SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, July 9, 2015
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Rafael Alvarez, Dotti Cordell, Maria Elena Delgado, Leslie Easton, Josolyn Hill, Dora Meza, Lori Oldham, Timothy Pawlak, Alisa Rowland, Greg Sanchez, Megan Soto, Denise Whisenhunt

STAFF: Desiree van Saanen

1. REPORT FROM DISTRICT SSC

SDCCD will participate in an upcoming SDUSD three-day counselor training program to alert K-12 counselors to the services available to incoming students, we well as federal and state changes that will have a direct effect on student aid and transfer. Greg is slated to present a piece on Financial Aid. Lynn Neault is working with VPSSs to provide a one-hour presentation on SSSP, Student Equity and related topics.

Title IX roll out is underway. Lynn N. has been invited to City to facilitate a workshop for faculty and staff during Flex week. It was noted that managers and supervisors will be required to respond/report any Title IX cases that arise. Also students who are athletes, members of ASG, members of student clubs, mentors, ambassadors and work study students will be required to sit through a one-hour T-IX training video. Training will include how to recognize T-IX cases and how to address them. Council briefly discussed training logistics with regard to work study students.

ERP training was reported to be about 85 percent completed; however, Greg S. indicated that there are still missing pieces with regard to financial aid. Admissions/Records and Accounting are moving forward. Greg further noted that District Student Services moved to another building in order to accommodate the ERP training.

2. SLO DEPARTMENT REPRESENTATIONS: Health Services & Mental Health Counseling

In an effort to promote program improvement, Dotti C., Leslie E. and Bree K. partnered as “buddies” and met on several occasions to share ideas and evidence with regard to their departmental SLOs and ALOs. In these meetings, they discussed departmental values and mission, processes, activities and evidence that align with institutional goals and SSSP objectives, Student Success Task Force recommendations, as well as advances in equity and social justice.
2. **SLO DEPARTMENT REPRESENTATIONS: Health Services & Mental Health Counseling (continued)**

Discussions were based on addressing the following questions:

- What were the thoughts processes/departmental values for how you chose SLO/AOs for your department?
- What were your SLOs/AOs?
- Have you always studied the same SLOs/AOs? If changed, what prompted the change?
- What data has your department(s) completed?
- Based upon the data, how were decisions made?
- When data did not measure up, what plans were made to improve?
- Describe how departmental needs get communicated “up” so that it informs institutional processes and incremental improvement?
- Could you answer a question like “how has your dept. “X” contributed to “institutional effectiveness”?

Each provided a brief presentation representing DSPS, MHC and SHS responses to the above-referenced questions. Also, a PowerPoint was produced replicating the responses. Dotti C. will email the PowerPoint presentation to Council with reference documents.

Council members engaged in discussion of their assessment processes and the implementation of new strategies of assessment, including utilization of the buddy system.

3. **NEW STAFF ORIENTATIONS**

Bree K. is moving forward with piloting the new staff orientations. The intent of the orientations is to inform new employees of district and SDCC policies and protocols, resources and locations, and promote cultural competencies and awareness of student equity and success initiatives. She distributed a tentative agenda for review and solicited support from managers/supervisors to encourage new employee training as needed. She also asked other department representatives to play a role in the orientations by providing brief presentations of their department’s services and processes.

Bree K. is preparing informational binders for the new staff and asked Council members to provide pamphlets, brochures or, if the department does not have a traditional handout, a summary of important department information for inclusion in the binders.

The orientations, which will be open to all new Student Services employees, will serve to orient employees to campus processes, resources and culture. The first orientation is scheduled for Monday, August 10, 2015, 8am-2pm. President Beebe is calendared to provide introductory remarks. The event will include a lunch with a student panel, which is meant to encourage employee-student dialog/interaction.
4. **SSC RETREAT**

The SSC Retreat is confirmed for Tuesday, August 4, 8:30am-1pm at PLNU; however, we are still awaiting confirmation of a room. Topics will include: Title IX, Accreditation and SLOs Update, as well as a “Fun” component.

5. **CLASSIFIED PROFESSIONAL DEVELOPMENT: STOP THE HATE**

Josolyn H. reported that she met with Lori O. and Liz V. regarding coordination of the “Stop the Hate” event to be held on September 15 in two inclusive presentations: 9am-12noon and 1-4pm in the Corporate Ed Center. They will incorporate a PowerPoint based on one from Continuing Education (currently being redesigned for City) and a prize-winning segment. The segments will also include presentations on Title IX and a Student Equity Update.

6. **ROUNDTABLE**

*Financial Aid* – Second interviews for the Senior Student Services Assistant position are scheduled for Friday, July 24.

A computer glitch caused a delay of summer Pell and DQ letter disbursements. The current system will continue for one more year; then will move over to the new system.

*Counseling* – Ed Plan scanning is up to date but help hourly assistance is still needed. Rafael A. and the MESA program will assist with scanning. Council discussed synergy and dynamics in Student Services regarding Ed Plans.

*Admissions/Records* – As City’s new Admissions Supervisor, Dora Meza reported she will be organizing staff to work in teams of two or more. Each team will be responsible for knowing a set of processes/skill. Currently, students do not always have access to specialized services when employees covering those services are ill or on vacation. The purpose of the restructuring is to empower more employees with similar skill sets so that students are better served.

Josolyn H. provided an update regarding the *MMAP pilot*. Approximately 300 students selected from five participating high schools will be notified of their eligibility to participate in the new assessment process. It was noted that students placing at a higher level could eliminate an entire year of college.

*MESA Program* – Rafael A. reported that 25 MESA students are actively involved in a summer program at other institutions of higher learning. One student is at Harvard University. Student transfer successes are listed on the MESA website: [http://www.sdcity.edu/CollegeServices/StudentSupportResources/MESA/TRANSFERSMYSTORY](http://www.sdcity.edu/CollegeServices/StudentSupportResources/MESA/TRANSFERSMYSTORY). Rafael further indicated that the MESA website has been updated. It now includes an education planning tool with a link to assist.org. Rafael thanked SSC members for their continued support and collaboration.
6. **ROUNDTABLE (continued)**

*Price Scholars* – Maria Elena Delgado reported 30 new students have entered the Summer Readiness Program. Several students are working on research projects under the supervision of professors within their field of study. Selected students receive $3,000, including room and board over an eight-week period.

*Transfer Center* – Alisa R. gave a brief update on “Student Success Day,” which will include a workshop on Transfer Basics. It was noted that Alisa will continue as acting director of the Transfer Center through October, 2015.

*SHS* – Dotti C. will collaborate with Tim P. (Student Affairs), Bree K. (DSPS), and Leslie E. (MHC) and college police to facilitate a Flex presentation entitled “*Interesting Things that Happen in the Classroom*”. The workshop will center on a variety of student-related occurrences resulting from health and mental health conditions and disciplinary behaviors.

*DSPS* – Bree K. reported two job postings are currently underway for a DSPS counselor and one Adaptive Computer Technology Specialist. New equipment was recently ordered for the High Tech Center and existing older computers are available for those in SS that are in need of them.

**NEXT MEETING:**

*August 4 SSC Retreat at PLNU will be held in lieu of SSC general meeting*