

SAN DIEGO MESA COLLEGE

Student Services Council

Wednesday, March 21, 2018, 2:00-4:00, I4-402
Agenda

Members/Guests

Ashanti Hands, Chair
Johanna Aleman
Ivonne Alvarez
(ERP Sub: Cheri Sawyer)
Jacqueline Collins
(for Admin Services)
Ailene Crakes
Lynn Dang
Monica Demcho
Genevieve Esguerra
Claudia Estrada-Howell
LaWanda Foster
Anne Hedekin
Leroy Johnson
Suzanne Khambata
Charlie Lieu
Leticia Lopez
Marichu Magaña
Gilda Maldonado
(ERP Sub: Pilar Ezeta)
Mark Manasse
Larry Maxey
Victoria Miller
Tim McGrath
Joseph Newell
Barbara Plandor
Agustin Rivera, Jr.
Monica Romero
Steven Salter

- I. Welcome, Introductions and Success Sightings (Hands)
- II. Review of Meeting Notes (Hands)
- III. Old Business
- IV. New Business
 - A. Work Based Learning (Romero)
 - B. Guided Pathways Work Plan (Hands)
 - C. SS Building Evacuation Report: Power Outage (Larson)
- V. Student Services Updates
 - A. Student Services (Hands)
Student Services, Tech Update, M&M
 - B. Dean of Student Affairs (Miller)
ASG/Clubs, Financial Aid, Outreach/Community Relations, Student Health, Student Affairs, Testing and Assessment/Promise
 - C. Student Development (Crakes)
Admissions, Veterans and Records, Counseling, Transfer | Career | Evaluations Veterans Resource Center, SSSP
 - D. Student Success & Equity (Maxey/Aleman)
Student Equity, DSPS, EOPS, STAR/TRIO, AVANZA/CRUISE/Peer Navigators
 - E. Campus Wide Administrative Units/Partners
Student Accounting, Tutoring, Strong Workforce, Title V, Instruction, Business Services
- VI. Institutional Effectiveness Updates
 - A. Guided Pathways (Hands)
 - B. Integration (Crakes/Maxey)
 - C. Planning and Institutional Effectiveness (Miller)
 - D. Committee on Outcomes and Assessment (Crakes/Estrada-Howell)
 - E. Budget & Resource Allocation Committee (Dang/Crakes)
 - F. Program Review (Maxey/Magana)
 - G. Accreditation
 - H. Committee Updates
- VII. Roundtable (All)

Student Services Vision: Students' choice for learning and success.
Student Services Mission: San Diego Mesa College Student Services provides pathways that inspire, engage, and empower our diverse students to learn and succeed.

**Student Services Council
Meeting Minutes**

February 28, 2018
2:00 pm – 4:00 p.m. Student Services Center, I4-402

ATTENDEES	Ashanti Hands, Chair	Erika Higginbotham	Larry Maxey
	Johanna Aleman	Leroy Johnson	Victoria Miller
	Ailene Crakes	Trina Larson (Rec Sec)	Joseph Newell
	Monica Demcho	Charlie Lieu	Barbara Plandor
	Genevieve Esguerra	Marichu Magaña	Agustin Rivera
	Anne Hedekin	Mark Manasse	Monica Romero

AGENDA ITEM I: Welcome, Introductions, Success Sightings

REMARKS	<ul style="list-style-type: none"> • Students are getting their transfer institution acceptances. If students have been denied, refer them to the Transfer Center. • Ambassadors and peer navigators are also receiving their letters.
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AGENDA ITEM II: Review of Notes

APPROVAL/ MODIFICATION	Notes for November 15, 2017 were approved with no modification.
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AGENDA ITEM III: Old Business

UPDATES	<p>SS Building Evacuation Plan</p> <ul style="list-style-type: none"> • Our Emergency Evacuation Plan has been approved by the Mesa Safety Committee. It has been posted to the SS home page and will be posted to the College’s Safety webpage. • The dry run evacuation on January 11 went very well. Our building’s response time was excellent. The evacuation team debriefed afterward and discussed challenges – communication was one, in part, because we don’t all have radios yet. We also need to smooth out the check-in process and that will likely involve asking area supervisors and managers to help us confirm that all personnel in
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	<p>their areas are accounted for.</p> <ul style="list-style-type: none"> • That safety work group is now gearing up for a full drill with alarms and police/emergency response. One important objective is to minimize impact on students using the building, so we plan to hold this the last week of May before the first summer session starts. It should take an hour or less. <ul style="list-style-type: none"> ○ Does anyone know of any major conflicts that week? Let Trina know, if so. We still have to get Campus Police’s availability and need wiggle there.
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AGENDA ITEM IV: New Business

UPDATES	<p>Technical Analyst Updates</p> <ul style="list-style-type: none"> • There’s a new form feature in OU Campus that lays nicely into website. This will help departments create things like surveys, interest forms, assessments, and quizzes. This tool is available in through the webpage editing menu. On the backend, all information goes into an Excel .csv file. Charlie will do a quick Zoom informational session and send it out to everyone. • Ask Mesa: This database is integrated into our website, allowing students to ask a question and receive scripted answers. It’s currently underutilized. We have 200 questions that haven’t been updated for two years. Charlie will send out a request for updates. We’ll update now and in July. We’ll then place Ask Mesa in more prominent areas of our website.
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AGENDA ITEM V: Student Services Updates

UPDATES	<p>Student Services:</p> <ul style="list-style-type: none"> • M&M: The next event is the Pi Day, 3/15, in the AS conference room. The last event was the Lunar New Year. Folks received red envelopes and had a lot of fun. • Student Services: <ul style="list-style-type: none"> ○ Budget: The Governor wants to move to a different funding formula: 50/25/25 (FTES/SUCCESS/LOW-INCOME). This is a huge shift. There are many unknowns. The simulation ran for SDCCD and it was very optimistic for us; however, it doesn’t look good for many others. The reliability of these simulations are uncertain in any event. The Governor has distributed a survey that Ashanti will send to this group. ○ There’s also another funding formula proposed for categoricals. A survey has gone out to those programs, as well. When responding to a question, if it’s unclear, indicate that it’s unknown. Then write in the comment box. ○ Promise: For all first-time, full-time students will receive free
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fees and books. This will be based on a snapshot of our census data from last year. Questions: What will BOG look like? What about those who have stopped out? We have lots of great ideas on the table. Once we get direction, we will have more specifics. We don't know if first cohort will get a second year under Promise. The good news: seven Promise students have already petitioned to graduate, meaning these students have finished in two years! We will hold a ceremony for students who persisted from the first year to the second year.

- Guided Pathways: We're developing a plan, focusing on six of fourteen factors identified by the state as important to Guided Pathways and covering the first 18 months of work. Faculty, students, classified, and administrators have worked together to develop a plan which will be taken out for vetting to the governance groups during the first week in March. This plan covers 18 months. We are invested in the mission and vision of helping students succeed.
- Online College: \$120M has been allocated by the State to an online college which will be CCC's newest district. This college will offer skills building – short term courses with badges and certificates (not the same rigorous certificates that we offer). This is also a way to on-ramp students to the CCCs.
- Campus Solutions: We are behind schedule. The most significant change: registration and all associated processes will move to Spring 2019. Financial Aid training will begin soon; other training will wait.

Student Affairs:

- AS/Clubs: The AS has a full governance group, and is encouraging students to sign up for committee work. AS will be going to DC. The AS will be involved in Grads/Grub, Canyon Day, and other campus events. They will send some students to a leadership conference.
- Financial Aid: FA is working hard to issue grants for DACA students. FA will be closed this Friday and on two additional days.
- Outreach/Community Relations: Outreach is having its Information Night in English and Spanish. Outreach is again partnering with Access to offer this event in Spanish and to include child care. Outreach is working with testing to get out to the high schools to administer the Placement Assistant. Soon Outreach will post the SST position in Testing that replaces Josh's position. MT2C has partnered with Testing to help students brush up prior to testing. Outreach is working with the BSSOT grant to provide support for students who may not be able to access some services, including those who don't qualify for the Placement Assistant, for example. The District is holding assessment meetings for targeted groups (English, ESOL, math). Math will now adopt the Placement Assistant. As of Jan 29,

2019, the current version of Accuplacer will be phased out. CCCs now use multiple measures. There's a new Accuplacer, but we may not be able to use it.

- Student Health: Michelle Harris Feller has taken the lead as the main coordinator for mental health. Students have a lot to deal with. Please refer them.
- Student Affairs:
 - Student Affairs has compiled all scholarship applications: more than 1500!
 - Jumpstart and Cash in on College are combined this year. There will be a transfer workshop; a workshop for student stories; a foster youth workshop; and a transitional workshop for parents. Date: Saturday, March 10, 8:30-1:00.
 - Commencement: Students will now receive five tickets at no cost and will have an opportunity to receive additional tickets if some become available; there will be a ramped up Grad Fest to include a Garb and Grub event, May 2-3.

Student Development

- Admissions, Veterans and Records: Residency is in full-swing and the department is busy working with students. Veterans and Records is working hard to process certifications. They are contacting instructors for outstanding grades. Mark your calendars - March 13: Pancake Breakfast Social. Vet Grad Ceremony: May 18.
- Counseling: All PERG classes are set through Spring 2019. Counseling has three new employees. We're focusing on instructor referrals and will work to better support identified students. On April 13, Mesa will hold the SDUSD/Mesa Counselors Conference in MC211 A/B. We are asking for participation from SS and Instruction. Online counseling appointment scheduling is going very well. Counseling has updated its information sheet that includes the link to this scheduling service.
- Transfer: We are piloting a partnership with SDSU to build career components into the transfer process so that students who get into transfer pipeline, are connected into career services immediately. We're planning bus trips to transfer institutions. Send students who have been accepted and not accepted to the Transfer Center.

Student Success & Equity

- AVANZA/Peer Navigator/CRUISE: Had a great response for peer navigator positions. March 5, the deadline for DACA applications, will be a difficult day. The AVANZA center will seek mental health support in the center. The department looks forward to everyone's continued participation with CRUISE.
- DSPS: We have two new hires, including a new test proctor. Next week, DSPS is collaborating with SHS and CDAIE to celebrate Deaf Day. DSPS is partnering with MT2C; ten students are working in the

High Tech Center.

- EOPS: The EOPS Association is doing a lot of advocacy work to preserve the integrity of EOPS funding. EOPS has reached its goal to serve the intended students (800). Foster youth, formerly incarcerated, and homeless students will continue to be served. EOPS is planning Foster Youth Awareness Week. Ten students will attend a leadership conference on March 9. EOPS is collaborating with Tutoring to offer tutoring to its students in math and English.
- STAR TRIO: The President wants to remove Title III and Title V from the budget. He wants to eliminate the Department of Education. The TRIO program working on advocacy. STAR is 95% full.
- Student Equity: SSE has gotten 59 applications for Equity services this semester; 41 students have received assistance. 90% of these students have education plans. When referring students, please send an email with any backstory.
- The Stand: The Stand has been identified as one of innovative and promising practices by IEPI. In February, The Stand provided over 900 transactions. Surveys were sent out and the response was good. Students were asked about their food insecurities and their stories. The Stand accepts donations in a number of ways (payroll deduction, Amazon Wish List, cash/check). The Stand sent out its Amazon Wish List link and some are making donations this way. The Stand has also been working with Feeding San Diego to provide students with more access to food. This food would be available to all.

Campus Wide Administrative Units/Partners

- Strong Workforce: We are looking at yoga certification; film studies; and museum studies, for example; getting students into living wage jobs. We're working with local businesses, local companies who want to develop their employees into managers through certificates; we are bringing more certificates on board. We are to standardize processes to support more work experience opportunities. Strong Workforce is partnering with Outreach and Testing to get the word out. Funding: Funding is now based on enrollment in CTE programs and CTE graduates. Advocacy Request: We request going back to DSSC to revisit the decision not to allow Veteran funding for certificates.
- Tutoring: Tutoring's vision is working, in part, through partnerships. Embedded counselors are available in MT2C. Tutoring is supporting EOPS and students who have to take the placement exam and working closely with CRUISE to inform navigators about Tutoring Services. We are improving tutoring log-in process with Charlie and with CTE. Tutoring is focusing on leadership development among tutors. Last year's Tutor of the Year will be this year's conference keynote speaker, April 13-14. We appreciate all of the support. Mark would like to walk students and personnel through MT2C spaces and

	services and would like to tour others’.
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AGENDA ITEM VI: Institutional Effectiveness Updates

UPDATES	<p>Integration</p> <ul style="list-style-type: none"> • This group is looking at how funds have been spent and what has been accomplished. This information is due back mid-March. We want to make sure we’re using the money to accomplish the mission for which it was intended. <p>Integration Planning and Institutional Effectiveness</p> <ul style="list-style-type: none"> • IPIE is now looking at the mission statement. Thoughts? Send them to Ashanti, Vicki, or Madeleine. • We are planning for PCab Retreat – April 6. • We are undertaking a governance evaluation. A team is developing a survey that we’ll pilot with a few committees. We will receive feedback about structures and the feedback loop. <p>Budget and Resource Allocation Committee</p> <ul style="list-style-type: none"> • Applications are being reviewed. <p>Program Review</p> <ul style="list-style-type: none"> • Fill out the survey for lead writers and those who reviewed others’ program reviews. • Next year is the comprehensive program review. • The catalog language around learning outcomes needs to change. Now, all areas are said to have SLOs when they may have SSOs, AUOs, etc.
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AGENDA ITEM VII: Roundtable

ANNOUNCEMENT	<ul style="list-style-type: none"> • When hiring new contract employees, please provide Trina with the start date in advance so we can send them a book and a letter.
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