



## Student Services Council Meeting

Tuesday, June 25, 2013

2:00 p.m. -3:30 p.m. Conference Room 451A



**ATTENDEES:** Jasmine Martinez, Roberto Gonzalez, Jennifer Lenahan, Ramona Butler, Gail Pendleton, Loretta Newsom, Fatimah Shah, Paula Coil, Gabriel Martinez and Loan Nguyen.

**CHAIR:** VPSS Dr. May Chen

### AGENDA

- 5/21 Meeting Minutes review
- Student Success
- Area reports
- Items from the floor
  - Student Services Spreadsheet for tracking ePAF's, Budgets, Req's and Timesheets
  - Measure A purchasing status: How should individual departments know their allocation and when can purchasing begin?
  - First year experience Update

### Meeting Minutes

Approved with 2 corrections: Remove Victor Flint's name from list of attendees and the next meeting date should be corrected to 6-25-13.

May discussed and handed out the flyer for 1<sup>st</sup> year experience. She will forward an electronic copy to us all.

May Completed the Activities and Accomplishments and updated it for 2012-13. It will be on the Administrative Review from 2011 and it is currently on the web. We started this back when we were doing BCCO, but the courses were not ready and enrollment was very low. June was to be the target month to get the student enrolled. As of today, May has not seen the enrollment numbers yet. It wasn't publicized as it should have been. We will get the copies of the flyers up on campus.

The June design; May asked Gail to talk to students to join the 1<sup>st</sup> year experience. Gail will have two ambassadors walk the students to the 2<sup>nd</sup> floor to work with the Counselors to develop a student SEP for them. The Counselors will use a light blue form to add their classes and will work with Tam, in A&R and she will also be stationed on the 2<sup>nd</sup> floor in the counseling area to do this. They can also take the light blue form down to A&R to enroll if Tam is not present. The ideal situation is to have them register, complete the assessment & orientation, obtain SEP and complete their registration all in the same day. Some issues were raised from the enrollment portion and this was due to some courses such as Math that were not ready. We will continue this process for July.

Counselor Gabriel Martinez suggested to have an expanded BCCO for this type of project, but emphasized to do this in time for next semester and that it may be best to have it on a Friday. This way we can have the schools more involved and a larger event where we can recruit more students. He found that some students weren't sure they wanted a package deal like this. They will stay on track but without that extra support that is built in this program. A lot were discouraged because they thought some of the classes were not transferable. Counseling 57 was not a desired course. Also, not all students need to take English 208; this needs to be clear about this on the flyer.

It needs to show that it's optional and that it's also based on their scores. When we say a student tests into a course, it's really only a recommendation. This is a part of the multiple measures.

We hope that we can integrate Financial Aid into this and know their financial need and see if they also qualify for EOPS.

The email address [fye@peralta.edu](mailto:fye@peralta.edu) listed on the 1<sup>st</sup> Year Experience flyer was sent a test email during this meeting to see who the emails goes to. We will get back to you with that information.

### **Student Success**

Student Success score card. May will finalize this and have a discussion with us about it.

### **Area reports**

Note: Due to our enrollment being down May asks that we think of ways to address this concern.

Monday, July 1<sup>st</sup> is potluck for Victor's last day before retirement. It will be at 2pm in the 4<sup>th</sup> floor conference room.

A&R: Registration went very smooth this summer and getting lots of emails from students.

A&O: Going well, all assessments are full; the next opening is July 22<sup>nd</sup>. Gail had added additional assessment due to the high demand. There's a concern with students taking A&O here only to have the scores used for their home college. This is something we need to further discuss. It was suggested that maybe we should think about charging the students for the exam. Gail has been coordinating with the Ambassadors in regards to the 1<sup>st</sup> year experience. We have a full crew of Ambassadors for this summer. May thanked Gail for stepping in and assisting with the Ambassador program in Victor's absence.

Jasmine: Safety Aides will be hired in July and the training begins the last week of July. We have only 5 applicants to date. The application deadline was extended an extra month. Loan was asked by May to help with recruitment. May also asked if we can try and recruit from EOPS, Ambassadors and Veteran students. The application packets on outside of Jasmine's office and flyers are posted all over campus. Jasmine will send application packets to those departments on campus.

Jennifer: Enrollment is down. Counseling area has been going okay. Amy will be out all of July. Jennifer has concerns with some of the mental health students on campus.

EOPS: Still accepting applications for fall 2013 until August. EOPS will be giving out book loans this summer. Fatima recently attended the Region III Meeting; it is possible EOPS may get more funding. EOPS students can begin working in August. May asked Fatima to develop a proposal for recruiting students for 1<sup>st</sup> year experience and see if they EOPS student could also be eligible.

Financial Aid/Loan Nguyen: Just finished paying summer students; they will be getting their checks this week. The office will start the fall packets in July. Tammy Perry will return in July from maternity leave. The district is proposing to place another specialist position on each campus. Loan will be out on Maternity leave after August 19<sup>th</sup>.

Ramona: TRIO has counseling & tutoring services. July 11<sup>th</sup> is the trip to San Jose State. Gearing up for fall semester.

DSP&S: Spring was a very busy semester, testing services up, equipment breaking down, and would like to revisit the space issues for Alt. Media office.

CTC: Summer has been steady; the online and phone contacts have increased. There is no transfer center at COA and levels of service seem to vary by campus.

### **NEXT MEETING: TUESDAY, JULY 23, 2013**

PLEASE SEND AGENDA ITEMS NO LATER THAN THE THURSDAY BEFORE THE MEETING.