



Student Services Council Meeting
Tuesday, February 12, 2013
2:00 p.m. -3:30 p.m. Conference Room 451A



ATTENDEES: Brenda Johnson, Jasmine Martinez, Paula Coil, Loretta Newsom, Windy Franklin, Pauline Pang, Ada Clark, Catherine Nichols, Emie Mitsuno, Victor Flint, Brenda Johnson, Gabriel Martinez, Ramona Butler, Jackie Vo, Gail Pendleton, Fatima Shah, Lilia Celhay and Kerry Compton.

CHAIR: Dr. May Chen

AGENDA

- Accreditation Follow-up Report Status
- Registration Review
- Department Reports
- Items from the floor

Handouts:

Handouts were given of the draft of the accreditation report, Student Services Proposed Position Rankings and Proposed Strategic Scheduling Plan for Fall 2013.

Welcome

May wished everyone a Happy Chinese New! She provided many wonderful refreshments in honor of the New Year. May also was pleased to announce that we have more student services staff joining our council meeting.

Accreditation Follow-up Report Status

May has asked that on Page 72 of the handout of the accreditation draft that we look at our areas and please proofread it for accuracy. We are very close to completing this accreditation report. May thanked those involved with dedicating all their hard work and efforts into this. On page 42 under Table 3, the numbers have been down since 2009-10; with our build-out we need to expand these numbers.

We need to begin placing orders and looking at our budgets and prepare to budget out our remaining expenses. In the beginning of the year we endured some budgets cuts however we should be getting back into our budgets some of those funds. Therefore, we should be able to accommodate our orders that may have been placed on hold.

Registration Review

May discussed the handout of the Proposed Strategic Scheduling Plan for 2013. Many reasons went into this thought process. Many students complained about classes overlapping by 5 minutes in which our system would not allow for overlap. There was also the issue of a 15-minute gap between classes. Do we want to support this proposed schedule; most of the committee agreed. This was discussed at the Roundtable meeting on 2-11-12. Faculty was present to give their feedback. This will make it possible for student to get into more classes they need.

During peak period things went much smoother such as; the wait time for counseling, the high school concurrent enrollment process, the coordination between the departments went well, and we were able to get the computer lab and photo ID relocated. Receiving the open class list almost daily from all campuses was also very helpful.

A & O was able to open additional assessment dates to assist with the overload. A & O also worked out with counseling to have students cleared before they saw counselors to help eliminate the long wait.

On the Proposed Position Rankings May changed the title to some of the positions from Staff Assistant to Instructional Assistant. May felt it fit the position much better.

Department Reports

Dean's Office: Tomorrow we are holding our first meeting of the semester. We are also encouraging everyone to get the word out about the graduation petition deadline 3/22.

Victor/Outreach: Fabian has an intern training all the Ambassadors on Moodle.

Jennifer/Veterans: 58 new veterans and in total the program has 150.

Transfer Center: Scholarships are coming up such as chancellors trophy award, PAAAA, etc. Postings will be placed up soon of the deadlines. Last semester Hannah Chauvet and her class did a film project that will be linked to the Transfer Center page. Emie and Paula will be doing the career exploration workshop again.

DSPS: Very busy with accommodations still coming in and SEP's.

Jasmine/VP Office: Still in need of a PTK Advisor.

A & O: April begins the new assessment dates. Beginning mid March Gail will begin making appointments. She has also been working with BIOTech partners to have their seniors tested and also from some of the high schools.

EOPS: Fatima has taken on the role of the Interim EOPS Director. They are still giving out vouchers; the last day is 2/22. Also sending out letters to remind students to update their SEPS. The Care Orientation last Friday went very well.

A & R: Instructor's are backdating drops, which are causing problems.

Items from the floor

For information regarding the monitors on 1st floor, discuss with Vincent. There needs to be content compiled for the monitors to display.

NEXT MEETING: TUESDAY, MARCH 5, 2013

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

Adjourned at 3:32pm
J.Martinez