



# Student Services Council Meeting

Tuesday, May 21, 2013  
2:00 p.m. -3:30 p.m. Conference Room 451A



**ATTENDEES:** Gabriel Martinez, Jasmine Martinez, Roberto Gonzalez, Jennifer Lenahan, Ramona Butler, Catherine Nichols, Loretta Newsom, Fatima Shah, and Loan Nguyen.

**CHAIR:** VPSS Dr. May Chen and Dean, Brenda Johnson co-chairs

## AGENDA

- Meeting Minutes review and approval
- 2012-13 Goals & Accomplishments-Preview and Add on
- Items from the floor

## Handouts

Agenda, 5/7/13 Meeting Minutes not taken, BCC Accomplishments 2012-13, Overall Student Success and 2012-13 Activities and Accomplishments.

## 2012-13 Goals & Accomplishments-Preview and Add on

Staff reviewed the "Overall Student Success" document. We also need better signage on campus. There was also discussion about bringing the academic planners back that are given out in assessment & orientation. Brenda mentioned that we should also include tutoring in the planners. May suggested that for the TRIO students they are given a survey about the planner; the TRIO program did have planners the first year. Brenda will use that data to come up with some information.

We should add to the Campus Referral form for student routing and also discuss with faculty to have a referral form for tutoring. EOPS is currently using a similar type of referral form already. It was suggested we have an adhoc to review these various types of referral forms in order to come up with either one that covers all or do we need separate ones.

The Activities and Accomplishments for 2012-13 handout was discussed and reviewed. As we reviewed it and made changes; these changes have been placed in the actual document highlighted for final review.

## Items from the floor

A&R received an anonymous suggestion in their suggestion box. The comment was made that A&R and the Financial Aid Office are the worst office's they have ever been to in this building and that the customer service was terrible and they are very unhappy with both offices. This was dialogue by the student services committee and VP about this.

**Brenda asked again for us to send her any catalog updates to get them to her ASAP. So please review your section and make sure everything is accurate and please send Brenda a confirmation.**

## NEXT MEETING: TUESDAY, June 25, 2013

PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE THE MEETING. FOR THE SUMMER MONTHS PLEASE SEND AGNDA ITEMS NO LATER THAN THE THURSDAY BEFORE THE MEETING.

Adjourned at 3:48pm  
J.Martinez

A.1.1 SEP's 100% for EOPS, CARE, TRIO, DSPS and PACE. EOPS/CARE do annual orientations and TRIO conducts one each semester.

A.2.1

We really need language coming in from financial aid. They conduct workshops on average of 10 workshops per semester as well as off campus locations and in classrooms and at Berkeley Adult School.

Transfer numbers add those to this section.

Cal State EB conducted two transfer workshops for EOPS/CARE, TRIO.

Under activities, add, conducted tours for TRIO students.

Our counseling department chair is ordering handbook planners for the CTE students.

Contact Financial Aid regarding rights and regulations to ensure the student follows the program rules.

Activities: Introduce 30 students per semester to on-line career exploration resources in transfer & career information center.

A.2.2

Activities: all student support services not limited to tutoring and counseling has increased services online, via phone & email.

A.2.3

Under activities add tutoring and counseling

A.2.4

Activities: Implement California dream act and AB540.

A.3.1

Enable incoming freshman newly high school grads to enroll as a FT regular student by removing their HS hold and gave them a program planner.

A.3.2

Add PACE Program as a learning program

EOPS/CARE students on probation have monthly probation meetings the date support that it has increased their rate to be removed from probation.

B.1.1

Activities: Reinstate transfer & career center advisory committee.

C.2

Invite one of the 40 under to be a graduation speaker.

C.3.2

EOPS and TRIO need to add info where Stiles hall is listed under activities.

Activities: Transfer basic

C.3.3

Activities: We extended our petition deadline to include more IGETC & degree awards.

Accomplishments: updated wording for recipients is approaching 400 to say degrees.

D.1.1

Conduct an EOPS/Care district wide workshop to identify additional strategies so ensure student success.

Accomplishments: Participated and collaborated with the district wide student council.

D.2.1

Activities: Upgraded and updated DSPS software and hardware to expand students access to teaching and learning.

E.1.1

Activities: Have Financial Aid office add more activities they do for students in this section.

E.2.1

Accomplishments: 1 FT A&R staff added and added another wed eve staff person

Hired 2 FT new counselors and recruited another one at present, as result we will double FT counseling