

STUDENT SERVICES COUNCIL

SUMMARY NOTES

DATE- March 20, 2013

9:00 A.M. --- ROOM #2314

Present: Kevin O'Rorke, Connie Barton, Nancy Berkey, Sylvia Ruano, Sandra Hamilton Slane, David Travis, Sheree Whaley, Sherry Nicholas

Absent: None

Guests: None

Strategic Plan Update- Timeline March 2013- Kevin reminded the council about the timeline we are working under. Best Practices for transfer need to be submitted this month to College Council.

SLOs assessment updates from all areas

- Nancy- Talent Search has several field trips in the near future. The grant is serving about 500 students. She plans on doing a survey after each field trip and gathering this data for her SLOs.
- Nancy- Gateway to College is still in the planning stages, still working on the details. She stated that she would need to set criteria for SLOs for this program—possibly a recruitment requirement.
- Sheree- reported that that A&R assessments have been focused on ETRAN, this is IT dependent and she will be working with James Crandall on gathering the necessary information.
- Sandra gave an example of how she is tracking her data (spreadsheet). All liked the format. Sherry will tweak the form (add a column and format) and send out to the group.
- Connie- said that FA will be doing a questionnaire on work place skills and the work study program. It will be available at the FA window. She will also put together a student satisfaction survey.
- Dave -EOPS is already conducting a new student survey, and they have already exceeded their goal by 5% (in process)
- Dave DSPS- Will be conducting their orientations in April. Will collect data, this is on track in progress.
- Sylvia- TRiO/SSS- Keeping students engaged and on track is the goal. Currently, 93% of students are meeting their goals. FA workshops are being conducted. Currently all goals have been either met or exceeded.
- Sylvia- Upward Bound Summer program is in the planning stages. SLOs will be in campus visits and workshops, she'll be gathering this data after the summer program.
- Kevin supplied sample surveys that will be used by the Dean of Students office for student activities and events.

90 unit Bog Waiver and FAFSA- Connie asked if this item could be tabled today. She is still working on the implementations and a board report.

Participatory Governance Manual – Kevin reminded the council about the timeline we are working under. And, to continue to send any feedback to Sherry for inclusion into this new manual.

Student Grievance Policy

BPs and APs- Kevin reminded all that they need to routinely review all policies that pertain to their area and make updates sooner rather than saving for later. Send all updates to Sherry. All updates go to Cabinet, College Council and then on to the Board.

Goals for the VP Office- Kevin supplied a handout to the council outlining short term and long term goals:

Short term

- Finalize staffing in all areas
- Update BP and AP
- FTES for fall
- Gateway to College up and running
- More familiar with programs and services Outcomes
- SSLO's for area
- Implement and track Annual Area Plans
- Amends SSC bylaws- adding two position that are voting
- Gateway Program implementation

- CalWORKs- Program and new coordinator position –transition.

Long term

- Develop Enrollment Management Plan
- Stabilize partnerships and positive relationships on campus with partnering institutions and community
- Create vibrant campus environment
- Continue to strengthen Student Services Division

Update Bylaws- Added to today's agenda. Two positions need to be added (both voting- CalWORKs and Gateway) Sheree motioned to make necessary changes to the bylaws membership. Sylvia seconded. Discussion- none. Motion passed unanimously.

OTHER – None

Meeting ended: TIME 10:30 a.m.