



Student Services Council
 Wednesday, November 2, 2022
 10:00 AM – 12:00 PM
 Board Room OR

Zoom: <https://shastacollege-edu.zoom.us/j/98639618135>
 Phone: 1-669-900-6833 / Meeting ID: 986 3961 8135

Draft Minutes

District / Division Goals

Goal 1: Increase First-Year (F to S) 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 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 (Sandra)
- Expand high school outreach and support services. (Shaunna)
- In cooperation with IT, implement the Multiple Measures Placement Service. (Tim)
- Implement CRM/early alert platform and associated student support workflow to include the Hub. (Sandra)
- Evaluate and adjust dual and concurrent enrollment workflows, as necessary. (Natalie)
- Implement and evaluate public facing program map workflow. (Shaunna / Natalie)
- Complete planning of a new Student Services “One Stop” building on the Redding campus. (Tim)
- Institutionalize “New Applicant Outreach”, “Degrees When Due” and “Front-end Transcript Evaluation” projects. (Natalie/Alexa/Buffy)
- Implement “Teaching College” status through California Virtual College (CVC-OEI) (Natalie/Alexa)
- Implement new staff on-boarding Canvas shell (Sandra)

Committee Members (voting)					
X	Robert Bowman	X	Sue Huizinga	X	Shaunna Rossman
X	Jerry Brown	X	Tim Johnston	X	Natalie Tucker
	Nadia Elwood	X	Amber Perez	X	Nick Webb
X	Sandra Hamilton-Slane		Carlos Reyes		
Committee Members (non-voting) & Guests					
X	James Konopitski		Sandy Lucero	X	Crystal Mair
X	Chelsea Kefalas	X	Ryan Loughrey	X	Kiva Loughrey
X	Alexa Zaharris	X	Kelsey (Moynahan) Troncale	X	Patricia Esparza

NOTE: Patricia Esparza was joining by Zoom from Corning HS, our newest TRIO Upward Bound project location!

1. Approval of Minutes from October 19, 2022 Brown/Bowman/approved
2. Presentation
 - a. Expand high school outreach and support services – Shaunna
 - Spring 21 recruitments were virtual/ Spring 22 were in person and on zoom
 - Classified staff assisted students in MyShasta access and Shasta College Promise Grant eligibility
 - PACE counselor and staff frequently attend to assist students with disabilities
 - Students receive a personalized letter outlining remaining steps to complete
 - Zoom drop-in counseling has been launched to assist HS counselors while they are meeting with students
 - Counselor Connection newsletter provided 3X year
 - Monthly High School Counselor zoom info sessions – replaced HS Counselor Day. These are recorded for those who cannot attend. Use this opportunity to showcase programs and instructors.
 - *Patricia commented that having classified staff assistance has been valuable. She also reminded everyone that a HS graduation requirement has been added for all students to submit FAFSA. School personnel may need some extra help to assist students/parents with this task.
 - *Tim commented that we recognize an increased interest in campus tours. Chelsea stated that some College Corps students may need to make up hours, and may be available as tour guides.
 - b. Institutionalize “New Applicant Outreach”, “Degrees When Due” and “Front-end Transcript Evaluation” projects. – Natalie/Alexa
 - New Applicant Outreach project – Michaela Hamill is main outreach staff. Michelle Fairchild coordinates. Hiring additional facilitators to assist with contacting students (through outreach and retention funding). Will track efficacy of project through Research. This is a major initiative in the Student Equity Plan.
 - Front End transcripts. Recently streamlined process for counselors and students using Dynamic Forms. Form is linked on website from Transfer Credit from other colleges/universities (use search bar).
 - *Sandra suggested finding additional pathways for students to find this information, including adding this information to the Chatbot.
 - Degrees when Due – this project has moved back to Office of Innovation under Buffy. Admissions staff will continue to assist staff in reaching out to students.
3. Instructional Deans’ Report - NONE
4. Action Agenda
 - a. Board Policies / Administrative Procedures – Second Reading
 - i. None
 - b. Board Policies / Administrative Procedures – First Reading
 - i. AP 5055 Enrollment Priorities – new legislation states that effective 1/1/23, student parents with a child/ren under age 18 will have priority education. It is not stated which level of priority, but Tim is considering doing it at the same time as CalWORKs

students (BLOCK 1B). We are looking for ideas about how to determine who these students are.

5. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways
 - a. Student Services Baseline Data Review
 - i. Word document - Goals by metric definitions
 - ii. Excel file – overall values for each goal metric from the Student Services Program Evaluation document.
 - iii. Tableau doc –goals 3, 6 and 7 with filters for student equity groups
 - iv. Overall SS data is found: I:/Everyone/Student Services/Student Services Council/2021 Spring/Student Services Program Evaluation
 - v. Link to SCFF on Chancellor’s office - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/scff-dashboard/phase-2>
Choose our district in the top right drop-down menu, and the year.
 - b. Annual Area Planning process – change in process. Deadline is still mid-March, 2023. Focus on Annual Area Planning *Funding Requests* as opposed to *Initiatives*.
 - i. Rankings for last year funding was shared at College Council on Nov 1, 2022.
 - ii. all information from TrakDat is now in Sharepoint. Link is provided on timeline handout.
 - iii. Evaluation template (attached to agenda) – College Council made changes; Tim will send out the final version when completed.
 - iv. Review of ranking matrix (attached to agenda)
 - c. SAO/SSLO Assessment Timeline Review – survey to be repeated in Fall 2023. This year is a reflection process. Refer back to assessments from last year for new activities to implement that address any identified challenges/deficiencies.
6. Information
 - a. Shasta Promise update – (NOTE: this is specific to Shasta College)
Waiving restriction that students need to be first-time students. Marketing and website are updated. Students still need to complete FAFSA/CDAA; CCPG funds will be used first. Students who have received a post-secondary degree/certificate may be ineligible based on Ed Code. Student must be enrolled full-time (allowances made for fewer units for PACE students). Students have a maximum of 2 years of eligibility.
7. Other
 - a) Technology
 - b) Budget
 - c) Area Updates / Announcements –Reminder from Transfer Center that CSU applications are due Nov. 30.

Parking Lot:

- CRM / early alert
- New Staff Training / Tools
- Student feedback – fall review of program level data
- Department Review of SAOs
 - SPS Action Plan Worksheet
 - SPS Challenges / Strengths Worksheet
 - SAO/SSLO updates