

Student Services Cabinet Meeting
April 5, 2016

Present: Rick Perez, Tina Andersen-Wahlberg, Ramona Barrio-Sotillo, Troy Davis, Aarin Edwards, Robert Hill, Deb Kinley, Michelle Mora, Elmira Nazaryan, David Nelso, Tzoler Oukayan, Toni Reyes, Andra Verstraete, Hoover Zariani

DISCUSSION ITEMS

Resource Request Prioritization

- Copies of the final ranking were presented to the group. The ranking will be on the agenda for the April 20 Student Affairs Committee 20 meeting.
- Tina expressed concern over the DSPS equipment/expansion request ranked at #7. She has spoken with Ron Nakasone and he can't guarantee that the equipment will be funded through secondary effects. Asked that the group reconsider re-ranking it because if it doesn't get pushed higher on the priority, the room will be empty. She has not heard back from Michael Ritterbrown as to whether it can be funded through Instruction.
- Andra reported that she will be going to the Budget Committee to ask for an augmentation of the Student Employment budget for 2016/2017 in light of the increase in the minimum wage beginning July 1, 2016.

Outcomes:

- The ranking will go to the April 20 Student Affairs Committee as is. That committee can consider re-ranking and identifying any "must do" items.
- Rick will check with Ron on secondary effects funding and talk with Michael Ritterbrown about funding for the DSPS classroom furniture and equipment.

SLOs

- Rick shared the new grid developed by Yvette Ybarra for especially for Student Services.
 - SLOs for Student services have been renamed SSLOs (Student Services Learning Outcomes).
 - SSLOs are to be linked to ILOs.
 - Assessment methods and outcomes are listed in the same area of the chart.
 - Any items which are sustained should be removed from the list.
 - Managers can determine what the SSLOs for their area(s) will be. Don't necessarily need one for every area within a program.
- Hoover asked if there could be a working SSC meeting to share ideas and make sure there aren't duplication of efforts.
 - Rick suggested scheduling such a meeting after an initial draft has been put together.
- Anything already formulated can be cut and pasted from the old SLO chart into the new grid.
- Rick is going to sweep everything from 13/14 and 14/15 off the chart and mark it as sustained.
- There should only be 3-4 overarching SSLOs per program.

Outcomes:

- Rick will send the new grid to all the managers.
- Completed SSLOs should be sent to Rick by May 6 who will consolidate the information and bring it back to the group.

BOGW/Priority Appeal

- Three options were presented
 - "Option 1" was the original form developed by the working group. Addresses both the BOGW and priority registration appeal in one form.
 - "Option 2" is two separate appeal forms, one for BOGW and one registration priority.
 - "Option 3" is similar to option 2, with small changes format and the checklist. It is also two separate forms.
- Need to look where the appeals overlap. Students that are put on academic probation will need to also appeal BOGW, but there are some instances where a student will need to appeal only one or the other.
- Process is very complicated and we need to make it as clear to students as possible.

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Meeting Notes

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- Elmira – suggested that the first step should be for the student to meet with a counselor who can help explain the form and the process. Should add a notation to the top of the form telling to student to see a counselor before completing the form.
- Two forms may result in one of the appeals being missed or double appointments with a counselor.
- Robert – when are students given this form?
 - Notification about the loss of priority is posted on their student portal, an email is sent, and registration is blocked. The notice advises student to make an appointment with a counselor and includes a link to the form.
 - Robert – need to find a way better way triage the students. These are the neediest students. They aren't understanding the information that's being sent to them electronically. Suggested establishing a central point of contact where someone, perhaps with a student mentor, could go over the steps so they are prepared when they meet with their counselor.
- Ramona – the single form may be efficient, but it is very confusing for both the student and the counselor.
- Approximately 2000 students need to appeal loss of priority. Any of these students who also are BOGW students will also need to appeal loss of BOGW.
- Troy – We need to make the process as easy as possible. The single form can only really be used if a student is notified of the loss of priority *and* the loss of BOGW eligibility at the same time. Bringing the form to drop-in will create a huge backlog of students needing help.
- Michelle – recommended adding to the appeal form used for priority registration the dates during which the form may be submitted. There can be a separate form for BOGW.
- Students will receive a warning notice 30 days prior to the term in which they will lose their priority registration.
- Tina – could there be three forms, one for each of the possible circumstances? Could also look at holding workshops maybe led by counselors based on the different appeals scenarios.
 - Hoover also suggested than an open lab held during the semester where students could drop in to ask questions.
- Toni – Can the email notifications sent to the students be labeled as high priority?
 - Michelle is not sure, but can check with ITS.
 - Hoover suggested a mass text could also be used to notify students.
- Elmira – students who lose their priority because of probation will have to appeal both. This will be the majority of the students submitting appeals, probably about 90%. The other appeals will be for student with over 100 degree-applicable units and those students will only have to appeal their loss of priority.

Outcome: Elmira was instructed to get the workgroup back together as soon as possible to clean up and finalize the form.

AR 5013: Students in the Military (Michelle Mora)

- Verbatim cut and paste from CCLC.

Outcome: Any suggested changes should be sent to Michelle by April 14. Draft will go to April 20 Student Affairs Committee meeting for a first reading.

BP/AR 5035: Withholding of Student Records (Michelle Mora)

Outcome: Any suggested changes should be sent to Michelle by April 14. Draft will go to April 20 Student Affairs Committee meeting for a first reading.

Next Meeting: April 19, 2016

Recorded by Heather Glenn