



**Student Success Committee  
Minutes  
January 28, 2021  
3:30 – 5:00pm**

X	Valerie Ambrose	X	Camelia Mihele		Brian Spillane
X	Kari Aranbul	x	Rochelle Morris	x	Heather Wylie
X	Dan Bryant	x	Barbara Perry		Bing Xu
X	Cheryl Cruse	x	Sonia Randhawa	x	Elaine Carmena
	Matt Gallmeister		Student Rep		
	Kate Mahar	x	Melanee Grondahl		

<b>Guests</b>		
Angie Wagner	Rachelle Modena	

- APPROVAL OF MINUTES
  - 11-12-2020 Meeting Minutes: Heather Wylie motioned and Valerie Ambrose seconded to approve the minutes. All in favor; Barbara Perry, Camelia Mihele, and Elaine Carmena abstained.
- DISCUSSION
  - **Presentation: Reimagining Campus Committees (Melanee Grondahl)**
    - Melanee discussed the following shared videos about the library:
      - <https://shastacollege.instructuremedia.com/embed/9f25815e-e62a-4d4a-97f8-d8c80757d47c>
      - <https://shastacollege.instrutiremedia.com/embed/e9265205-20c6-4ff0-b6c7-c8f1dc524604>
    - The videos provided her students some good information about library services in a more personalized approach. She would like to see videos like this come from other departments. She highlighted the need to have an equitable way to provide information to students.
    - The idea would be a repository, possibly a Youtube channel, where students can click on various (2-3 minute) videos to learn more about that department.

- Melanee is asking the Committee to consider taking interest in the project.
- Discussion:
  - Valerie Ambrose expressed that other faculty reach out to her for support; especially with IT needs. She expressed the benefits of having such repository.
  - Kari Aranbul stated that she notices there is no defined “front-door” for students. She also expressed interest in getting a variety of staff videos from one department.
    - Valerie did express concern that having individual staff videos can encourage students to just go to that one person.
    - Melanee suggested verbiage to let the student know that they can contact the office, and not just the person in the videos.
  - Dan stated that within his area there was an event where a group of kids would come into the area and get information about the program. He stated that it seemed very effective.
- Small group breakout discussions
- Committee discussion
  - Valerie shared that her small group discussed the idea of finding someone to manage the Youtube channel.
    - Valerie stated that when she was on the Equity committee, they would advise the Dean of Equity. The Dean of Equity and her staff would carry out the work from what was advised.
    - Valerie stated that it would be great to make more Student Services connections.
    - Melanee stated that identifying new idea and learning connections among the staff could be beneficial. It can be difficult to search for staff connections to various areas and programs.
  - Elaine Carmena stated that her group focused on three key areas: 1) A welcome library, 2) a how-to library; and, 3) a resources library. The group stated how important it is to have both written and videos because each student is different. Variations, or mixture of both, could really help students. Her and her group expressed the challenges with some students and how special attention is needed.
    - Elaine highlighted how the Equity staff created a one-page resource list and how helpful it was for faculty. She stated it is a problem that not many people know of these resources and where to find these resources.
    - Elaine also stated that it may be good to get student input on what they would like to see.
    - Heather Wylie shared a screenshot of her canvas page and how it helped answer many of her student questions.

### Got Questions?

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- Melanee stated that it would be great to have a template that other faculty can paste on their canvas page.
- Barbara Perry stated that her group discussion was along the same lines as the other groups. The focus was on making it easier for students to find these resources.
  - Melanee stated that having a “two-click” resource could be very helpful.
  - Elaine provided an example of how it was hard for a friend of hers to get in touch with someone in regards to Dual Enrollment. Elaine ended up reaching out to get information for her.
- Kari stated that having more staff support her workshop? Kari stated what about reaching out to Jennifer McCandless and providing it during Flex day? She asked how long the issue of not knowing the resources?
  - Melanee stated that she likes the idea, but would like to have something in hand (the product needs to be made) and then the presentation will be more amazing.
  - Elaine also stated that it may not be the best to put this on every faculty, and every faculty will be willing. Having something already done that faculty can just paste on their canvas.
- The Committee discussed what the Committee can do to support these discussions and visions?
  - Heather stated that there is not enough mentorship for part-time faculty. She stated that when thinking about student success, maybe expand the thought process and look at supporting everyone on campus in regards to the service they provide to students.
  - Valerie stated that presenting to faculty should always be part of flex day She suggested providing choices for faculty. She stated that having a local Canvas shell resource will be extremely helpful and highlighted a shell created by Paul and Brianne regarding Student Services. She also suggested that the Committee provide information on videos they know of and areas/videos they would like to see for the next meeting.

- Sonia stated that the new orientation has various videos and a lot of basic questions are answered in these short videos.
- Angie asked if the Committee receives funding that can be used to create professional videos? The Committee does not.
- Melanee liked the idea of holding the videos in one area that can be shared with one link.
- Elaine highlighted that it is important to also coordinate the videos with marketing and Educational Technology to ensure the videos and postings are following institutional guidelines.
- Melanee stated that it may be best to invite people to the next meeting; like: Tim Johnston, Brianne and Paul, and Peter Griggs. Key people that could push these projects forward.
- Spring Next Step discussion
  - Valerie stated that today's discussion is something that could help move the Committee this spring.
  - Kari stated that everyone can list out their top resource's students ask them, and create a list of resources they may not know about.
  - Kari is also going ask Tim to come back to the Committee and talk about concurrent enrollment.
- REPORTS
- OTHER
- ADJOURNMENT – 5:06 pm

**Minutes record by James Konopitski, Student Services Coordinator**