be a need to move positions not central to the Equity initiative/ Integrated Plan to stable funding sources most aligned with those positions. Moving (this portion of) this position back to the General Fund would allow the Office of Student Equity and Inclusion to support counseling and other positions directly related to Equity Initiative Activities now funded through the General Fund. The Office would dedicate these positions to elaborating the proposed Hispanic Latino Initiative and other activities outlined in the approved Integrated Plan.

**IG:** Equity Initiative funding for Integrated Planning Goals affects the completion of all Integrated Planning goals. This position is not required for completion of any of the goals currently set forth in the approved Integrated Plan or Equity activities moving forward.

**Students:** None directly

**Safety:** No

**Mandate:** No

**Year of Intended Implementation:** 2018-2019

**Start Date:**

**Date Completed (if applicable):**

**Moving the 10% of the Articulation Officer/Counseling position currently being funded through the Office of Student Equity and Inclusion back to the General Fund to allow the Office to pick up equivalent support for counseling and other positions directly related to Equity Initiatives. Salary and benefits related to the 10% of this position.**

**College - Institutional Goals: IG 1**



## Office of Student Equity and Inclusion, Annual Area Plans

**Latino/a/x Initiative** The Latino/a/x initiative would be further developed by the counselors, instructional staff, classified staff, and administrators who have expressed interest in working to scale up academic support programs for our Latino/a students at all sites. The initiative would include cultural events, representation on key participatory committees, professional learning related to culturally responsive practices with special attention to diverse Latino/a cultures, student leadership development and opportunities, civic engagement/service learning, family events/inreach, and referrals to campus and community programs and services. The initiative will draw on what has been learned through the Catch the Next program but will be structured to support a Guided Pathways framework with counselors focused on 2 (initially) meta majors. (1 Proposed)

**Rationale:** In 2014 in California, the Latino population outnumbered the White population for the first time. Despite increases in enrollment in community colleges, Latino/a students remain underrepresented in higher education institutions and degree completion. In 2016, 16.3% of our student population identified as Hispanic/Latino but only achieved 12.4% of degree or certificates awarded and demonstrated disproportionate impact in transfer rates. Across the state community colleges are grappling with how to scale up promising and best practices that meet the specific needs of Latino/a students including culturally responsive academic and support service practices, the creation of communities of belonging, and inclusion of family activities/inreach.

**Institutional Goals:** This initiative specifically addresses Institutional Goals 1 and 3. It has the potential for creating an innovative way for integrating students from extended education sites into the initiative to the extent that the flexible and inclusive practices of Catch The Next are followed

**ISLOs:** This initiative specifically addresses ISLOs related to teamwork, cultural (and global) awareness, and civic awareness.

**Number of Students:** 1540 In 2016, 16.3% of the student population identified as Hispanic/Latino

**Institutional Effectiveness:** Changing student demographics and equity gaps make it imperative that institutions serve a greater number of students while addressing the critical cultural and support needs relevant to student populations. We need an initiative that focuses on these needs in an innovative way that works within a Guided Pathways framework.

**Safety:** No. While the initiative does not address a specific physical safety issue, establishing communities of belonging and providing referrals to needed campus and community resources, particularly for students with one or more undocumented family member, contributes to a sense a psychological safety and emotional well-being.

**Mandate:** No

**Priority:** No

**Year of Intended Implementation:** 2018-2019

**Start Date:** 07/02/2018

**Rationale:** The Office of Student Equity and Inclusion proposes moving 50% of two counseling positions and a portion of a Student Success Facilitator position currently funded through the General Fund to Equity funds made possible by moving percentages of other positions now funded by Equity but not serving Equity activities or outcomes. Portions of two counseling positions serving student participants in two of the college's most popular meta majors; a portion of a classified staff position, such as a Student Success Facilitator, would provide support for students as well.

**Type of Request:** Human Resources (staffing)

**Cost Estimate (One Time):** 90,000      **Cost Estimate (Ongoing):** 90,000

**Budget Source:** Special Funding

**College - Institutional Goals:** IG 1, 2, 3 **College – ISLOs:** critical thinking, effective communication, self-efficacy, workplace skills, community and global awareness

Technology Project Priority Matrix  
Draft\_9.26.17

Work Order Ticket ID	Priority	Project	Contact	Description	Status / Next Steps	Target Completion Date
	1	Hobsons Starfish	James/Tim/Michelle	Automated Student Ed Plans and Early Alert		Early Alert- End of Fall-17 Auto Ed Plan-End of Summer-18
	2	Regroup	James/Cindy	Communication Management (Text, Email, Call)	9.26.17- Pilots have completed testing, ready for expanding. Next steps- Student Services Council Meeting to discuss best practices, who will have access, and standards. (Peter/James/Cindy should be invited to the next possible meeting)	End of Fall-17
	3	Transcript Revision Project	James/Tim/Becky/Matt	Update transcripts to reflect the laundry list of items including but not limited to: posting transfer credit/BACC Degree	9.26.17-James and Tim talked last week	End of Spring-18
	4	Probation Programming	James/Tim	Programming to return students to good standing/sit-out 2+ semesters automatically	9.26.17-James: targeting next semester	End of Spring-18
	5	Financial Aid Self Service	Jeff/Becky	Increase access for students to view their FA information within MyShasta, new look and feel	9.26.17-Jeff will reach out to Becky	End of Spring-18
	6	Campus Logic	James/Tim/Becky	Communication Management/Paperless Workflow/Electronic Docs for FA	9.26.17- Draft proposal going to Cabinet in 2-3 weeks	February-2018
	7	Annual Registration	James/Tim	Students required to re-		Fall-2019

Technology Project Priority Matrix  
Draft\_9.26.17

				apply/verify student information annually?		
8	A&R Scanning Transcripts	James/Cindy/Tim/Rochelle	Scanning Transcripts into Docuware- paperless workflow	9.26.17-Clarification on where to scan new transcripts (Docuware or T-Drive) is needed. A workflow may need to be added to move all T-Drive trans into Docuware. Cindy will look into this and schedule a meeting once ready.	Started-? Complete Target Date-?	
9	SSSP Data Element Integration / Reporting	James/Tim	SSSP Data – Audit Prep / review Datamart Summary Report / Element pathway / Data review			
10	EOPS Benefit Programming	James/Sandra/Becky	Release categorical awards directly to students regardless of debt owed.			
11	Automate DND process	James/Tim	Automatically take of DND once debt has been paid.			
12	DubLabs “App” (Financial Aid)	James/Peter/Becky	Add FA portion into App			
13	Procedures / Data Manuals	James/Tim/Becky	Create Colleague user manuals for students service areas (A&R/FA/etc..)	9.26.17- A&R SSF’s are working on creating a front line user manual. Will forward to James once complete for review.	End of Summer-18	
14	MyShasta – Dean’s List	James/Tim	Add Dean’s List notification within MyShasta			
15	High school e-Tran through Naviance	James/Tim	Receive High School trans electronically through Naviance			

Technology Project Priority Matrix  
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	16	AIM	James/Sandra	?		
	17	EOPS Electronic Application	James/Sandra	EOPS electronic application through MyShasta		
	18	Access Database	James/Sandra	Access database for student cohorts (equity, EOPS, CalWORKS)		
	19	Delinquent Debt Hold (PERC)	James/Tim/Becky/Sandra	Need to re-assess programming and adjust to fit current processing/student needs.		
40786	20	Common Assessment Set-Up	James/Tim	State Common Assessment Initiative	Hold pending CCCCCO	