

# **STUDENT SERVICES COUNCIL**

SUMMARY NOTES

September 5, 2012

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

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

Absent: Sheree Whaley

Guests: None

**Budget:** None

**Augmentation Requests:** None

**Travel/Field Trips:** None

**Personnel:** None

## **DISCUSSION/INFORMATION**

- 1) **Printing Services for Students update**-Sandra shared the VPAA (Meridith) will be extending the hours of operation for the library (first 2 weeks in August)
- 2) **Annual Area Plan Calendar** –Handout showing all areas of campus  
**Timeline**
  - Sept. 19 work on AAP drafts –each SS member to bring paper copies of AAPs
  - Sept 26- SSC Questions/Clarifications
  - Oct 3- Initial discussion and draft presentations (alpha)
  - Oct 10- Prioritize initiatives for SS areas
  - Mid October enter all data into TracDat (login: <http://tracdat.shastacollege.edu/tracdat>)
- 3) **Enrollment Committee** – Sandra reported that they haven't met yet
- 4) **SLO Committee** –Manual is being written by the Senate. Sandra proposed that SS develop its own manual
- 5) **Late add deadlines** –Drop date is Sept 14.
- 6) **DEC Membership 2012-2013** – Sandra, Ron Vanorden and Carolyn Borg will serve on this committee

## **COMMITTEE REPORTS**

**Budget**-Sylvia - None

**Cabinet**- Kevin- None

**College Council**- Kevin- None

**Enrollment Management**- Sandra- None

**Instructional Council**- Sandra- None

**Student Success**-Nancy- None

## **AREA UPDATES- All:**

Sylvia shared that she has completed her first grant cycle for Upward Bound, and gave a very positive outcome

### **OTHER – Process for BP/AP updates-**

- a. **SSC**
- b. **Cabinet**
- c. **College Council**
- d. **Board of Trustee**

Meeting ended: 10:45 a.m.