



Student Services Council Meeting
 January 6, 2016 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	Kehinde Adesina		Nadia Elwood	X	Kevin O'Rorke
X	Nancy Berkey	X	Peter Griggs	X	Sylvia Ruano
X	Will Breitbach		Sandra Hamilton Slane	X	Sheree Whaley
X	Sharon Brisolaro	X	Tim Johnston		
X	Steve Cross	X	Becky McCall		

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:02 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Sheree and seconded by Nancy to approve the minutes of the December 16, 2015 Student Services Council meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. Accreditation Folders on I:Drive

Kevin shared that we will have an Accreditation Folder for Student Services on the I: Drive, with separate folders for each area. Kevin asked everyone to post any evidence they might have (SAO's, SLO's, TracDat data, etc.) for others to access. *(Updated Information: This is on hold temporarily as IT is in the process of implementing a document management system for this purpose).* Will requested a February 1 deadline for the SLO/SAO data to be submitted in the folders, with the caveat that we can continue to add evidence as we access it. Kevin suggested going back about 6 years for evidence, and noted that the catalog has had the SLOs/SAOs in it for the past two years – making it an excellent form of evidence. This will allow the committees to assess the areas of need.

b. Annual Area Plan Rankings

The final rankings were reviewed. Kevin shared the timeline: if this list is approved, it will go to College Council for their meeting in late January/early February. After moving through the process, we can expect the president to begin implementation of these initiatives sometime in July. Sharon asked about the Veterans Resource Center relocation, as well as the Global Education Center and Multi-cultural Center, which was actually ranked quite high on last year's list. Kevin replied that the ranking of initiatives on previous years' list is always taken into consideration. Sheree asked about whether the carpeting for the Marketing office should be included in the carpeting refresh plan for the rest of the 100 building? Kevin replied that while that is quite possibly already on the refresh list, it is important to have a record of the request. Stevan asked if College Council can reprioritize our list. Kevin replied that yes, as there will be a cost/benefit analysis, as well as an evaluation of the benefit to the campus as a whole. Becky asked if the same ranking system is used for College Council. They use the matrix ranking system, but not the pyramid ranking system. Kevin offered confidence in the system – the new Assessment Center in the 2200 building is proof that it works. It was moved by Sylvia and seconded by Sharon to approve the list as submitted. The matter passed unanimously (Nadia and Sandra voted in absentia).

c. Announcements

- Sharon shared about an upcoming conference on equity, which will be held in room 2165. More detailed information and the agenda will be forthcoming.
- Tim added that he emailed a draft schedule for the ACE (Accelerated College Education) program to everyone before the meeting. This program is geared towards adults with some college/no degree. It is slated to begin June 2016 with two AA-T and AS-T degrees, in Psychology and Business Administration. The goal is to be able to complete degrees very quickly, and provide access for working adults by offering evening and hybrid/online options as well. Kevin asked if they have discussed how to handle enrollment for these classes. Tim has been working with IT on these issues, but due to the uniqueness of the program it will be important to get the proper students in these classes. One option would be to offer it as a cohort, and if the cohort doesn't fill then it could be open to others.
- Tim noted that the Scholars Program will be launching in the Fall. The Academic Senate is currently reviewing it, and it will be sent to the Chancellor's Office as well.
- Tim encouraged everyone to visit the new Assessment Center. He also noted that they will begin picking up make up exams this spring. He wanted to offer kudos to both the physical plant and technology staff for their hard work over the break. The Admissions and Records Office was carpeted and painted, the Assessment Center

was moved, and another counseling office was added. The Student Success Center will probably have a February launch, and Becky and Sheree will plan an open house for that event.

- Tim wanted to over a “heads up” that the administration of the 2016 Community College Survey of Student Engagement (CCSSE) would be coming up in the spring.
- Kevin shared that the interviews were held for Research Analysts, and that the search should be finalized by the end of next week.
- Steve asked if the grades are in yet and Sheree noted that they should be by next Friday. Becky will be sending notices to students by Friday. Tim noted that the probation letters have been modified to address the loss of BOGFW.

The meeting was adjourned at 9:35 a.m.

IV. NEXT MEETING

The next meeting is scheduled for Wednesday, January 20 at 9:00 a.m.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services