



Student Services Council
 Wednesday, Jan. 5, 2022
 10:30 AM – 12:30 PM

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 Spring 2022:

- Launch/Expand Basic Needs Center including the implementation of workflows around Student Success Teams.
- Explore options to coordinate database and texting platform.
- Expand implementation of front-end transcript evaluation process.
- Expand high school outreach and support services.
- In cooperation with IT, implement the Multiple Measures Placement Service.
- Evaluate division effectiveness and outcomes.

Committee Members (voting)					
x	Robert Bowman	x	Sue Huizinga	x	Shaunna Rossman
x	Jerry Brown	x	Tim Johnston		Buffy Tanner
x	Nadia Elwood	x	Sonja Mendes	x	Natalie Tucker
x	Sandra Hamilton-Slane	x	Amber Perez		
x	Nick Webb	x	Carlos Reyes		
Guests (non-voting)					
	Billy Miller	x	Bethany Davis	x	Crystal Mair
	Sheri Wiggins	x	Ryan Loughrey		

1. **Approval of Minutes:** Robert Bowman motioned, and Shaunna Rossman second to approve the minutes. All in favor, none abstained.

2. **Information**
 - a. Annual Area Plan – Timeline & Process
 - i. Student Services proposals due in Nuventive Improve by January 26, 2022
 1. Tim went over the general timeline for AAP 2022-23 initiative process.
 2. Final ranked submissions are due by March 16th.

3. Student Services Council area AAP presentations will be done by random, and managers do not need to provide a PPT.
4. All Faculty requests are done through another process and should not be included within this AAP submission.
5. The AAP process helps with showing continuity in our Student Services planning cycle, planning, evaluation and resource allocations are being accomplished for the benefit of student success.
6. Tim shared the AAP files and tools located on the SSC Teams page.
 - a. Link to log into Improve, as well as support guides: <https://shastacollege.instructure.com/courses/6440>
 - b. Email to get login and access support: Improve@shastacollege.edu
 - c. Reach out to Amy Speakman and James Konopitski if further support is needed.

ii. Data Sets

1. The information and resources provided below are available to the SSC managers.
2. Student Success Data: I:/Everyone/Student Services / Student Services Council
3. [Student Success Metrics Dashboard](#) also at <https://www.calpassplus.org/LaunchBoard/Home.aspx>
4. [Course Retention and Success Dashboard](#)
5. [Degrees and Certificates Granted Dashboard](#)
6. You may also find the following reports helpful:
 - a. [Transfer Summary 2021](#)
 - b. [Student Demographic Trends \(2021\)](#)
 - c. [Special Programs \(Dual Enrollment, ACE, DWD, Umoja\) – 2021](#)
 - d. [Campus Climate Survey \(2019\)](#)
 - e. [Community College Survey of Student Engagement \(2019\)](#)

2. Instructional Deans' Report

- a. The Instructional Deans are still going through the faculty hiring positions from the fall. Hiring is staggered to ensure the positions are not posted at once. The Deans are also looking at enrollment numbers. Carlos stated that some class changes may happen this week, with potential bigger cuts next week. The Instructional Deans appreciated the information about how class cancellations affects our various student populations.
 - i. Tim shared the point-in-time change of enrollment from Spring 2021 and Spring 2022 numbers. Shasta College is held harmless on enrollment through this year, and next.
 - ii. Nadia asked if we were using the Add Authorization process in spring 2021? Does the drop in enrollments include any students that are on the waitlist? Carlos stated that he does not see a significant waitlist number to reflect the current drop in enrollments.
 - iii. Tim asked Carlos if he could let Student Services know if faculty would like a specific topic for the Resource of the Months.


3. Action Agenda

- a. Board Policies / Administrative Procedures – Second Reading
None
- b. Board Policies / Administrative Procedures – First Reading

None

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

- a. Confirm Spring 2022 Committee Goals
 - i. Tim asked the Council if they would like to change, take away, or add any information?
 - 1. Council was agreeable to the goals listed in the current meeting agenda.
- b. Committee By-Laws Review
 - i. Finalized updates will be provided on the SSC Team site.
 - ii. Tim provided the changes for feedback.
 - iii. Discussion:
 - 1. Amber asked if we need to outline what happens if there is a tied vote, given the even number of members? The Council agreed to keep the voting numbers as-is, thirteen, and the chair, or designee, votes only in the case of a tie.
 - 2. The Council discussed a few more edits based on current administration positions.
 - iv. Amber Perez motioned and Robert Bowman seconded to approve the by-laws as edited. All in favor, none abstained.
- c. Student Success Teams / Org structure
 - i. Tim discussed the reasoning behind the Student Success Teams. Tim presented an updated organization chart for Student Services, with the advisement that it will change over time.
 - ii. Tim also provided some of the Title V regulations around compliance with the Basic Needs Center funding.
 - iii. Student Success Team Staff members will work with existing students to achieve success in their classes and continue towards completion. The positions will integrate with instructional faculty, specialists, and area counselors. The outreach component is still in development, but will be included with the positions.



Shaunna stated that the 2022 year is going to look different for high school outreach due to COVID. A lot of the burden is on the high school counselors at this time. Optimal position would be to have support and consistent teams for each school. The plan in the fall 2022 semester is to have the Specialists on the high school campus. Shaunna also hopes to start a super Saturday event to invite local high schools.

- iv. Discussion:
 - 1. Where is the physical location going to be for the Basic Needs Center? Future construction of the 100 building, and renovation, would be a co-location of this resource. Currently, the old Student Life area will be the physical location. Title V Regulations stipulate that the Basic Needs Coordinator also needs to be located in the Center.
 - 2. Student Success Teams will provide support to students who are currently unserved by other categorical programs. The Council discussed concerns regarding students in categorical programs being turned away from the Basic Needs Center support system, because the student is part of a categorical program. The goal would be to allow students to get academic support even though they are part of a categorical program. The Council discussed the importance for inter-office communication and acknowledgement of limitations.

d. Spring Retreat

- i. Amy Speakman is helping Tim Johnston with setting up the 2022 SSC retreat. Historically, the end of May has worked the best for the Council. Currently, unsure if the retreat will be in-person or virtual. Tim asked the Council to let Amy know if there is anything stopping the members from joining the retreat around the latter part of May.

5. Other

- a) Technology
- b) Budget
- c) Area Updates / Announcements
 - 1)Administration and staff office movements: Ryan Loughrey is now located in 2307. Shaunna is located in room 127, but will soon relocate into 2304. Rebecka Renfer will move into 127 once Shaunna moves to 2304. Nick and Bethany are upstairs in the library, but will be moving over spring break. Crystal (2070f) and Sandra (2070g) relocated into the TRIO offices. Nadia will be relocating to Sandra's old office (2010), to support the CalWORKs move out of the Downtown office. North State Together may occupy the Downtown CalWORKs office. Natalie plans to relocate into Buffy's office by the end of January. Billy is utilizing one of the Counseling offices until his full move back to Tehama.
 - 2)Back to Upward Bound grant writing webinar! UB grants due 1/31/22.
 - 3)Natalie shared that three more Student Success Facilitator positions have been posted, and the application deadline is the end of January.
 - 4)COVID Precaution update: Offices are still allowing in-person visits. Services are also available by phone and email.
 - 5)Billy will move away from STEP-UP as he begins his new position. The plan is to create a Classified range 40 position to support STEP-UP. Robert will take over as the Director for extended education locations.

6. Meeting adjourned at 12:02pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, February 2nd from 10:30 am to 12:30 pm via Zoom. Minutes recorded by James Konopitski.