Shasta College

Student Services Council
Wednesday, July 19, 2023
10:00 AM – 12:00 PM

Board Room

MINUTES

District / Division Goals

Goal 1: Increase First-Year Persistence by 2%
Goal 2: Increase Completion Rate by 2% (degrees/certs)
Goal 3: Increase completion efficiency by 1%
Goal 4: Increase course success by 1%

Goal 5: Improved math/English through-put particularly for disproportionately impacted groups
Goal 6: Increase transfer to 4-year institutions by 1%
Goal 7: decrease average number of accumulated units by 5%.

To increase enrollment/retention, the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units, by the end of Spring 2023:

- Track *Vision for Success* outcomes by Student Services program. (Tim)
- Examine and implement relevant recommendations from the CCC-UC Transfer MOU Final Report. (Tim)
- Finalize DOE application submission for CBE. (Tim)
- In cooperation with IT, implement the Multiple Measures Placement Service. (SP 1.2.1) (Tim)
- Update website to help students connect with support services consistent with their individual journey. (Tim)
- Track the implementation of Student Equity Plan Initiatives including the CRM/early alert platform and associated case management student support workflow. (SP 2.3.4; 2.3.6; 2.4.1; SEP Persistence) (Sandra)
- Contact all new applicants by phone to inform students about the availability of support services and tutoring for TLME courses. (Alexa)
- To increase the number of students with education plans, complete the implementation of Colleague student planning and sunset the use of Excel spreadsheets. (SP 1.1.1) (Shaunna, Tim)
- Expand cohort based counseling. (Shaunna)
- Evaluate dual and concurrent enrollment workflows and identify a point of contact. (Natalie)
- Enhance a new employee orientation and ongoing professional development activities that focus on student needs and the student journey. (Sandra)
- Build community on campus through additional activities that welcome all campus employees such as book clubs, mentoring programs, walking/exercise groups, brown bag series and/or meet and greets. (SP 3.2.5)

Committee Members (voting)					
X	Robert Bowman		Sue Huizinga	X	Nick Webb
X	Jerry Brown	X	Tim Johnston	X	Johnnie Owens
X	Nadia Elwood	X	Carlos Reyes	X	Renee Garcia
	Sandra Hamilton-Slane	X	Shaunna Rossman		
Committee Members (non-voting) & Guests					
X	James Konopitski		Alexa Zaharris		John Yu
	Sandy Lucero		Crystal Mair	X	Matt Rogers

X	Jessie Knight		Clarisa Guzman (TRIO)	X	Bex (Rebecka) Davis
X	Kendra Wells		Kelsey Troncale (TRIO)	X	Erin O'Loughlin
	Patricia Esparza (TRIO)		Buffy Tanner	X	Jacquie Wright
X	Chelsea Kefalas				

1. Approval of Minutes
   Motion to approve minutes from June 7, 2023 by Nadia with a second from Robert. Minutes unanimously approved.

2. Information

   a. Welcome and Introductions
      Tim introduced new members and provided an overview of the goals and procedures of the committee.

   b. Mentorship
      The following are pilot mentorship pairs for the 2023-24 academic year:
      - Mary St John (Prog Coordinator Basic Needs) / Nadia Elwood
      - Mary will also work on the new housing grant
      - Nate Costa (Director Student Life) / Shaunna Rossman
      - Matt Rogers (Asst Dir Gtc) / James Konopitski
      - Jessica Knight (Prog Coordinator MESA) / Nick Webb
      - C2C Program Coordinator (tbd) / Crystal Mair
      - Johnnie Owens (Assoc Dean) / Buffy Tanner
      - Renee Garcia (Prog Coord. Fin Aid) / Buffy Tanner
      Please feel free to structure your mentorship to fit your needs.

   c. Resource of the Month
      - Please reach out with suggestions on services that should be highlighted for faculty in an upcoming resource of the month.

   d. *Inside Higher Ed* (June 6, 2023): The State of Higher Ed Amid 'The Great Upheaval'
      Arthur Levine and Scott Van Pelt, authors of *The Great Upheaval,* collaborate with Denny Meadows to offer the "five C's" as a way to think about enrollment.
      https://www.insidehighered.com/opinion/views/2023/06/06/five-cs-navigate-higher-eds-great-upheaval-opinion

   e. The City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP)
      i. CUNY ASAP home page: https://www1.cuny.edu/sites/asap/
      ii. CUNY ASAP student facing: http://www1.cuny.edu/sites/asap/join-asap/
      iii. CUNY ASAP Description:
         https://www.blueprintsprograms.org/programs/1546999999/accelerated-study-in-associate-programs-asap/#fulldescription
      iv. CUNY ASAP Evaluation: https://www1.cuny.edu/sites/asap/evaluation/reports-and-publications/
         MDRC-Ohio CC Replication

   f. **Student Level Data** from the **Student Success Metrics (SSM) Dashboard** and **2022 Student Equity Plan data files updated with 2023 SSM data** are now available in Data on Demand (June 14, 2023) Google calpassplus.org – launchboard

- Seth will join us for a conversation in August – link sent out by separate email please review

g. UC Davis Wheelhouse Research Brief, Vol 8, no.2, June 2023. Identifying Opportunities to Enhance Community College Outreach and Recruitment of Latinx/a/o Students.
- Teo Guillen, Student Services Specialist, Tehama
- Milli Israel, Student Services Specialist-Dreamer Outreach, Main Campus
- Heidi Loftus is chairing the dreamer group on campus.

3. Instructional Deans' Report
- Carlos: The Instruction Office is developing a "soft cohort" around in-person course offerings to minimize scheduling conflicts and to minimize days students come to campus. A pilot is expected to be launched Spring 2024.

4. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways

a. SSC Bylaws review and update
- Bylaws are reviewed on an annual basis.
- Council seeks to arrive at decisions through consensus, but have structured representation to ensure rotating participation.
Motion to consider bylaws? – James moved and Robert seconded a motion to approve the bylaws as revised. The 2023-24 bylaws were unanimously approved.
- We will update the website with bylaws and review as necessary.

b. Fall 2023 Student Services Goals – Enrollment, Retention & Unavoidable Support Services
(Draft prepared based on our Retreat discussion.)
Identified areas of focus at retreat
- Tim explained that 2023-24 enrollment is critical for the funding formula as the 2024-25 funding formula will be based on the prior three year enrollment average. The first two years were protected under "hold harmless" with this current year based on actual enrollment.
- Motion to consider goals for fall?
James moved and Shaunna seconded a motion to adopt the Fall 2023 Council goals (attached). The goals reflect the conversation from our Spring retreat and are cross-walked to the strategic plan. The motion was unanimously approved.

c. Probation (5CCR 55031 – 55034)
i. Shaunna will lead a process to review probation / dismissal support services.

d. "Caring Campus"
(10 ft rule; Name tags; Cross-dept awareness; Warm referrals; First week greetings)
- Flex day may be an opportunity for faculty/staff to have photos taken to issue name tags.

5. Action Agenda

a. Board Policies / Administrative Procedures – Second Reading
None
b. Board Policies / Administrative Procedures – First Reading
Note: That which is not expressly prohibited is allowable
Student services will do a first then they move on from there.

To Academic Senate

To Student Senate

AP 5011	Admission and Concurrent Enrollment of HS and Other Young Students
BP 5015	Residence Determination
AP 5015	Residence Determination
BP 5020	Nonresident Tuition
AP 5020	Nonresident Tuition
AP 5030	Fees
AP 5035	Withholding of Student Records
BP 5035	Withholding of Student Records
BP 5040	Student Records, Directory Information, and Privacy
AP 5040	Student Records, Directory Information, and Privacy
AP 5041	Student Records, Preferred Names and Gender
AP 5055	Enrollment Priorities

- Chelsea spoke from a College Corp point of view that the option to have priority registration would assist her students greatly as they have other commitments that allow them to only be available at certain times.
- Discussion on how to promote priority registration.

AP 5075	Course Adds and Drops
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BP 5130	Financial Aid
AP 5130	Financial Aid
AP 5300	Student Equity
BP 5410	Student Senate Elections
BP 5500	Standards of Student Conduct

- Homework is the next step in the process.
- Jacquie will share a folder containing BP/AP's for review and comment.
- Please provide feedback within the next week so we can share the documents out to review on August 2.