



# Shasta College

Student Services Council Meeting

Wednesday, Nov. 20, 2019

9:00 AM • Room 2314

Minutes

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

### District / Division Goals

**Goal 1: Increase First-Year Persistence by 2%**

**Goal 4: Increase course success by 1%**

**Goal 2: Increase Completion Rate by 2%**

**Goal 5: Improved through-put**

**Goal 3: Increase completion efficiency by 1%**

**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:**

- o Improve access from application to registration
- o Implement Automated Student Education Planning
- o Expand Shasta Summit early alert
- o Increase number of ADTs, BA, Certificates, transfer
- o Promote transfer pathways with K-12 partners
- o Improve access to existing on-line student support through SARS Zoom and the online orientation.

### 1. Approval of Minutes

- a) **October 16, 2019:** Nadia Elwood motioned and Becky McCall seconded to approve the minutes. All in favor to approve, none abstained.
- b) **November 6, 2019:** Tina Duenas motioned and Sue Huizinga seconded to approve the minutes. All in favor to approve, none abstained.

### 2. Action Agenda

#### a) Board Policies / Administrative Procedures – First Reading

- 1)None

#### b) Board Policies / Administrative Procedures – Second Reading

- 1)Tina Duenas stated that Senate by-laws are included in the following BP/AP's, which Student Senate has already reviewed.
- 2)Nadia Elwood motioned and Sue Huizinga seconded to consider the following BP/AP's as a group.
  1. BP 5400 - Student Organizations

- a. CCLC language removed the first section and Tina made sure the language is in-line with current practice.
    - b. All in favor to approve, none abstained.
  - 2. AP 5400 - Student Organizations
    - a. Changes were made to match Student Senate by-laws. Student Senate has not had a faculty advisor in a long time, so the new wording reflects the realities.
    - b. Club applications practice has been updated.
    - c. All in favor to approve, none abstained.
  - 3. BP 5410 - Student Senate Elections
    - a. Changes made to reflect Education Code and CCLC Guidance.
    - b. Standard of scholarship language was removed because Student Senate does not maintain a standard.
    - c. All in favor to approve, none abstained.
  - 4. AP 5410 - Student Senate Elections
    - a. No changes.
    - b. All in favor to approve, none abstained.
  - 5. BP 5420 - Student Organizations Finance
    - a. The titles were changed and the word “academic” was removed.
    - b. All in favor to approve, none abstained.
  - 6. AP 5420 - Student Organizations Finance
    - a. Update on titles.
    - b. All in favor to approve, none abstained.
  - 7. BP 5510 - Off-Campus Student Organizations
    - a. BP 5510 was reviewed by Campus Safety, due to Clery Act, etc.
    - b. We do not have an organization hosted off campus. The BP is oriented towards activities that are taken place off campus.
    - c. Tina Duenas is not sure how this will go with privatized housing initiatives. Tina will be watching for what happens with the initiatives.
    - d. All in favor to approve, none abstained.
      - i. Revised Approval: Based on AP 5510 discussion Nadia Elwood motioned and Sue Huizinga seconded to withdrawal approval for further research into BP/AP language. All in favor to approve, none abstained.
  - 8. AP 5510 Off-Campus Student Organizations
    - a. Wording is only slightly different than BP 5510.
      - i. Even though the BP doesn't really match with the organizations we have on campus.
    - b. Due to the Clery Act, we have to report on incidents even if it happens around campus, but not on campus.
    - c. The Council discussed about the proximity wording and to add wording that cover more than just the surrounding area as future organizations and events may not be close to the campus.
      - i. The Council also noticed that the AP does not reference anything with student organizations.
    - d. Tina Duenas requested that the Council pull both BP/AP so that she can continue with researching Education Code and CCLC Guidance as well as reach back out to Campus Safety.
    - e. Tina Duenas motioned to hold AP over to a future meeting, Becky seconded. All in favor, none abstained.
- 3) The rest of the BP/AP's will be held over to the spring 2020 semester.
  - 1. The spring 2020 semester might also have any new updates for BP/APs that have been reviewed.
    - a. The entire department review cycle is every four years, but League updates will come out on a quarterly basis.

- b. Time-to-time the Council may receive a request to review BP/APs from other departments.

**c) Annual Area Plan (AAP) Initiative Rankings – Approval of Process**

- 1) Becky McCall motioned to consider rankings, Sue Huizinga seconded. All in favor, none abstained.
- 2) Any ties in the rankings will count a double rank.
- 3) Tina Duenas recommended that the T-Shirt initiatives request for “on-going” funds. Consideration is to have a budget augment.
- 4) Next Student Services Council meeting will include a discussion on the VSSC, in regards to staffing.
- 5) Next step in the AAP will be for Kevin O’Rorke, Frank Nigro and Morris Rodrigue to provide a general ranking for Dr. Wyse review. The rankings will also be placed on College Council as an informational piece. College Council will not rank the initiatives.
  1. Vice President’s will compare the combined rankings list from the department in order to determine priorities.
- 6) Performing department AAP’s early will help inform other processes. Instruction performs AAP in the spring semester due to different funding streams and because College Council does not review initiatives until later in the spring semester.
- 7) The Council requested an inquiry into the last initiative cycle to help plan for items and staff that may or may have not been funded.
  1. The Council is concerned that not knowing outcomes may be a negative mark with future accreditations.
  2. Aligning new position with the AAP process and keeping managers informed might help with future accreditation reviews.
- 8) The Council discussed the final initiative list and the assumption is that if an item is marked “yes” it is funded to the bottom of the next one.
- 9) The Council agreed that the rankings can officially move forward to the next level.
- 10) The Council commented that it was very appreciative to include other managers in the voting process.
- 11) The Council agreed that it is important to provide clear titles on each initiative as the Cabinet might not read the description.
- 12) The Council agreed that for the purpose of planning it is a good idea to push an initiative forward even if the funding is already available. It will also help other areas realize the focus and implementation of certain priorities.

**3. Discussion Agenda**

**a) Student Equity and Achievement Plan – End of Year Student Equity Report**

- 1) Report is was reviewed by Instructional Council on 11/21/2019.
- 2) The report is very different than any other Equity reports in the past.
  1. The Equity program has changed three times in the last three years.
  2. The legislative requirement has not changed, so all colleges are still required to create an Equity plan even though the plan is under SEAP’s umbrella.
  3. The State Legislator is requiring the Chancellor’s office is required to provide a report on metrics by March 16<sup>th</sup> of 2020. Afterwards, the report will have to be submitted annually.
  4. Current report is truncated due to timing and metrics provided from the Chancellor’s office.
    - a. The actual report does not fully capture everything available in Nova.
    - b. Shasta College will be reporting on the following demographics: Black or African American Females/Males, Student w/ Disability Females/Males and Foster Youth Males.
      - i. Chancellor’s office only requires a minimum of five categories.
- 3) The Council commented that not everyone knows they are responsible for some of the things listed in the Equity plan; especially, the activities related to their area.
- 4) The Council discussed the meaning behind the Intrusive Enrollment Case Management activity.
  1. The Council agreed that the category may include overlaps due to unclear definitions.

- 5) The percentages provided in the report reflect how much change is needed to reach our goals.
  1. Baseline data comes from 17-18 reports.
- 6) Success Stories and Challenges are optional to include.
  1. Nadia Elwood suggested a challenge: That service and program efforts may outpace the funding the State provides. We are going to get less hours with staffing if the cost keeps going up. System wide, it will be nice to receive a guarantee of a consistent funding stream. Planning for long term programs will require a consistent funding stream.
- 7) College are providing a three year plan and are on the hook to achieve their stated objectives.

**b) Response to Student Death procedure**

- 1) Becky McCall has taken the lead on design a process and procedure document.
- 2) The Council agreed that on a practical stand-point it may be best to replace the Vice President of Student Services with the Associate Vice President of Student Services.
- 3) Tina Duenas agreed to review the procedure as well as the titles of personnel.
- 4) The Council recommended adding a step to notify our Student Health & Wellness office for information purposes only.
- 5) Enrollment Services office will take the lead as the point-of-contact.
- 6) The Council agreed to re-approach the topic at the December 4<sup>th</sup> meeting.

**c) Program Evaluation Presentations – Dec. 4, 2019**

- 1) Some of the program evaluations will have a presentation at the December 4<sup>th</sup> meeting.
  1. The presentations will be quick ten (10) minutes about what is going on and provide for a brief conversation.
- 2) Student Services program evaluations will also be placed before College Council as informational only.
- 3) The Council agreed that due to timing of collecting and analyzing data it may be in the best interest to delay fall 2019 program evaluation until spring 2020.
  1. Intent is to allow staff to provide a thorough analysis of their programs.
  2. The Council agreed that the timeline for the next group of program evaluations will stay as previously agreed.

**d) Student Services Council Workgroups**

- 1) John Yu stated that his group, “Student Support Services for Fully Online Degrees/Certificates”, have already met and discussed their approach to the workgroups.
  1. The group defined a few goals:
    - i. Identify the student’s support and services need in the matriculation and learning process under the guided pathways approach.
      1. Research any mandated student support.
    - ii. Create recommendations based on findings that are aligned with the guided pathways approach.
    - iii. Develop onboarding charts for students and look for improvements.
      1. First, look at the mandated requirements.
      2. Second, examine online certificates and degrees. Answer, “How can we provide support and service to this program?”
  2. Divide up duties among members, once the goals are defined.
- 2) Sue Huizinga provided concern of department variety in her group.
- 3) The Council agreed to continue the conversation at another date.

**4. Information Items / Other**

- a) Instructional Council
  - 1) No updates.
- b) Area Updates / Announcements
  - 1) No updates.

**5. Meeting adjourned at 11:05 am**

**NEXT MEETING:**

The next meeting is scheduled for Wednesday, December 4<sup>th</sup> from 9:00am – 11:00am in room 2314. Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.



## 2019 Student Equity Report SHASTA COLLEGE

This Student Equity Plan contains highly relevant data (metrics, targeted populations, and activities/efforts) called out in the SEA Education Code. Listed below are all of the student groups (both Disproportionately Impacted [DI] and overall population) that your college reported it will support/serve through specific activities – as documented in your most recent Student Equity Plan. Through this module, you will report on some of those activities. Below please identify and select at least FIVE groups to report on:

- At least ONE “Black or African American” DI group, (the gender and metric attached to the group is your choice)
- At least ONE “Hispanic or Latino” DI group, (the gender and metric attached to the group is your choice)
- And at least 3 ADDITIONAL groups. (college choice)

NOTE: If your college does not have at least one Black or African American and/or at least one Hispanic or Latino group, you may select another group in its/their place. You are still required to select a total of FIVE groups on which to report.

### Metrics

#### Overall Student Groups

	Metric	Baseline	Goal	Equity Chang
<input type="checkbox"/>	Enrolled in the Same Community College	9298	9808	+5.49%
<input type="checkbox"/>	Retained from Fall to Spring at the Same College	5546	6330	+14.14%
<input type="checkbox"/>	Attained the Vision Goal Completion Definition	930	1300	+39.78%
<input type="checkbox"/>	Transferred to a Four-Year Institution	672	830	+23.51%
<input type="checkbox"/>	Completed Both Transfer-Level Math and English Within the District in the First Year	100	190	+90%

### Disproportionately Impacted (DI) Student Groups

	Demographic	Gender	Metric	Baseline	Goal	Equity Change
<input type="checkbox"/>	White	Male	Retained from Fall to Spring at the Same College	1405	1412	+0.5%
<input checked="" type="checkbox"/>	Foster Youth	Female	Enrolled in the Same Community College	256	280	+9.38%
<input checked="" type="checkbox"/>	Black or African American	Male	Enrolled in the Same Community College	179	294	+64.25%
<input checked="" type="checkbox"/>	Disabled	Female	Enrolled in the Same Community College	178	222	+24.72%
<input checked="" type="checkbox"/>	Disabled	Male	Enrolled in the Same Community College	167	183	+9.58%
<input type="checkbox"/>	Foster Youth	Male	Enrolled in the Same Community College	158	181	+14.56%
<input type="checkbox"/>	Black or African American	Female	Enrolled in the Same Community College	144	186	+29.17%
<input type="checkbox"/>	LGBT	Female	Enrolled in the Same Community College	137	199	+45.26%
<input type="checkbox"/>	Veteran	Male	Enrolled in the Same Community College	96	125	+30.21%
<input type="checkbox"/>	LGBT	Male	Enrolled in the Same Community College	45	69	+53.33%
<input type="checkbox"/>	Veteran	Female	Enrolled in the Same Community College	20	33	+65%
<input type="checkbox"/>	More than one race	Male	Attained the Vision Goal Completion Definition	8	8	0%
<input type="checkbox"/>	Foster Youth	Female	Attained the Vision Goal Completion Definition	7	7	0%
<input type="checkbox"/>	Some other race	Male	Transferred to a Four-Year Institution	7	7	0%
<input type="checkbox"/>	Black or African American	Male	Attained the Vision Goal Completion Definition	5	5	0%
<input type="checkbox"/>	LGBT	Female	Attained the Vision Goal Completion Definition	5	5	0%
<input type="checkbox"/>	American Indian or Alaska Native	Male	Transferred to a Four-Year Institution	4	4	0%
<input type="checkbox"/>	American Indian or Alaska Native	Female	Transferred to a Four-Year Institution	3	3	0%
<input type="checkbox"/>	Black or African American	Female	Transferred to a Four-Year Institution	3	3	0%
<input type="checkbox"/>	LGBT	Female	Transferred to a Four-Year Institution	3	3	0%

	Demographic	Gender	Metric	Baseline	Goal	Equity Change
<input type="checkbox"/>	Black or African American	Female	Attained the Vision Goal Completion Definition	2	2	0%
<input type="checkbox"/>	Foster Youth	Male	Attained the Vision Goal Completion Definition	2	2	0%
<input type="checkbox"/>	Foster Youth	Male	Transferred to a Four-Year Institution	2	2	0%
<input type="checkbox"/>	LGBT	Male	Attained the Vision Goal Completion Definition	2	2	0%
<input type="checkbox"/>	LGBT	Male	Transferred to a Four-Year Institution	1	1	0%
<input type="checkbox"/>	Native Hawaiian or other Pacific Islander	Male	Attained the Vision Goal Completion Definition	1	1	0%
<input type="checkbox"/>	American Indian or Alaska Native	Male	Completed Both Transfer-Level Math and English (1 <sup>st</sup> year)	0	1	0%
<input type="checkbox"/>	Black or African American	Female	Completed Both Transfer-Level Math and English	0	1	0%
<input type="checkbox"/>	Black or African American	Male	Completed Both Transfer-Level Math and English	0	1	0%
<input type="checkbox"/>	Disabled	Male	Completed Both Transfer-Level Math and English	0	1	0%
<input checked="" type="checkbox"/>	Foster Youth	Female	Completed Both Transfer-Level Math and English	0	1	0%
<input type="checkbox"/>	Foster Youth	Male	Completed Both Transfer-Level Math and English	0	1	0%
<input type="checkbox"/>	Some other race	Male	Completed Both Transfer-Level Math and English	0	1	0%

## Activities

For each of the groups, please choose between 1 and 3 activities from your Student Equity Plan. After choosing each activity, use the Categories drop-down field to select category titles that describe the activity. You may select multiple category titles.

		Outreach and Recruitment				Learning Assistance			
		Basic Needs	Counseling	Intrusive Enrollment case management	Learning Community	Bridge Courses	Co-requisite courses	Embedded tutoring	Supplemental instruction
Black or African	Female	X		X	X				

American	Male	X		X	X				
Student w/ Disability	Female	X	X	X		X			
	Male	X	X	X		X			
Foster Youth	Female	X					X	X	X

## Success Story

Please provide a success story for collaborative purposes and to help establish best practices. You may use this area to elaborate on any of the activities for which you reported progress, or on any other student equity-related efforts on your campus.

### Increased recruitment and co-requisite classes

Shasta College has identified promising progress on two particular activities. The first is an intensified outreach and onboarding of students with disabilities into the DSPS/PACE program. Classified staff were reassigned, and more immediate follow up was provided to students who applied for disability-related services. The number of intakes increased 52% in the period between 7/1 and 9/15 in 2019 as compared to the same period in 2018. This effort is designed to increase the percentage of students with disabilities who enroll at Shasta College.

Shasta College has also designed co-requisite classes to expedite completion of transfer-level English and math. In fall 2019, access to these courses a high percentage of students from DI populations (foster youth, students w/ disabilities, BL or AA) were enrolled than are represented in the overall population; as much as doubled. This indicates that students from DI populations are accessing the activities designed to increase successful completion of these classes within the first year.

## Challenges

Please share any challenges you have encountered with implementing efforts and activities related to the SEA Program. This information will help the Chancellor's Office determine additional support/resources needed system-wide, and/or policy changes needed.



## Shasta College Response to Student Death

### 1. COORDINATING OFFICE FOR COLLEGE RESPONSE TO STUDENT DEATH:

Information about a student's death may come to the attention of any member of the college community, and may come from a variety of sources, such as a phone call or visit from the family, friend, or roommate of the student, an obituary, a police officer, or a report in the media. The person receiving such information should immediately notify the Vice President of Student Services (VPSS) who will act as the coordinator for all college responses.

#### INITIAL NOTIFICATION:

The individual receiving notification of the death of a student should immediately notify the ~~Assistant Superintendent/Associate~~ Vice President of Student Services (VPSS). The VPSS will immediately notify the following persons:

- President (The President will notify the Chancellor.)
- Assistant Superintendent/Vice President of Administrative Services
- Assistant Superintendent/~~Associate~~ Vice President of Instruction
- Associate Vice President of Human Resources
- Director of Marketing and Public Information
- Director of Student Life & Title IX Investigator
- Dean of Extended Education
- Dean of Library Services & Educational Technology
- Dean of Enrollment Services
- Dean of Student Services
- Associate Dean of Student Services
- Behavior Intervention Resource Team (BIRT)

In instances in which a report of a death is not verified, the VPSS will indicate to these individuals that efforts are being taken to verify the death and that verification will be provided as soon as possible.

The VPSS will coordinate with the Director of Marketing and Public Information on the release of any information.

The following information is helpful to properly identify the student and to ensure the correct information is disseminated:

- Student's full name
- Student identification number
- Name and address of parents or spouse
- Date and cause of death
- Major, Campus Employment Status, or Organizations
- Enrollment Status
- Address of Student

#### VERIFICATION OF DEATH:

Before initiating any further actions or communications, the VPSS must be certain of the validity of a report of a student's death. The VPSS will use his/her judgment as to whether documentation verifying a student's death is necessary. When documentation is deemed necessary, sensitivity to the grieving family is paramount so verification must be gained as tactfully as possible. Verification can be established by obtaining documents such as an obituary, death certificate, a coroner's office report, official military correspondence, or a US Consulate or ambassadorial

office (if outside of the US). In no cases will the campus community or the media be informed of the student's death until the death has been verified and primary family members have been notified.

## **2. COMMUNICATION WITH THE FAMILY OF THE STUDENT**

### **CONDOLENCE TO THE FAMILY:**

The VPSS will draft a formal letter of condolence from the College President to the family on behalf of the college community. The letter will be written in/translated to the family's primary language.

A separate letter of condolence will be sent by the Assistant Superintendent/Vice President of Student Services on behalf of Student Services. This letter will outline the official procedures taken by the college to close the student's accounts and other services and support offered by the college.

### **REPRESENTATION AT THE FUNERAL, MEMORIAL SERVICE, CELEBRATION OF LIFE, ETC.:**

When possible, a college representative will attend funeral services. The attendance will be coordinated by the Assistant Superintendent/Vice President of Student Services.

## **3. NOTIFICATION OF COLLEGE COMMUNITY**

### **NOTIFICATION OF STAFF AND FACULTY:**

The VPSS will review the particular circumstances of the student's death and determine whether an announcement should be made to all members of the college community and if so, an appropriate manner and time to make the announcement. Instructors in whose classes the deceased was enrolled will receive a personal phone call or email from the VPSS or VPI.

### **NOTIFICATION OF STUDENTS:**

The VPSS will notify either selected students or all students, depending on the circumstances.

### **ANNOUNCEMENT OF FUNERAL, MEMORIAL SERVICE, CELEBRATION OF LIFE, ETC.:**

As soon as possible the President or VPSS will announce the final arrangements to the campus via email, if the information was not available for the initial notification.

### **MEMORIAL GATHERINGS, RECOGNITION AT COLLEGE EVENTS:**

The deceased may be remembered at a specially coordinated event, at commencement (if graduating), Scholars Convocation (if a scholarship winner) or other campus events. The VPSS or designee will invite the family of the deceased student to attend.

## **4. ADMINISTRATIVE ACTION**

Once notified, college personnel will take the actions described below. All offices should remove the student's name from any paper or electronic mailing lists.

**Admissions and Records:**

- Make a notation on the student's record indicating the student is deceased.
- Withdraw the student from all courses enrolled in for the current term, if the student had not completed at least 60% of the course(s). If the student had remained enrolled past census date, work with faculty to determine whether it is appropriate for a grade to be assigned. Provide a "W" regardless to help with insurance purposes. Once insurance purposes have been verified, take appropriate actions to clear the students records from having the "W".
- Seal the records by the Dean of Enrollment or the Associate Dean of Student Services to be no longer accessible through Colleague/Ellucian.
- If the student had an outstanding incomplete grade from a previous term, contact the instructor to obtain a change of grade for the course (it is anticipated that most often the grade would be changed to a "W").
- If the student had applied for graduation, contact the dean of the student's area of study to ask if he/she would like to request awarding a posthumous degree (see section on Posthumous Degrees and Certificates below); if not, cancel the application.

**Business Office:**

- Billing will immediately stop. All refund policies will be followed, and any refund due the student will be processed to the student's estate.

**Counseling Center/Mental Health Services/Employee Assistance Program:**

- Emergency counseling services will be made available to students, faculty, and staff impacted by the student's death.

**Financial Aid:**

- The Financial Aid Office will verify any aid received, notify the appropriate agencies of the student's death, pull any disbursements that may have been transmitted, and, as applicable, request the official death certificate to follow procedures if the student has a loan.

**Library:**

- Update any library records accordingly and determine action to be taken if the student has any outstanding library obligations or items checked out.

**Information Technology Services:**

- The Dean of Enrollment will notify IT and provide the following information so that IT can create an auto-reply message and ensure that no new email is accepted: student's username or ID number, name, and date of death. IT will set the account for auto-reply and do-not-save-messages to the student's account. The standard message (subject to change by the Dean of Enrollment Services) is: "This is an automated message. This account is no longer available." IT will also clear the password. As of the date of death, the account enters the "grace period;" at the end of the grace period, the account is deleted.

**International Student Services:**

- Update student's immigration record as appropriate if the student was an international student.

**Payroll:**

- The VPSS will contact the Payroll department regarding disbursement of the final payment(s), if the student is employed by the district. Final pay warrant will be issued to the student's estate.

**Student Life:**

- The student's name is removed from any alumni mailing lists.

**Scholarships:**

- The Associate Dean of Student Services will verify any scholarship received by the student and notify the Foundation or donor of the student's death.

**Student Employment:**

- The VPSS will verify student's employment and notify the campus employer directly, if s/he has not yet been notified.

## **5. Scholarship Creation**

Individuals wishing to fund a scholarship in memory of the student will contact the Associate Dean of Student Services to discuss next steps.

## **6. Posthumous Degree or Certificate**

Any academic member of the college community may request that the degree(s) or certificate(s) is awarded posthumously. The decision to award a degree or certificate posthumously will be made on a case-by-case basis depending on the completion of degree or certificate requirements, the total number of units earned and the number of units earned at Crafton Hills College.

The Assistant Superintendent/Vice President of Instruction will convene a group comprised of two faculty members appointed by the Academic Senate representing Counseling and Instruction, and an evaluator to review the recommendation. If approved, the VPI will notify Admissions and Records to ensure appropriate arrangements are made, such as ordering a diploma for the student, and making a notation on the student's transcript that the degree was awarded posthumously.

Admissions and Records will coordinate with the Director of Student Life to ensure appropriate information is included in the Commencement program.

**Program Evaluation Cycle  
Data Elements  
Draft**

In the program evaluation process, all programs will have the following student success metrics available disaggregated by demographics (age, gender) and equity populations and method of instruction:

- Persistence (fall to spring)
- Completion (students earning a certificate, degree or are transfer-prepared)
- Course Success (A, B, C or P)
- Through-put (complete transfer-level English and math within the first year)
- Units Earned per Semester

Additionally, programs may use the fall survey results, CCSSE results and other program-specific assessments.

<b>2019-2020</b>	<b>Program Cohort Operational Definitions x term</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>• Admissions and Records</li> </ul>	students registered	Becky McCall
<ul style="list-style-type: none"> <li>• Financial Aid</li> </ul>	students who received financial aid	Becky McCall
<ul style="list-style-type: none"> <li>• New Applicant Outreach</li> </ul>	students who applied and then registered	Carly Gordon
<ul style="list-style-type: none"> <li>• Shasta Summit</li> </ul>	students in identified course sections	Michelle Fairchild
<ul style="list-style-type: none"> <li>• Extended Education Tehama, Trinity, Intermountain</li> </ul>	Students by zip code & also students taking at least one course at the location	Sharon Brisolara
<ul style="list-style-type: none"> <li>• Student Success Center</li> </ul>	SARS check-in	James Konopitski

#### 2020-2021

- Assessment Center SARS check-in
- Transfer Center SARS check-in; students using services (eg field trips)
- TRIO Student Support Services Colleague?
- Veterans Center SARS check-in when the building is built; Colleague?

#### 2021-2022

- CalWORKs Colleague?
- EOPS/CARE/SCI\*FI Colleague?
- Student Life / Student Housing
- Foster and Kinship Care Education

#### 2022 - 2023

- TRIO Talent Search
- TRIO Upward Bound
- Gateway to College
- LatinX

#### 2023 – 2024

- Counseling Center

- STEP-UP
- UMOJA
- PACE

Repeat cycle in subsequent years...

**Student Services Program Evaluation Template**  
**DRAFT**

Department Name:

Year of Current Review:

Department Contact:

Department Contact email:

Who completed this form? (List all those who participated in completing this review.)

**Department Overview**

- a. What does the department do to contribute to the college mission and student success regardless of location or means of delivery?
- b. Discuss any changes to the department as a result of the previous program and/or external review. Note any resources that the department previously received for improving the program. How did these resources affect outcomes? Were resources previously requested but not received through the Area Planning process?
- c. Describe progress on previous department goals.
- d. Does the department have any future concerns or anticipated changes that could affect operations?

**Department Program Effectiveness / Data Analysis**

- a. SAO (Service Area Outcomes) or SSLO (Student Services Learning Outcomes) Assessment



What was assessed? How were assessments completed? What was learned? (If a survey was used, please include the number of respondents.)

b. Department / Program Specific Assessments

Were there any assessments or advisory committee recommendations that are unique to the program? If so, please describe the instrument(s), results and next steps.

- c. Progress on *Vision for Success, Guided Pathways, Strategic Plan, Student Equity Plan* and Enrollment Management Plan initiatives

What did the department do? What has been the impact of these actions to date? What next steps will be taken?

- d. Program Needs and Opportunities

1. Summary of Needs and/or Opportunities for Improvement

Given your analysis of the various program assessments described in the previous section, what are the most pressing needs and/or opportunities for improvement? What resources are needed?

2. Action Plan

What steps will your department take to address the needs and/or opportunities for improvement identified above?

Which Institutional Goal(s) listed in the Educational Master Plan will be addressed? List major activities, required resources, person(s) responsible and timeline for each activity.

Student Services Council  
Workgroups  
Spring 2020

Workgroup	Members	Report Date
Instructional Material / Textbook cost	Nadia Elwood and Robert Bowman	
Onboarding / Training Project	Sandra Hamilton-Slane, Patricia Esparza, Sue Huizinga, Becky McCall, Sharon Brisolaro, Sandy Lucero or Susan Ayers, Ryan Loughrey, and Chelsea Kefalas	
Information Sharing	Kelsey Moynahan, Patricia Esparza and Sue Huizinga	
Succession Planning	Tim Johnston and Greg Smith	
Student Support Services for fully online degrees / certificates	John Yu, Sharon Brisolaro, and Ryan Loughrey	
ISLOs, SAOs and SSLOs	Tim Johnston	

## Student Organizations

AP 5400

Reference: **Education Code Sections 76060-76067**

### Student Senate

The students of the District are authorized to establish a student body association. The Board hereby recognizes the Student Senate as the student body association of the District. Day and evening students as well as off-campus students shall be encouraged to participate.

The Student Senate will conduct an annual District election of officers. The officers will oversee the meetings, expenditures, authorizations, and policies established. A ~~simple 2/3~~ majority of the ~~elected voting members of the~~ Student Senate executive officers shall constitute a quorum.

The Student Senate shall have student representative positions for each Division and if possible for each Campus within the District. Students interested in being a representative will fill out an application of interest. Representative applications will be available during regular office hours in the Student Senate office. At the close of the application period all eligible applicants will undergo a review process conducted by the ~~elected~~ Student Senate officers. Appointments will be announced at the next regularly scheduled Student Senate meeting. The following should take place:

1. The Student Senate shall conduct weekly meetings and post agendas for each meeting seventy-two hours in advance of the meeting in a designated area accessible to all students. Meetings will be conducted in compliance with the Ralph Brown Act.
2. A District academic employee (usually the ~~Dean of Students~~Director of Student Life and/or the Student Senate ~~faculty~~ advisor) must be present at all official Student Senate meetings at which time motions are made, action is taken and minutes are prepared.
3. All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.

### Student Activities

1. All student activities and events must have required documents on file for Use of Facilities with Administrative Services Office.
2. The ~~Dean of Students~~Director of Student Life must be notified in writing of the time, place, and nature of a proposed student activity at least ~~ten~~five days prior to the date of the event. The ~~Dean of Students~~Director of Student Life will have the authority to approve or disapprove all student activities.
3. All student activities must have adequate faculty or administrative supervision as determined by the ~~Dean of Students~~Director of Student Life.
4. Security supervision of student activities may be required by the ~~Dean of Students~~Director of Student Life for athletic events, dances, concerts and other activities in which large numbers of people are likely to congregate. The organization or club sponsoring the event will ordinarily bear the cost of security supervision.

## Student Organizations

AP 5400

### Clubs/Student Organizations

Any five Shasta College students plus a faculty advisor may form an interest or service club within the District provided the following process is adhered to:

1. Submit a completed club application packet to~~Petition~~ the Student Senate for approval which will include the following:
  - a. Petition with at least five student signatures and at least one faculty advisor signature.
  - b. A copy of the club's organizational constitution
  - c. A copy of the club's intended budget
  - d. A signed copy of the club's Advisor Agreement form
  - a-e. A signed copy of the club's Officer Agreement form
- ~~2. Submit a club application packet to the Student Senate for approval.~~
- ~~3.2.~~ All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.
- ~~4.3.~~ Have a ~~college academic employee~~faculty advisor or designee present at all official club meetings at which time motions are made, action is taken and minutes are prepared.

Any club that has been inactive for two consecutive semesters shall be deemed null and void and all monies shall become the property of the general fund of the Student Senate.

When certification or decertification of a club is disputed, the question shall be determined by the following appeal procedure:

1. The appeal is taken to the Student Senate.
2. The Student Senate will make a recommendation to the ~~Dean of Students~~Director of Student Life regarding the certification or decertification of the club in question. The ~~Dean of Students~~Director of Student Life will then make a recommendation to the Assistant Superintendent/~~Vice President of Student Services~~.
3. The Assistant Superintendent/~~Vice President of Student Services~~ has the authority to affirm or deny the certification or decertification of the club.

### Other Student Organizations

Other student organizations (such as Phi Theta Kappa, Shasta College Beta Mu Mu Chapter), shall be extended the same rights and privileges as student clubs and will be officially recognized by the District. These organizations will adhere to all state laws and regulations and District policies and procedures outlined above.

## Student Organizations

AP 5400

~~Other student organizations can be recognized by the District provided the following process is adhered to:~~

- ~~1) Petition the Student Senate for approval.~~
- ~~2) Submit an application packet to the Student Senate for approval.~~
- ~~3) All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.~~
- ~~4) Have a college academic advisor present at all official club meetings at which time motions are made, action is taken and minutes are prepared.~~

~~Any student organization that has been inactive for two consecutive semesters shall be deemed null and void and all monies shall become the property of the general fund of the Student Senate or the appropriate state, national, or international organization.~~

~~When certification or decertification of a student organization is disputed, the question shall be determined by the following appeal procedure:~~

- ~~1. The appeal is taken to the Student Senate.~~
- ~~2. The Student Senate will make a recommendation to the Dean of Students Director of Student Life regarding the certification or decertification of the student organization in question. The Dean of Students Director of Student Life will then make a recommendation to the Vice President of Student Services.~~
- ~~3. The Vice President of Student Services has the authority to affirm or deny the certification or decertification of the student organization.~~

No student organization may organize or operate with the intent to participate in hazing or commit any act that injures, degrades or disgraces any fellow student or person.

Board Reviewed 12/10/08

## Student Senate Elections

AP 5410

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Reference: ***Education Code Sections 7606~~10~~-76067***

Each spring, the Student Senate shall conduct an annual District-wide election of new officers. The elected positions within the Student Senate shall be President, Vice President, Treasurer, Secretary, Public Relations Officer, and Events and Activities Officer.

Any student who is elected to serve as an officer in the Student Senate shall meet the following requirements:

1. Must be enrolled in a minimum of five semester units at the time of election and throughout the term.
2. Must maintain a minimum GPA of 2.00.

Board Reviewed 12/10/08

## Student Organizations Finance

AP 5420

Reference: ***Education Code Sections ~~76060 and 76063-76065~~; Community College Accounting Manual***

The Student Senate, clubs and other student organizations will have all funds deposited and disbursed by the District Business Office. The Business Office shall supervise and maintain the financial records and transactions; including budget preparation, auditing, purchase orders, check preparation, financial records, the issuance of purchase orders and the establishment of appropriate financial controls such as concession reports, ticket reports and the issuance and collection of receipt books.

The [fund](#) books, financial records and procedures of all student organizations are subject to an annual audit.

The reports of the student organizations annual audit are submitted to the District Governing Board.

Audit information, except that containing personnel or other confidential information, shall be released to the student organizations by the Vice President of Administrative Services.

The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:

- Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.



## Student Organizations Finance

AP 5420

- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by each of the student organizations, subject to the approval of each of the following three persons. Approval by the following will be obtained each time before any funds are expended:

- The ~~Superintendent/President or designee~~ Director of Student Life,
- The ~~officer or academic~~ employee who is the designated adviser of the particular student club or organization and,
- An officer of the particular student organization.

### Other Agency Funds (Fund 89)

Other student organization's funds (non-clubs) will be classified as "Other Agency Funds."

Other agency funds are used to account for any other monies for which the district is the fiscal agent. A written agreement between both parties clearly defining the roles and responsibilities of each must be executed.

The governing Board shall adopt rules, responsibilities, and procedures to ensure the safeguarding of monies within this fund and the appropriate distribution of monies from this fund.

This fund may also function as an internal clearing account for grants, contributions, or revenues that must be allocated to more than one fund or when the user fund is not immediately known.

Such funds may be established and maintained in the appropriate county treasury, or as an alternative, the governing board may establish a bank account for each fund. Refer to Special Accounting Applications for requirements concerning separate bank accounts.

### Student Representation Fee Trust Fund

The Student Representation Fee Trust Fund is used to account for monies collected pursuant to Education Code Section 76060.5 that provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student association elections. The fee is to be expended to provide for the support of governmental affairs

## Student Organizations Finance

AP 5420

representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the State government. The district may charge a fee to recover its actual cost of administering these fees up to, but not more than, 7 percent of the fees collected and deposited.

A student may, for religious, political, financial, or moral issues, refuse to pay the student representation fee. The refusal must be in writing and submitted to college officials on the appropriate District-approved form.

Fees collected pursuant to Education Code Section 76060.5 shall be under the custody of the District's chief fiscal officer and, subject to approval of the governing board, shall be deposited or invested in one or more of the following ways: in an insured bank, state-chartered savings and loan association, credit union, centralized State Treasury system, or other depository or investment as authorized by Education Code Section 76063.

Student Representation Fee Trust Fund monies shall be expended in accordance with procedures established by the student organization consistent with the requirements of Education Code Section 76063. Each disbursement shall be subject to the approval of:

- the Assistant Superintendent/Vice President of Administrative Services;
- the Assistant Superintendent/Vice President of Student Services;
- ~~the~~ the Dean of Students Director of Student Life (?); and
- an officer of the Student Senate.

Board Reviewed 12/10/08

## Off-Campus Student Organizations

AP 5510

Reference: **34 Code of Federal Regulations Section 668.46(b) (7)**

When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Redding Police Department police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Students may live in the neighborhoods surrounding the campus. Although Redding Police Department has primary jurisdiction in all areas off campus, campus officers can and do respond to student-related incidents that occur in close proximity to campus. Campus officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

~~This information will be included in the Shasta College Campus Safety Annual Report in compliance with the Clery Act. The Campus Safety Annual Report will include applicable information from law enforcement agencies regarding student-related incidents occurring off-campus.~~

Board Reviewed 4/11/12

## Student Organizations

BP 5400

Reference: ***Education Code Sections 76060-76067***

### Student Senate

The students of the District are authorized to establish a student body association. The Board hereby recognizes the Student Senate as the student body association of the District.

~~The District Board may authorize the students of a college to organize more than one student body association when the Board finds that day students and evening students each need an association or geographic circumstances make the organization of only one association impractical or inconvenient.~~

The Student Senate is recognized as the official voice for the students in the District decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Student Senate activities shall not conflict with the authority or responsibility of the District Board or its officers or employees.

The Student Senate shall conduct its business, activities, and its use of District property in accordance with state laws and regulations and policies and procedures established by the District. The use of District property shall not be construed as transferring ownership or control of the property.

### Student Activities

A student activity is an extra-curricular event sponsored by a recognized Shasta College club or student organization.

All student activities must have the prior approval of the ~~Dean of Students~~ [Director of Student Life](#), be scheduled following all District use of facility procedures through the Administrative Services Office and be in keeping with the guidelines for student activities.

### Clubs

Any five Shasta College students plus a faculty advisor may form an interest or service club. Clubs must be established and operated in accordance with the appropriate administrative procedure.

### Other Student Organizations

Other student organizations (such as Phi Theta Kappa, Shasta College Beta Mu Mu Chapter), shall be extended the same rights and privileges as student clubs and will be officially

Shasta-Tehama-Trinity Joint Community College District  
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**Student Organizations**

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recognized by the District. These organizations will adhere to all state laws and regulations and District policies and procedures.

***See Administrative Procedure 5400***

Board Approved 4/11/01

Board Approved Revisions 12/10/08

Reviewed by the Board Ad Hoc Committee on Policy 8/12/09

## Student Senate Elections

BP 5410

Reference: ~~Education Code Sections 760610-76067~~ ~~Education Code Sections 76060-76067~~

The Student Senate shall conduct an annual District-wide election of new officers. The elections shall be conducted in accordance with procedures established by the District.

Any student elected as an officer in the Student Senate shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout their term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).GPA of 2.00.

**See Administrative Procedure 5410**

Board Approved 4/11/01

Board Approved Revisions 12/10/08

Reviewed by the Board Ad Hoc Committee on Policy 8/12/09

## Student Organizations Finance

BP 5420

Reference: **Education Code Sections ~~76060 and 76063~~–76065**

Student Organizations: the Student Senate, clubs, and other student organizations will have all funds deposited and disbursed by the District Business Office. The Business Office shall supervise and maintain the financial records and transactions including budget preparation, auditing, purchase orders, check preparation, financial records, the issuance of purchase orders, and the establishment of appropriate financial controls such as concession reports, ticket reports, and the issuance and collection of receipt books.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by each of the student organizations, subject to the approval of each of the following three persons. Approval by the following will be obtained each time before any funds may be expended:

- the ~~Superintendent/President or designee~~ Director of Student Life;
- the ~~academic~~-employee who is the designated adviser of the particular club or student organization; and
- an officer of the particular student organization.

The funds of the various student organizations shall be subject to an annual audit.

**See Administrative Procedure 5420**

Board Approved 4/09/03

Board Approved Revisions 12/10/08

Reviewed by the Board Ad Hoc Committee on Policy 8/12/09

**Off-Campus Student Organizations**

**BP 5510**

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Reference: **34 Code of Federal Regulations 668 46(b) (7)**

The District shall work with local law enforcement agencies to monitor and assess record criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District. The Campus Safety Annual Report will include applicable information from law enforcement agencies regarding student-related incidents occurring off-campus.

**See Administrative Procedure 5510**

Board Approved 03/14/12