

**Student Services Council  
Meeting Minutes**

September 9, 2015  
2:00 pm – 4:00 p.m. Student Services Center, I4-402

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| <b>ATTENDEES</b> | Julie Barnes, Chair | Ashanti Hands          | William Newell  |
|                  | Danene Brown        | Erika Higginbotham     | Barbara Plandor |
|                  | Igor Burgos Maron   | Suzanne Khambata       | Monica Romero   |
|                  | Monica Demcho       | Trina Larson (Rec Sec) | Carol Sampaga   |
|                  | Nellie Dougherty    | Marichu Magaña         | Cheri Sawyer    |
|                  | Genevieve Esguerra  | Larry Maxey            | Susan Topham    |

**AGENDA ITEM A: One-Minute Positives**

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| <b>COMMENTS</b> | We wish Julie all the best as she transitions to Cuyamaca’s President. All shared one-minute Julie-positives with much laughter (and tears). |
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**AGENDA ITEM B: Review of Meeting Minutes**

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| <b>COMMENTS</b> | Meeting minutes from May 20 were approved. |
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**AGENDA ITEM C: Student Services Plan for 2015-2016**

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| <b>COMMENTS</b> | <p>Mission, Goals, SLOs</p> <ul style="list-style-type: none"> <li>• Departments included these in their program reviews last year. We will send charts out to departments to insert mission, goals, and SLOs and compile them. You are free to rethink goals you may have included in the prior review.</li> </ul> |
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## AGENDA ITEM D: Student Learning Outcomes

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| <b>COMMENTS</b> | <p>Closing the 2014-2015 Loop</p> <ul style="list-style-type: none"><li>• Make sure you complete SLO assessment in Taskstream. We will pull data from the system and compile them.</li></ul> |
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## AGENDA ITEM E: Student Success & Equity

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| <b>UPDATES</b> | <p>This work is about more than our SSSP and Equity Plans. The essence of what we're doing is all about Student Success through an equity lens. We want to make sure this is happening throughout the institution and encompasses a scope beyond the plans.</p> <p>SSSP</p> <ul style="list-style-type: none"><li>• The Counseling department has been working on the SSSP Plan. October 20 is the deadline. This has been an awesome year for trying new things. We have four new counselors. We have another three on the docket going forward. We have a new veteran's counselor. We're expanding services, looking at SYE using a Completion by Design approach to the student pathway.</li><li>• Have hot spots for Puente, UMOJA where counselors go out – working on tablets for mobile counseling</li><li>• Now thinking about assessments, practices. We're using GPA for a pilot of students; added more English acceleration. We looked at not dropping students for not paying Health Fee. Looking at whether our processes are student friendly.</li></ul> <p>Student Equity Planning</p> <ul style="list-style-type: none"><li>• Over the summer, we got together to discuss our goals, gaps, and budget so that we can begin developing our equity plan for this year. Larry will send you the goals if you'd like them. The Equity Plan must be approved by the Board. We will submit to the State December 18. This will allow for campus-wide input.</li><li>• In coordination with the Minority Male Community College Collaborative (M2C3) initiative, we are looking at equity gaps. We've been doing focus groups with students and faculty and infusing what we're learning into professional development activities.</li><li>• When we see the achievement gaps – how can my department help close these up?</li><li>• We're entering into a year-long partnership with M2C3 and CORA for Teaching Men of Color certificates available to all Mesa personnel.</li></ul> |
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|  | <p>Title V/HSI Grant</p> <ul style="list-style-type: none"> <li>It's been a year since we received the grant. We held the Summer CRUISE. Peer Navigators now have an office to meet with students and build teams. We started classroom tutoring in nine classes (math, astronomy, English). A feedback system is in place for pilot. We are learning a lot. Students are feeling very supported. We want to scale up more in the Spring semester. The Campus Employee Development Task Force (CED) has developed a strategic plan. The college wants to coordinate professional development on campus in alignment with the Master Plan.</li> </ul> |
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**AGENDA ITEM F: Institutional Effectiveness Updates**

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| <b>UPDATES</b> | <p>Program Review</p> <ul style="list-style-type: none"> <li>Program Review is now open in Taskstream. This is an update year; first submissions are due on December 12/21 – this year is an update. If you have received BARC, FHP, CHP funds, it's important to report back. How was the money used? How did it impact services? Managers will review after that. Taskstream will lockdown on 1/29.</li> </ul> <p>PIE</p> <ul style="list-style-type: none"> <li>What's on radar: IE partnership Initiatives, accreditation, looking at ILOs via Committee on Outcomes and Assessment.</li> </ul> <p>BARC</p> <ul style="list-style-type: none"> <li>First meeting Sept 23.</li> </ul> <p>COA</p> <ul style="list-style-type: none"> <li>Will be looking at ILOs. Last year we looked at existing ILOs and their definitions. Going forward, do we want to change them, change focus, etc?</li> <li>Need SS representation on COA. We need Counselors, staff. Once Classified from SS, Instructional, AS. Meets 2x/month after PCab. Susan is recruiting.</li> </ul> <p>Accreditation</p> <ul style="list-style-type: none"> <li>We have a draft that we'll be vetting this semester. Our visit will be in spring 2017. The focus of our work this semester will be campus feedback, which we'll accomplish through an online system. We will have a very solid draft by this time next year.</li> <li>Danene will be the new Accreditation Liaison Officer (ALO). We're going with a Tri-Chair structure, just as is true for the Standards. Danene, Chris, and Trina will serve in these roles.</li> </ul> |
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|  | <p>POS Surveys</p> <ul style="list-style-type: none"> <li>To refresh: Bri is working with departments on developing a POS surveys. Will resend survey link to you to help you develop yours.</li> </ul> |
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**AGENDA ITEM G: General Items**

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| <b>UPDATES</b> | <p>ERP</p> <ul style="list-style-type: none"> <li>Travel/Requisitions: This has launched.</li> <li>The student information system will launch in January 2016.</li> </ul> <p>Holiday Hours</p> <ul style="list-style-type: none"> <li>Core areas will be open on Monday and Tuesday, 8-4:30, during Thanksgiving week. This includes Counseling, Financial Aid, Transfer, and Admission &amp; Records. Monday, Nov 30 is the CSU filing deadline.</li> <li>Monday-Tuesday, December 21-22 are work days, but the building will be closed. Staff can either take vacation (most do), but those who do will be placed in the VPAS, VPI or President's office.</li> </ul> <p>Student Services Transitions</p> <ul style="list-style-type: none"> <li>Peter White will serve as an interim Vice President of Student Services.</li> <li>Pam will launch a search for the new Vice President very soon.</li> </ul> |
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**AGENDA ITEM H: Roundtable and Committee Updates**

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| <b>UPDATES</b> | <p>DSPS/Higginbotham</p> <ul style="list-style-type: none"> <li>Saw over 100 more students this year than last year. Counselors are booked three weeks out.</li> </ul> <p>EOPS/Dougherty</p> <ul style="list-style-type: none"> <li>Received mini-grants for gas and food cards.</li> <li>Hired 4 adjunct counselors.</li> </ul> <p>Academic Skills Center/Sampaga</p> <ul style="list-style-type: none"> <li>We now have a Writing Center in the LRC. We're hiring a Writing Center Director and a classified position.</li> </ul> <p>ASG/Burgos Maron</p> <ul style="list-style-type: none"> <li>Still looking for Senators. Will have elections third week of October. Retreat October 2.</li> </ul> <p>Outreach/Esguerra</p> <ul style="list-style-type: none"> <li>We have 8 Ambassadors through BFAP and SSSP. Developing a</li> </ul> |
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strategic plan for outreach to continuing ed.

Student Affairs/Hands

- Club Rush next week. Interesting Constitution Day activities are planned.

Student Development/Topham

- Transfer and Career Fairs are coming up. Encourage students to come.

Student Health Services/Khambata

- Black Forum will be held tomorrow at 1:00.
- It's very hot – please provide bottles of water to students.

Admissions, Veterans & Records/Sawyer

- 21,272 students enrolled in fall.
- Drop numbers: On list: 630 students/2,617 units; Dropped: 258/1,073 units.

Counseling & Assessment/Plandor

- Appointments are booked in ½ hour.
- Started remote testing. Out of state students can use Accuplacer voucher, take tests remote institutions, and those test scores will be logged into our system. Other colleges may charge a fee (\$20-30).

Career/Demcho

- Offer about 30 hours of career counseling each week. Appointments are filling up. Job Fair will be held on September 15.