

Berkeley City College
Student Services Department Meeting
Tuesday, February 23, 2010

Meeting Theme: "DATA available for Program Review"

PRESENT: May Chen, Brenda Johnson, Jasmine Martinez, Jennifer Lenahan, Ayele Lemma, Gail Pendleton, Lynn Massey, Loretta Newsom, Hermia Yam, Fatima Shah, Marilyn Clausen, and Nina Kindblad.

AGENDA:

- Meeting Minutes Review and Approval
- Student Services program review; first draft due 3/1/10, final due 3/15/2010 progress report
- Purchasing Deadline
- Equipment and IT needs and purchasing
- Items on the floor
 - Review Previous Meeting Follow-up Items (see minutes from 1/26)

Meeting Minutes Review and Approval

Approved.

Student Services Program Review (3 years of data)

May demonstrated on the projector screen on how to access the website where to find the data needed for the program review. Go to the district website, then go to "Institutional Research", from there you will see the "Program Review Documents" link, click on the "Program Review Handbook" link. Please print out that document since this is different from the one May emailed us last week. We are not going to establish a self study report/ validation team, so do not worry about that section.

For the student demographics section in the Program Review Document, May will forward to you the link to access the site where you can access this data. From the district website you can also access this data under "Institutional Research" link, and then go to the "Berkeley Demographic by Department" link.

In addition to the equity report there is a Peralta 2009 Fact Book that has more information for Student Services than the EOPS, DSPS and Matriculation reports. Please review that link also under the Institutional Research web page as well as the Data Mart link and Data Bank where you can find data from the previous years. In addition to Peralta's websites, you can also visit the State Chancellor website at www.cccco.edu and visit their data mart link.

For the self-study narrative, please update with current developments made with interactions among your colleagues and departments. May has added in intermediate step between the first draft due date and the final due date:

***INTERMEDIATE DUE DATE:** March 5th & 8th, May would like to meet with each person to review the first draft. You will be contacted to schedule these meetings by March 3rd.*

Purchasing Deadline

The purchasing deadline is April 16, 2010. Please update your monthly expenditures reports by the 20th of each month. Also, please make sure that if you have funds left unspent, please spend those funds or move them to another area where it can be spent. These funds get returned if not spent and it also affects how much we get every from the State every year.

Equipment and IT needs and purchasing

For software, toner and equipment needs, please prepare purchase requisitions very soon. If you do not have enough funds for your needs, please let May know. These needs should also be entered in your program review. Work with Vincent with regard to your equipment needs for quotes.

Items on the floor

In regards to the Health Fee possibility, there is a small task force that includes the various nurses at the other campuses. Since BCC does not have a college nurse, Brenda is BCC's representative for this task force. This group will be looking into the possibility of providing a health fee for students to receive health services.

Nina and Carol are still testing students for learning disabilities. Please refer students to sign-up with Lynn Massey in Room 261.

The scholarship committee is getting ready to review the applicant pool for the Bernard Osher Scholarship. The next Scholarship coming up will be the Jerry L. Adams Scholarship. The scholarship website is still a work in progress, but should be updated very soon.

All counselors' campus wide are working on online student services. Phase I includes Assessment & Orientation and online advising and Phase II will be all other Student Services.

The Financial Aid office has been sending out emails to the students asking that they update their major, graduation year & date, etc. Loretta has been doing this for the high school students when they come to the counter.

The Department of Health will be on campus soon offering the H1N1 Vaccination to those interested. That information will be sent out in an email once it has been arranged.

CalWORKs workshops will begin their series of workshops with their first one this Friday, February 26th.

Gail along with the district matriculation committee is working on developing each campuses own Online Orientation. Our sister campuses already have one in place. Laney may be purchasing software that will be used for all campuses to utilize for Online Orientations.

Tomorrow is the BCC Lunar Celebration Potluck from 12:30-2:30pm. Please dress up and bring a dish.

The second financial aid disbursement is going to be March 3rd. The Financial Aid office has been closed this last week due to manually processing/transferring data over from the REGENT system back to the previous SAFE system used by PCCD. The hiring process for the Specialist position is getting ready to move into the next phase of the first interviews. The second Specialist position will be advertised later this semester.

March 5th the A & R Office will be closed most of the day (possibly returning by 2pm) for a mandatory training at the district office.

BRIEF SUMMARY OF FOLLOW-UP ITEMS TO TRACK:

--Program Review: Intermediate/Drafts follow-up

--May will look into the suggestion of having the Easy Pass Waiver Form Instructions on the back of the form. She will also follow-up with the suggestions for the High School Concurrent enrollment form.

--Themes development: Preparing list and next invitee will be Title III, then VPOI/staff and BSI/Persist.

**NEXT MEETING: TUESDAY, MARCH 9, 2010 AT 2PM, ROOM 451A
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:26pm
J.Martinez