



Student Services Council
 Tuesday, July 12, 2022
 12:30 PM – 2:30 PM
 Board Room

Zoom: <https://shastacollege-edu.zoom.us/j/91780613112?from=addon>

Phone: 1-669-900-6833 / Meeting ID: 917 8061 3112

Draft MINUTES

District / Division Goals

Goal 1: Increase First-Year Persistence by 2%
 Goal 2: Increase Completion Rate by 2%
 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

To increase 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 2022:

- Submit approved Student Equity Plan
- Expand high school outreach and support services.
- In cooperation with IT, implement the Multiple Measures Placement Service.
- Implement CRM/early alert platform and associated student support workflow to include the Hub.
- Evaluate and adjust dual and concurrent enrollment workflows, as necessary.
- Implement and evaluate public facing program map workflow.
- Complete planning of a new Student Services “One Stop” building on the Redding campus.
- Institutionalize “New Applicant Outreach”, “Degrees When Due” and “Front-end Transcript Evaluation” projects.
- Implement “Teaching College” status through California Virtual College (CVC-OEI)
- Implement New Manager On-boarding Canvas shell

Committee Members (voting)					
	Robert Bowman		Sue Huizinga	x	Natalie Tucker
x	Jerry Brown	x	Tim Johnston		
x	Nadia Elwood	x	Amber Perez		
x	Sandra Hamilton-Slane		Carlos Reyes		
	Nick Webb		Shaunna Rossman		
Committee Members (non-voting) & Guests					
x	Chelsea Kefalas	x	Ryan Loughrey	x	Crystal Mair
	Alexa Zaharris	x	James Konopitski	x	Kate Mahar
x	Buffy Tanner	x	John Yu		

1. Approval of Minutes: Nadia Elwood motioned and Amber Perez seconded to approve the May 4, 2022 minutes. All in favor, none abstained.
2. Information
 - a. AP 5012
 - i. Dr. Yu highlighted recommended changes to AP 5012.
 - b. Enacted Budget – Joint Analysis 2022-2023
 - i. A copy was provided to the Council for review. Tim J. recommended reviewing approved funding and budget assumptions.
 - c. Annual Area Plan_Annual Program Report_Draft_Template
 - i. Updated template was provided for review.
 - ii. Feedback should be directed to Tim J. to inform the creation of a dynamic form.
3. Presentation / Discussion
 - a. Competency Based Education (CBE) - Student Journey
 - i. Buffy Tanner and Kate Mahar facilitated a conversation regarding the student journey in Competency Based Education. Buffy updated a student journey template (attached) based on Council feedback. This was a continuation of the conversation begun during the Student Services Council retreat.
 - ii. Buffy asked that additional changes / recommendations be forwarded directed to her.
4. Instructional Deans' Report
 - a. No report.
5. Action Agenda
 - a. Board Policies / Administrative Procedures – Second Reading
None
 - b. Board Policies / Administrative Procedures – First Reading
 - i. AP 5012 International Students (TOEFL; CSU, Chico American Language and Culture Institute)
 - ii. AP 3510 Workplace Violence Prevention (edit)
 - iii. AP 3900 Speech, Time, Place and Manner (name change and edit)
 - iv. BP 5040 Student Records, Directory Information and Privacy
 - v. AP 5040 Student Records, Directory Information and Privacy
 - vi. AP 5400 Student Senate (name change and edit)
 - vii. BP 5400 Student Organizations (name change)
 - viii. AP 5420 Student Orgs Finance (name change and edit)
 - ix. AP 5520 Student Discipline
 - x. AP 5570 Solicitations (name change and edit)
 - xi. AP 5610 Voter Registration (name change)

Tim J. stated that the above modifications originated from League Guidance or departmental review.

Ryan L. stated that many of the text edits were name changes or, in a few cases process changes. Ryan highlighted AP 5570 and noted that the recommended changes supported procedural consistency between the BP and AP.

Tim J. encouraged members to review the proposed changes for a second reading during the next meeting in August.

6. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways
 - a. "100 Building Renovation" – Student Services One Stop
 - i. Confirm spreadsheet (departments in and out) - including disposition of the Career Café
 - ii. Confirm space requirements for students and staff
 - iii. Create "project team" membership
 - b. Review Fall 2022 Council Goals

The Council confirmed the spreadsheet and space requirements. Tim J. stated that the spreadsheet will be provided to Theresa Markword on Wednesday, July 13.

Tim J. asked project "Point of Contacts" to provide recommended project team members before our next meeting in August.

7. Department Updates
 - a. Ryan L. reported that the Mexico trip will be underway.
 - b. Chelsea K. reported that College Corps received 85 applications with 50 students accepting fellowships to date.
 - c. Tim J. reported that Robert Waldren joined as our newest Counselor who is supporting Health Sciences and General Counseling.

Meeting adjourned at 2:25 pm

Next Meeting:

The next meeting is scheduled for Wednesday, August 3 from 10:00 am - 12:00 pm.