

Student Services Council Minutes
September 13, 2018
3:00 P.M. ~ Board Room

Distribution List:

✓ Jude Baldwin	✓ Valerie Roberts
✓ Joshua Collins	✓ Dr. Stephan Schoonmaker (ex officio)
Janice González	✓ Nathan Rexford
✓ Melissa Green	Regina Weston
Jan Harris	Meghan Witherell
✓ Dr. Doug Haugen	Stephanie Wroten
Wayne Keller	✓ Dr. Zachary Zweigle
Michelle Knudsen	
✓ Shirley Louie	

Information

- I. Review SSC 2018-19 Goals
 - The council reviewed and revised the council's goals. See attached document, which includes recommended revisions.
- II. Review ~~Committee~~ Council Charge
 - The council reviewed and revised the council's charge. See attached document, which includes recommended revisions.
- III. Review Recommendations to Improve – To be continued at next meeting.
- IV. Next meeting's agenda items
 - APs/BPs
- V. Other?

Action

- I.

Future Agenda Topics

Student Services Council - September 13, 2018

Committee Council Charge

Provide guidance and recommendations to Chief Student Services Officer on the strategic implementation of the comprehensive Enrollment Management Plan and Guided Pathways in order to provide support for the access success, and persistence of our students.

1. Strategically implement student services aspects of the Enrollment Management Plan.
2. Implement Student Services aspects of Guided Pathways.
3. Review proposals and information affecting students' access, success, and retention.

~~Provide overall leadership and guidance for student services areas in order to provide excellent support for recruitment, success, and persistence 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.~~
- ~~• Assist the Chief Student Services Officer on decisions impacting student services.~~
- ~~• IEPI Input for District.~~

Committee Council Goals for Coming Year and Related Institutional Goal

1. ~~Support a comprehensive Enrollment Management Plan. An example is that this spring a new business office process was created and implemented which enables students who do not have prior semester holds to enroll, add, drop, add, etc. in the next semester courses without the placement of a hold after the initial enrollment.~~

~~Related to Goals 1&2~~

2. ~~Identify an(y) area(s) within Student Services where improvement or change is needed and make recommendations for efficiency of services to students; recommendations are to include key strategies and action plans stated in current Institutional Master Plan.~~

~~Related to: Institutional Goal 1~~

3. ~~Identify an(y) area(s) within Student Services where improvement or change is needed for increased access, retention and/or success of students.~~

~~Related to: Institutional Goal 1~~

1. **Mandate the collection and use of data, for Program Review, to improve services to and support of students.** ~~Facilitate the collection and use of data to improve services to and support of students.~~

~~Related to: Institutional Goals: 1,2,& 3~~

2. Review Board Policies and Administrative Policies, pertaining to Student Services, through the lens of increasing access and equity for our students.

~~Related to Goals 1, 2, & 3~~

Recommendations for Improving Process or Efficiency

- Address a topic for each meeting and come up with ideas, strategies, and data upfront.
- Prioritize them and work on the first goal until we achieve something and then move on to the next. Identify help outside our area.
- Create sub or ad-hoc committees to address each goal.
- Calendar and deadlines for each subcommittee to report back.

- Standing agenda item for SSLT to report progress.
- Create goals that are Specific, Measurable, Attainable, Realistic, and Time Specific (SMART).
- Student Services Council will provide recommendations to College Council for the President's consideration.