

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #10**  
*Wednesday, April 29, 2015*

**Present:** Vickie Donaldson, Jan Harris, Doug Haugen, Steve Reynolds, Valerie Roberts, Charlie Roche, Bart Scott, Greg South, Scotty Thomason

**Absent:** Sunny Greene, Jan Keen, Meghan Witherell, Stephanie Wroten

Item 1.        Approval of Minutes from Meeting 9

The minutes from meeting 9 were approved with the following revisions (Scotty/Doug):

Item 2 – strike the second sentence.

Item 6 – replace “IC” with “SSC” in first and second paragraphs.

Item 7 – English Assessment – change first sentence to read, “English staff are not happy with the writing tool and recommend that we move to e-Write in COMPASS”.

Item 7 – English Assessment – change last sentence to read, “We will still accept other tests from other Chancellor’s Office approved institutions”.

Item 2.        Sexual Violence Programming – SB 967

There are Education Code sections and the Clery Act that describe what community colleges should be providing to students in regards to sexual violence. In addition, SB 967 was passed in September of 2014. This is a state law and will be what the courts will use. Our campus will need to change how we report incidences of sexual violence. All reports will need to go to the Student Life Office. Doug will work with the counseling staff to include this information in orientation. Since this is tied to Title IX as well, Doug will also work with Nancy Miller. Val suggested that an information sheet be distributed to everyone to let them know what the procedure is. This should be made available during fall orientation day.

Item 3.        SSSP Update

Assessment – working on implementing e-Write. A meeting has been planned to discuss programming this in Banner.

Orientation – high school SOAR sessions have been scheduled for this weekend and next week.

Education Planning - \$85,000 was budgeted for new hardware for Degree Works. These funds will be used to purchase two servers.

Degree Works has a new face and is more friendly for everyone.

Ben Harris will be the primary support person for Degree Works.

We will be upgrading our Luminous portal as well. Some SSSP funding will carry forward to December. Also, some of these funds are supposed to be used for instructors. A part of the new counselor position will be paid from SSSP.

Item 4. AP 3260 – Enrollment Management Update  
RRTF met and discussed the enrollment management plan. They added some information as well as some elements that they felt should be included in the plan. Doug will work with Scotty over the next two weeks to refine the plan and keep it moving forward. Send feedback to Doug.

Item 5. Other  
**English Assessment** – the English department would like to change to e-Write in COMPASS, but need to determine the process to implement this change. Banner and Degree Works will need to be programmed to accommodate the change. This will enable students to see their scores. Ben Harris and Eric Houck thought this could be accomplished by August and it could be “official” for spring 2016. In the meantime, we will use the time between now and then as a transition and will ask students to complete the e-Write assessment (as well as the multiple choice questions) in order to analyze data to determine if the cut scores are placed correctly. Counselors and advisors have been talking about how to place students in the appropriate class when the multiple measures indicate two different classes. The transition to e-Write will also go to Instruction Council as an information item.

**Accreditation** – We now have a first draft available. It is almost 150 pages and there are still some gaps that need to be filled in. The ACCJC recommendation is to keep the self-study close to 150 pages. Steve will have a pdf version of the document available soon and it will be posted on the web. He will solicit feedback from the campus.

**Hiring** – The VP, Instruction and VP, Student Services are both advertised and the first review is May 19. The hiring committees for these two positions will meet next week. Also being advertised are PE/Kinesiology, Nursing, Fire, and the Counselor will soon be out. The Executive Assistant position has closed and the Admin Specialist for Athletics will close next week. There are other clerical positions that may open in the near future. We will most likely look for an interim math instructor for next year.

**Budget** – The May revise will be available during the week of May 10. A forum will be held on campus later this spring to discuss the budget.

**Oregon Exchange Program** – Our procedure has changed and we can now accept more Oregon exchange students. They will be accepted on a first come, first served basis, and they will pay \$184 per unit. Approximately the first 50 students will receive a refund and will end up paying \$136 per unit. We need to name the program and once we do we should send information to all high

schools in Oregon. SOU and OIT are both aware that we have updated our procedure to accept more Oregon exchange students. The COS web page will have to be updated and there should be a link from the page to the permit form. Jan/Meghan/Dawnie/Doug will work on getting this publicized.

**Student Success Scorecard** – the Student Success Scorecard results just came out. Bart will make a presentation to the Board on this information. Our scorecard is not very good, especially our remedial math. The information is based on a 6-year cohort. The Chancellor's Office has selected peer groups for the scorecards. We are being compared with Santa Rosa, American River College, Feather River, College of the Canyons and others. Most of these schools are much larger than we are. Bart would like to form our own peer group that would consist of Lassen, Feather River, Shasta College, Lake Tahoe, and possibly Barstow, Palo Verde, Mendocino, and Copper Mountain.

**Financial Literacy Presentations** - Bart has given some presentations to our students regarding financial literacy. They have been positively received and there is a task force that has been formed to further educate our students.

**Hawkes Software** – The Office of Civil Rights has ruled that Hawkes software may not be used for math classes any longer because it is not accessible to all students.

**Federal Work Study Students** – the Federal Work Study request was sent out, but only three requests have been turned in so far. This will no longer be awarded to students as before. Financial Aid wants students to come to them and they will award the funds as the students come in.

The meeting adjourned at 11:04 a.m.