

**College of the Siskiyou
Participatory Governance Council
Annual Report**

Committee Name		STUDENT SERVICES COUNCIL					
Committee Members		Patrick Walton, Chair Janice Porterfield, Recorder Emaly Brann, Faculty Crystal Fahey, Classified Shirley Louie, Faculty John Tarantino (JT), ASM Emkay Sikora, Classified Stephanie Wroten, ASM					
Committee Charge (Summary) (revised 9/24/2020)		<ul style="list-style-type: none"> • Provide overall leadership and guidance for student services areas in order to provide excellent support for recruitment, success, persistence, and transfer of our students. • Ensure a cohesive and collaborative approach to implementation of COS' student services. • Provide regular and effective communication regarding student service-related activities, efforts, and initiatives. • The Chief Student Services Officer will consult the committee on decisions impacting student services utilizing data as available. • Institutional planning and effectiveness input for the District. • Student Services will strategically and intentionally address aspects and impacts of racial inequities. • Student Services will strategically and intentionally address aspects and impacts of all other inequities for under-represented students. 					
For Academic Year:		2022-2023		Date of Annual Report:		May 11, 2023	
Month	Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.		
SEPT	9/22/22	7	9/16/23	10/13/22	A. VPSS Area Reports B. Review Charge & Goals from 21-22 Self-Evaluation C. Enrollment Management Report D. Guided Pathways Report Action Items A. Minutes from May 26, 2022 B. AP 5020 Non-Resident Tuition and Exceptions C. BP 5035 Withholding of Student Records D. AP 5035 Withholding of Student Records		
OCT	10/13/22	6	10/11/22	10/13/22	A. VPSS Area Reports B. Student Equity Plan C. Enrollment Management Report D. Guided Pathways Report Action Items A. Minutes from September 22, 2022 B. AP 5013 Military Personnel and Dependents C. AP 5030 Fees D. BP 5015 Residence Determination E. AP 5015 Residence Determination Other A. Narcan Availability on Campus		

OCT	10/27/22	5	10/26/22		A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Minutes from October 13, 2022 B. AP 5030 Fees
NOV	11/10/22	6	11/9/22	12/8/22	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Discussion A. Probation & Dismissal and Readmission B. Registered Sex Offenders
DEC	12/8/22	7	12/6/22	3/9/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Approval of Minutes from November 10, 2022 B. Probation & Dismissal and Readmission
FEB	2/9/23	7	2/7/23	3/9/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. AP 7280 Remote Work: Classified Employees and Management/Supervisory/Confidential B. Remote Work Application C. Diversity Internship Program D. AP 5020 Non-Resident Tuition and Exceptions
FEB	2/23/23	6	2/23/23	3/9/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Probation Dismissal Subcommittee
MAR	3/9/23	5	3/7/23	4/27/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Approval of Minutes from 12/8/22 B. Approval of Minutes from 2/9/23 C. Approval of Minutes from 2/23/23 D. Diversity Statement E. Student Rights and Responsibilities Catalog Page
MAR	3/23/23	6	3/22/23	4/27/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Special Meeting April 6, 2023 B. Diversity Statement C. Student Rights and Responsibilities Catalog Page D. Housing and Meal Rates for 23-24 E. CQIPs Presentation and Discussion for 23-24 F. CQIP Rankings
APR	4/6/23	6	4/6/23	4/27/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report

					Action Items A. Diversity Statement B. Student Rights and Responsibilities Catalog Page
APR	4/13/23	6	4/12/23	4/27/23	A. VPSS Area Reports B. Committee Self-Evaluation Process & Annual Reports C. Enrollment Management Report D. Guided Pathways Report Action Items A. Diversity Statement B. Student Rights and Responsibilities Catalog Page C. Committee Membership D. AP 3503 Missing Student Notification
APR	4/27/23	6	4/26/23	5/11/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Approval of Minutes for March 9, 2023 B. Approval of Minutes for March 23, 2023 C. Approval of Minutes for April 6, 2023 D. Approval April 13, 2023 E. Committee Self-Evaluation Process & Annual Reports
MAY	5/11/23	6	5/11/23	5/11/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Approval of Minutes for April 27, 2023 B. Committee Self-Evaluation Process & Annual Reports
MAY	5/25/23	6	5/24/23	9/7/23	A. VPSS Area Reports B. Enrollment Management Report C. Guided Pathways Report Action Items A. Approval of Minutes for May 11, 2023 B. Committee Self-Evaluation Process & Annual Reports
Avg Attendance					
Agendas are posted in BoardDocs. Members are emailed notification of posted meetings by BoardDocs. Minutes are stored in BoardDocs and are available to the community at large, once approved.					

RESULTS FROM SELF-EVALUATION SURVEY

Major Accomplishments or Achievements in Past Year	<p>The Student Services Council (SSC) expedited the approval of the Student Services Area’s CQIPs and Budget Requests in time for the Budget Hearings at the request of Integrated Budget and Planning Council.</p> <p>SSC agreed to add an additional student representative from the Associated Student Board to provide equity in representation on the council.</p> <p>SSC came to an agreement with Instruction Council to share roles and responsibilities in regard to Academic Probation/Dismissal Policy. This has strengthened the partnership between Student Services and Academic Affairs.</p>
Major Obstacles or Problems with Committee	<p>SSC struggles with a lack of student representation on the council. An active student voice is an important part of the participatory decision-making process, and the SSC values the voices of students and their representatives when making decisions and reviewing and writing policies and procedures.</p> <p>At the beginning of the year, the council struggled with holding meetings in a hybrid capacity (Zoom and in-person); however, once the committee switched to fully Zoom meetings, we were able to get into a groove.</p> <p>SSC is concerned with the time frame available to move through the agenda and concluded that they would like to move forward with having a longer meeting rather than adding extra meetings.</p> <p>Need more time to review AP/BPs.</p>
Recommendations for Improving Process or Efficiency	<p>A request from the Chair to the Council to make recommendations for agenda items at the end of each meeting. This will be an agenda item moving forward.</p> <p>SSC will be extending the length of the meeting from 1 hour to 1.5 hours.</p> <p>Will provide AP/BPs so many days ahead for review and 15 minutes of review time during the meeting.</p>

Committee’s Goals and Institutional Goals and expectations met.	<ul style="list-style-type: none"> The committee will review Chapter 4 Administrative Procedures and Board Policies for the 22/23 year. The Council met this goal by reviewing, recommending, and approving changes to any policies or procedures submitted for review in the 4000s and from other areas. Continue to support and strengthen the partnership between Academic Affairs and Student Services. Co-created a subcommittee to review the Academic Probation Dismissal Policy and Procedure. Prioritize select goals from the 2019-2024 Institutional Master Plan by identifying common elements and determine how we will accomplish those goals. Goal not met.
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<ul style="list-style-type: none"> Review Board Policies and Administrative Procedures for Student Services Area 5000s. Meets Institutional Goals 1, 2, and 3. Create a set of guiding principles to guide the council in making recommendations and decisions that impact students. Meets Institutional Goals 1 & 3.

	<ul style="list-style-type: none">• Support the goals of the Student Equity Plan as the council reviews and approves Administrative Procedures and Board Policies, as well as any plans and initiatives that are reviewed by the council. As a reminder of these goals, the council recommends posting the Student Equity Plan Goals on the Student Services Council Meeting Page in BoardDocs. Meets Institutional Goals 2 & 3.
--	--

Chair Signature: Patrick Walton
Patrick Walton (Sep 13, 2023 16:53 PDT)

Date Approved by Action of Committee/Council: May 25, 2023

College of the Siskiyous Institutional Goals
Goal #1: Promote and support educational goal completion for all students.
Goal #2: Sustain institutional health and vitality to meet the needs of the community.
Goal #3: Evaluate institutional effectiveness for continuous improvement.
College of the Siskiyous Mission <i>We are a comprehensive community college serving the economic, educational, lifelong learning, and workforce needs of Siskiyou County and the other communities our programs reach. College of the Siskiyous provides students a strong education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation. We understand the transformative power of higher education and seek to inspire students by offering inclusive and practical learning experiences that are relevant in today's global economy and environment. We strive to prepare our students to align their newly-gained skills and experiences with those best suited to the work they wish to pursue and the lives they wish to lead. At the same time, we aim to inspire our students to engage actively, question deeply, reason critically, think boldly, communicate effectively, act innovatively, work collaboratively, and live ethically.</i>