

Student Services Managers' Meeting  
Wednesday, Dec. 3, 2025  
10:00 AM – 12:00 PM  
Board Room

Draft AGENDA

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**District / Division Goals**

By December 31, 2025:

**Equity in Success (Completion, Baccalaureate Attainment, Transfer, persistence, TLME throughput, course success)**

- The overall number of students who **complete a degree or certificate** will be at least 1,043.
- The overall number of students who **earn an Associates Degree for Transfer** will be at least 266.
- The overall number of students who **earn a Shasta College Bachelor's Degree** will be at least 12.
- The overall number of students who **transfer to a CSU or UC** will be at least 318.

**Equity in Access (Enrollment)**

- The annual **full time equivalent students (FTES)** for 2024-2025 will be at least 7041 (2019-2020 level) with an emphasis on Perkins economically disadvantaged.

**Equity in Support (Maximize CCPG/PELL and Reduce Units to Completion)**

- The overall number of students who **receive a California College Promise Grant** will be at least 6775.
- The overall number of students who **receive a Pell Grant** will be at least 5131.
- The overall average number of **units in excess of 60** toward the first ADT will be no greater than 68.

**Credit for Prior Learning**

- The overall number of students who have **received at least one (1) credit for prior learning** will be at least 822.

**Division Focus Areas**

- Student Onboarding
  - Onboarding General - Prioritize three challenges of the student onboarding process and implement steps to streamline.
  - Onboarding Transition K-12 - Prioritize three challenges of the student onboarding process and implement steps to streamline.
  - Caring Campus
    - Decrease Response Times
    - Increase Interdepartmental Awareness – Warm Handoffs
- Student Support
  - Early Alert CRM
  - Develop Processes to Coordinate Resources between categorical programs
- Compliance / Tracking
  - Vision Aligned Reporting (VAR): Early adopters will successfully implement VAR requirements.
  - SAO Update and Measurement
  - Accreditation Tracking
  - BP/AP update cycle
  - Website review - ROI
- 100 Building Transition: Student Services departments will successfully transition out of the 100 building.

1. Approval of Minutes from Nov. 17, 2025
2. Instructional Deans' Report
3. Information Items
  - a. Transfer Center Program Review 10:10 – 10:40
  - b. Materials by the first day of class

Textbook Adoption Update: Below is the message that individual faculty are receiving from the Division Offices. Deans will be notified and asked to support the effort after the deadline. The attached manual is also being sent. If your team runs into a concern due to PACE etc, they could also send the directions on how to adopt (if that makes sense),

Dear Faculty,

Records indicate that you have not yet had an opportunity to adopt textbooks for Spring 2026. Please review and submit your textbook adoptions to ensure students have access on the first day of class. Final due date is 12/1/25.

Important Reminders:

- State law requires all course materials to be available by the first day of class.
- If you are using OER or no-cost materials, you still need to report through the bookstore.
- Use the My Textbooks icon in Canvas to complete your textbook adoption.
- Review the attached manual for detailed instructions (if needed)
- Reach out to the campus bookstore if you have questions 530-242-7578 or [c.delair@follett.com](mailto:c.delair@follett.com)

4. Action Agenda
  - a. First Reading
    - i. None.
  - b. Second Reading
    - i. AP 4100
5. Discussion Agenda
  - a. District / Division Goals Update
  - b. Overview: Budget Process

#### 6. Area Updates / Announcements

Parking Lot:

- a. AP 4027 (Catalog Rights)
- b. AP 7270 Student Employment
- c. BP 2015 (Student Member)
- d. AP 3415 (Immigration Activities)
- e. Onboarding process
- f. Staff Evaluation / Mentorship / Succession Planning
- g. Program Evaluation Cycle 2025-2026
  - Testing Center

- Umoja