

**Berkeley City College
Student Services Department Meeting
Tuesday, March 23, 2010**

Meeting Theme: "SLO's" and SAO's"

PRESENT: May Chen, Brenda Johnson, Jasmine Martinez, Ramona Butler, Jennifer Lenahan, Ayele Lemma, Catherine Massey, Gail Pendleton, Jim Ward, Loan Nguyen, Fatimah Shah, Loretta Newsom, Marilyn Clausen, Lynn Massey, Doug Gorman, Hermia Yam, Paula Coil and Jim Ward.

AGENDA:

- Meeting Minutes Review and Approval
- Purchasing – all non-salary purchasing
- SLO's and SAO's
- Expenditures Freeze -4/1/10
- Items on the floor
 - Online Student Services
 - Fee Hold
 - High School Concurrent Enrollment
 - Wait Lists (pilot program for summer)
 - Health Fee
 - Student Appointment to enroll by appointment

Meeting Minutes Review and Approval

Approved

Purchasing – all non-salary purchasing

May sent an email recently asking to see the purchase requisitions by tomorrow afternoon at 12pm. In that email was two attachments, one was a list and it has the names of the persons responsible for ordering the items on that list. Please print out all your requisitions and give May a copy. If when processing requisitions and you run out of funds, print out the requisitions as well and still give a copy to May. Also, inquire within your department and see what others may need for supplies.

The state budget is getting worse; therefore, by this time next year you should have enough supplies to get you through the year. Some categorical budgets may have carryover; so this may buy us more time.

SLO's and SAO's

May handed out a 3 page document labeled "AACJC Accreditation Standards Adopted June 2002-Shaping the Dialogue". The starting from the bottom of the second page: 5. Dialogue; this meeting is our initiation of our conversation/dialogue for the year 2010. May then went through the list of 8 under "Eight Characteristics of Evidence", on Page 2 and the remainder of the handout. We want to develop pre and post surveys; make it something very simple. We will also provide a record of this online. SLO's are a process that we will continually update. We will have a retreat, refreshments and invite speakers during our SLO process, and make this FUN!. We will be setting the retreat date soon.

Expenditures Freeze -4/1/10

As of 4/1/2010 object codes 4000, 5000 and 6000 series will be froze. Encumber your travel and conference expenses.

Items on the floor

Online student services

Hermia handed out the "Distance Ed Online/Distance Student Services Implementation Grid" working document. The committee has divided this into two phases. All counselors from all campuses have already created a task force. The assessment & orientation is working on offering both the assessment & orientation to be completely online; however, this is not to replace our current system. There will be a demonstration on April 16th of this online service. Please send your feedback to May or Brenda so that it can be forwarded to the committee.

Fee Hold

Two weeks before the first day of the semester and the fees have not been paid, student will be dropped. Currently, students are still adding courses with a fee hold, but there will now be a hard hold of outstanding fees that will no longer allow this. This is effective this summer.

High School Concurrent Enrollment

There is a proposal to Jim Bracy regarding the issue of High Schools Students enrolling for summer and talking up a lot of seats. We want to have as many seats available for our students and not have High School students taking up a lot of our space. The proposal is to allow High School Students to only take assessment the first week of June and January, and after completion of that they can then enroll in person.

Wait List

There will be a pilot program for this summer and will begin in Fall 2010. If you are on the wait list for a class and it opens up at another college, it will drop you off all wait lists and place you in the class that opened up. If you have a hold you cannot be placed on the wait list. It has not been answered yet on how are the students going to be informed of this change.

Health Fee

There will be a Health Services fee for students that will also begin for this fall 2010 semester. The Health Services will be centralized at Laney College; although the other campuses also have their own health services. The only way out of this fee is to have a letter from their religious organization. If they refuse to pay, they will be dropped from their courses. Jim Bracy has developed a list of Q's and A's for us to use.

Student Appointment to enroll by appointment

The appointment times were ran yesterday and they will be sent by email and email and also in their PASSPORT page. The schedule will be posted online by April 1st.

BRIEF SUMMARY OF FOLLOW-UP ITEMS TO TRACK:

--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.

**NEXT MEETING: TUESDAY, APRIL 6, 2010 AT 2PM, ROOM 451A
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:28pm
J.Martinez