

Student Services Council
Meeting Notes

September 18, 2013
2:00 pm – 4:00 p.m.
Student Services Center, I4-402

ATTENDEES	Julie Barnes, Chair	Ashanti Hands	Monica Romero
	Ivonne Alvarez	Jill Jansen	Carol Sampaga
	Ailene Crakes	Leroy Johnson	Susan Topham
	Claudia Cuz-Flores	Suzanne Khambata	Danene Brown <i>Absent</i>
	Lynn Dang	Marichu Magaña	Barbara Plandor <i>Excused</i>
	Genevieve Esguerra	Gilda Maldonado	Jay Walker <i>Excused</i>
	Sarah Farmer	Pedro Olvera	Trina Larson (Recording Sec)

AGENDA ITEM A: One-Minute Positives

COMMENTS	Seven Ambassadors were hired this year - thank you for Student Success and BFAP monies. ♦ Thanks to the hard work of many colleagues, especially Jill, EOPS received a partial restoration this year. DSPS's is forthcoming. ♦ ASC headcount is up by 40%. Space?! We'll see. ♦ Financial Aid has hired a staff member to bring back the Foster Youth program. ♦ The Veterans Place is open.
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AGENDA ITEM B: Review of Meeting Notes

COMMENTS	Meeting Notes Reviewed and Approved: <ul style="list-style-type: none"> • May 15, 2013 • Comment: Pending Gilda's edits to Trina, the notes are approved.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
Finalize notes	Trina	9/24/13

AGENDA ITEM C: Student Services Plan for 2013-2014

COMMENTS	<p>Mission, Vision, Values, Goals:</p> <ul style="list-style-type: none"> • Approved. <p>GOALS/SLOs:</p> <ul style="list-style-type: none"> • SLOs/Goals were entered into Program Review last year (Dec 2012) for 2013-14. Julie would like to see these and have them aligned to SS goals. We've discovered that some goals need to be developed in areas. Please have a dialog with your folks to finalize your goals and SLOs for 2013-14. Will formalize this in the near future. <p>Research/Data in Student Services:</p> <ul style="list-style-type: none"> • Many of us have said that Program Review data typically used are not geared toward SS; therefore, we want to formulate a SS research agenda. What data do we need to inform our program review process? What can we ask for? Next steps: Have Jill and Bri sit with us. Ask for what we need and see if it's feasible.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Meet with Jill & Bri re: SS Data Needs	Julie	Ongoing

AGENDA ITEM D: Student Success & Support Program Update (formerly "Matriculation")

UPDATES	<p>Student Success & Support Program (SSS&P) Funding Restoration:</p> <ul style="list-style-type: none"> • Categorical SSS&P monies will be restored to prior levels of matriculation funding in 2013-2014. • While the Student Success Task Force made recommendations to Instruction, Student Services' measures are mandated by law under SB1456. • The VPSS presented the new SSS&P formula. <ul style="list-style-type: none"> • 40% credit headcount; 60% services (which are weighted) • Admissions is no longer an allowable expense under SSS&P. • Tutoring is not included under our mandated services. • The Board has released half of SSS&P funds; however, the colleges don't yet know what they will receive. Final regulations will be released next week. • There will likely be monies for one-time expenses. We will consider Program Review requests which are aligned with the SSS&P mandates. In addition, we should be looking at technology, professional development, etc., related to core services. We will know more once we learn our allocation. • We've been authorized to move forward with another Counseling position. • Will also assess ongoing needs for 2014-2015. • This money is categorical and highly regulated. • These funds should not supplant. • These monies aren't subject to RAF; rather, they must comply with funding regulations.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
None		

AGENDA ITEM E: Institutional Effectiveness Updates

UPDATES	<p>Program Review Committee:</p> <ul style="list-style-type: none"> • We will be beginning the Program Review process again. In some cases, you'll be updating what you've already done (data analysis, for example). • We will have new rubrics for faculty and classified hiring priorities and for equipment and supplies priorities. There will be lots of training. Please provide your feedback. • The classified staff passed a resolution to ensure that classified staff are involved in the Program Review process. Please involve your staff. • In writing Program Review, you'll be asking for one-time equipment/supplies funds for Spring 2014 and ongoing resource needs (e.g., staff and faculty) for 2014/15. • At MSSC, we reviewed the following rubrics. General and categorically funded programs should request positions and equipment using these forms. <ol style="list-style-type: none"> 1. <i>Faculty Request Form and Faculty Prioritization Committee Scoring Rubric</i> 2. <i>Classified Staff Prioritization Position Request, Evaluation Criteria, and Scoring Rubric</i> 3. <i>Equipment Resource Allocation Prioritization Rubric</i> - for one-time requests in Spring 2014. Based on MSSC discussion, we'll need some clarification on the IT plan. Specifically, we need to know whether out-of-date computer equipment will be replaced automatically, or if we need to request it through Program Review. 4. <i>Supplies and Other Operating Expenses or Services Resource Allocation Prioritization Rubric</i>. 4000s/5000s categories will be evaluated using this rubric. • Note: SS Members on Program Review Committee: Ashanti, Ebony Tyree, Laura Mathis, Marichu Magana • Integrated Planning Timeline 2013-2014 – Steps (see attached): <ul style="list-style-type: none"> • SLOs 2012-2013 Did we fully close the loop on SLOs AND document this in Task Stream? Julie will work with areas to make sure this has been accomplished. • SS Action Plan for 2013-2014: Review and Refine Goals / SLOs We developed our mission, vision, values, and goals for the division. Now we want to finalize an action plan for Student Services. First, we need areas to finalize their goals and SLOs and for 2013-14. In Fall 2013, we will embark upon the Program Review process in which we'll "review" the prior year (2012-13), but will "plan" for 2014-15, to include staff/faculty requests and development of goals and SLOs for 2014-15. One time equipment/supply needs for Spring 2014 should also be included. • We will do some SLO training and other work this year.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
Close the loop on 2012-13 SLOs	Department leads and designees	Fall 2013
Finalize department Goals & SLOs for 2013-14	Department leads and designees	Early Fall 2013
Attend available Program Review trainings	Department leads and designees	Fall 2013

AGENDA ITEM F: General Items

COMMENTS	<p>Suicide Prevention:</p> <ul style="list-style-type: none"> • See attached PowerPoint • QPR (Question, Persuade, Refer). <ul style="list-style-type: none"> • <u>Question</u>: Ask the “s” question directly. Research shows that people who are suicidal feel relieved when asked this question. • <u>Persuade</u>: Listen attentively, give those in crisis hope, and let them know you have a plan. Get them to say “yes” to getting help. • <u>Refer</u>: Walk students to Student Health Services, which will always council. (SHS will sometimes work with the crisis line [800-479-3339] and the student.) Call College Police for a “fifty-one fifty” if students make or feign an attempt. We must report any attempt or pretense of an attempt. <p>White House Initiative:</p> <ul style="list-style-type: none"> • Arne Duncan visited the historically poor-performing Castle Park middle school last Friday, which has worked with the community and other organizations so that now more than 90% of its students go to high school and college. Arne Duncan came to congratulate them on their achievement and their award of a \$20 million grant. Group sessions were held. Gilda provided session on Financial Aid. Overall, a great experience. <p>Service Animals / AP3501.2 (Draft):</p> <ul style="list-style-type: none"> • District SSC is revising the Service Animal policy (see attached). Please read through it and get back to Jill with any questions/comments. • We can ask two questions for students in public spaces: 1) Is this animal a service animal due to a disability? 2) What does the service animal do to ameliorate this disability? If a student wants to go into a non-public space, they have to have a sticker through DSPS. <p>Transfer Campaign:</p> <ul style="list-style-type: none"> • October is Transfer Month. Transfer is working on increasing the center’s visibility. Want to make this a campus-wide activity.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Review Service Animals Policy	All	ASAP
Promote Transfer	All	Ongoing

AGENDA ITEM G: Roundtable

UPDATES	Student Services Fair tomorrow!
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
<i>None</i>		

Next Meeting: Wednesday, October 16, 2013, 2 pm – 4 pm
2013-2014 Calendar: 3rd Wednesdays, 2:00-4:00, I4-402