



# Shasta College

Student Services Council  
Wednesday, Aug 2, 2023  
10:00 AM – 12:00 PM

Board Room

Minutes

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## 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 Fall 2023:

### Enrollment

- Create an Enrollment Services Intranet Page, Integrate the pre-enrollment form into MyShasta investigate Ocelot/Colleague integration, Support access to technology through initiatives such as a "Technology Boot Camp" and evaluate MyPath Steps to Enrollment. (Institutional Goal 2) (Johnnie/Alexa)
- Implement CRM to share information for student follow-up. (2.4.1, 2.3.4) (Sandra/Nadia)
- Implement access initiatives listed in the Student Equity Plan and populate the "New Applicant Outreach Project" flowchart with students who have at least 15 units, but no education plan and students subject to drop for non-payment. (1.1.1, 2.2.6) (Sandra/Alexa)
- Evaluate ESL steps to enrollment to identify potential barriers. (1.3.3) (Sandy)
- Investigate the possibility of a common special admit application. (1.1.2) (Alexa)
- Investigate additional capacity to provide front-end cohort support. (1.4.2) (Tim)
- Implement initiatives outlined in the International Student Recruitment Plan. (2.4.5) (John)

### Retention

- Launch "Caring Campus" initiative. (2.3.1) (Tim)
- Investigate incentives of attending college including direct cash aid to adult learners to provide financial support that reflects the "true cost of education". (1.1.3) (Tim)
- Implement "Outreach" collaborative between Student Services, EWD and Marketing. (2.2.6) (Nate)
- Develop outreach plan for "returning adult" learners. (1.3.1, Vision Goal 1) (Shaunna)
- Expand support staff for "The Hub" to provide district-wide student support and establish Basic Needs "decision rules" to guide resource allocation. (3.2.4) (Mary)
- Implement automated student planning with current program maps. (1.1.1) (Shaunna/Tim)
- Expand "cohort-based" Counseling support for students who are not affiliated with a categorical program particularly for students on "probation" or "dismissal". (1.4.2, 2.2.5, 2.3.4) (Shaunna)
- Expand regional partnerships to support instructional programs (eg Fire, Logging) to support direct student aid, family unit housing and/or expanded student housing. (3.4.2) (Tim)
- Implement the Multiple Measures Placement Service. (1.2.1, 1.2.4) (Tim)
- Implement processes in support of CPL, CBE and condensed course options. (2.2.1) (Tim)

Committee Members (voting)					
	Robert Bowman		Sue Huizinga	X	Nick Webb
	Jerry Brown	X	Tim Johnston	X	Johnnie Owens
X	Nadia Elwood	X	Carlos Reyes		Renee Garcia
X	Sandra Hamilton-Slane	X	Shaunna Rossman		
Committee Members (non-voting) & Guests					
X	James Konopitski	X	Alexa Zaharris		John Yu
X	Sandy Lucero		Crystal Mair	X	Matt Rogers
X	Jessie Knight		Clarisa Guzman (TRIO)	X	Bex (Rebecka) Davis
X	Kendra Wells		Kelsey Troncale (TRIO)	X	Nate Costa
	Patricia Esparza (TRIO)	X	Buffy Tanner	X	Mary St. John
X	Chelsea Kefalas	X	Cassie Leal	X	Seth Abrahamson
	Jacque Wright				

1. Approval of Minutes
 

Motion (Shaunna), second (Carlos) to approve minutes of July 19, 2023  
Correction: Teo Guillen and Milli Israel should be listed as Student Services Coordinators not Student Services Specialists.  
All approved. Sandra abstained.
2. Information
  - a. Accreditation
 

[https://accjc.org/upcoming-reviews/Shasta College](https://accjc.org/upcoming-reviews/Shasta-College)  
*Team ISER Review: March 21, 2024*  
*Focused Site Visit: Sept. 30 – Oct. 3, 2024*  
Please be available those weeks and two weeks prior.

    - Tim reviewed the procedure to prep managers for the visit and ensure they make themselves available for the review and site visit dates.
  - b. Focus Area “Facilitators”
    - Refer to the top of the agenda for the names of those who will facilitate each enrollment or retention initiative this semester.
3. Instructional Deans’ Report
  - Enrollment is looking strong with an increase in face-to-face sections.
  - Still reviewing “soft cohorts” to reduce overlaps with in-person course offerings at the Redding and Tehama campuses.
4. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways
  - a. Student Services Program Evaluation Tableau document with Seth
    - Seth reviewed the program evaluation document and requested feedback.
    - Please contact Seth with questions and comments.
  - b. Program Evaluation Cycle 2023-2024
    - i. Counseling
    - ii. STEP-UP
    - iii. PACE
      - Other programs have been added that we will need to determine a schedule.
      - Refer to template that was sent out by attachment.

- Propose we keep same time frame November/December
- c. Division-wide professional development in October?  
(Accreditation, Caring Campus, introduction to new/existing programs, team building)  
- After discussion, Alexa and Nadia agreed to collaborate on the planning for this event.
- d. "Caring Campus"  
(10 ft rule; Name tags; Cross-dept awareness; Warm referrals; First week greetings)
- Reviewed the 5 agreements as noted above.

5. Action Agenda

- a. Board Policies / Administrative Procedures – Second Reading

To Academic Senate  
To Student Senate  
To Both Academic Senate and Student Senate

Motion (Nadia), second (Sandra) to recommend all 5000 AP/BPs to move forward except for AP 5041 which will be brought back for a third reading. Motion approved unanimously.

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

- b. Board Policies / Administrative Procedures – First Reading

AP 4225	Course Repetition
AP 4230	Grading and Academic Record Symbols
AP 4232	Pass/No Pass Courses
AP 4250	Probation
AP 4255	Dismissal and Readmission

First read:

After discussion, it was agreed to bring these back for a second reading on Sept. 6.

6. Other

- a) Area Updates / Announcements
- Nate: The student Welcome Back event will be held over 3 days this year.
  - Nadia: EOPS now has new furniture in front area. Please come by room 2005.

- Sandra: most programs have moved back into the 2000 building and others should be there soon.
- Tim: thanks for participating in the Flex Day Faculty Scavenger Hunt.
- August 8: Scheduled PG&E public safety power outage.