



Student Services Meeting
Tuesday, January 31, 2012
2:00 p.m. -3:30 p.m. Conference Room 451A



ATTENDEES: Jasmine Martinez, Jennifer Lenahan, Ramona Butler, Victor Flint, Gail Pendleton, Tamara Harris-Coleman, Paula Coil, Fatima Shah, Ayele Lemma and Loretta Newsom.

CHAIR: Dr. May Chen

AGENDA

- Meeting Minutes Review and Approval
- Themes:
 - SLO Assessment – see handouts & bring your SLO copy to the meeting.
 - Enrollment facilitation strategies for 2012-13
- Dean's report
- Office/function updates

Meeting Minutes Review and Approval

Minutes from 12-6-2011 approved.

SLO Assessment

May will meet with Staff from each department mid February to follow-up on your progress on the surveys for the SLO's. We need this completed for the Mid Term Accreditation review in March. The Program review is based on our SLO's. We don't necessarily have to come up with new survey questions every year.

Enrollment Facilitation Strategies for 2012-13

We need to work on how we can improve our communication and minimize the number of students going to the district. In regards to communication, we need to have all staff from the student services departments present at our meetings. Outreach needs to go back to having meetings with Counseling and reaching out to our local high schools and set-up our annual event with them.

Dean's report

Brenda and May will meet every other week for the Deans program status report, she will give a regular update along with DSP&S. The Dean's office will need to accommodate for additional space for their TRIO Counselor fro 1 day a week. Brenda along with Shirley Slaughter our Business Manager will be working on the Safety Committee and Disaster Preparedness.

Office/function Updates

The TRIO Program has the capacity for 140 students for the program. These students have cross enrollment in our student serves programs as well.

We have a Mental Health Counselor available two days a week on Monday's & Thursday's. Please see Jennifer Lenahan for referrals. It was suggested that a flyer with her information be placed on campus as well as in mailboxes for faculty & Staff.

Photo ID is temporarily set-up in the Transfer Center while Paula is out on vacation. The UC Application Deadline is today. Paula has been working with the BCC Service Community again this semester.

NEXT MEETING: TUESDAY, FEBRUARY 14, 2012

Adjourned at 3:25pm
J.Martinez