

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #3**

*Wednesday, January 21, 2015*

**Present:** Vickie Donaldson, Jan Harris, Doug Haugen, Steve Reynolds, Charlie Roche, Bart Scott, Greg South, Scotty Thomason, Meghan Witherell, Stephanie Wroten

**Absent:** Sunny Greene, Jan Keen, Valerie Roberts

Item 1.        Approval of Minutes from Meeting 2 (1/7/15)

The minutes from the SSC meeting on January 7, 2015, were approved with the following changes:

- Item 2, fourth bullet—Greg added that eight high schools have been visited and dual credit/dual enrollment are being put into place for next fall.
- Item 7, first sentence should read, “10% of COS students are on academic probation, which is much higher than is typical at other schools.”
- Item 9, fifth bullet—should read, “According to Bart, below is the state-wide statistic for the number of grades issued to students (in order from most to least): A, B, C/F, D (state) and A, B, F, C/D (COS). This is not counting “w’s”.

Item 2.        Draft of Mission Statement

The mission statement from 2002 is a one-sentence statement. It needs to be updated and the Council decided to model it after the Instruction Council mission statement. The first draft reads:

“The Student Services Council develops and implements the goals and direction for the programs and services that advance recruitment, success and persistence of our students. The Council works to advance the career/technical, transfer, and basic skills mission of the College. Although the Council engages in broad based discussions of how this mission can be accomplished, it also:

- Ensures a cohesive and collaborative approach to implementation of COS’ student services
- Provides regular and effective communication regarding student services related activities, efforts, and initiatives
- Assists the Chief Student Services Officer on decisions impacting student services
- Membership will consist of CSSO, Director of Admissions, Director of Financial Aid, Director of Student Life, Director of DSPS/Counselor, Director of Research and Evaluation, Associate Dean of Student Success, and Coordinator of

Yreka Campus, with attendance and participation of 1-2 faculty members. “

Item 3. Recruitment/Retention Task Force Update

Items 3 and 4 were combined in this discussion. The RRTF met recently and discussed how COS looks when we are compared to other schools. For example, when discussing the cost to attend, COS uses 15 units, and other schools use 12 units.

- A text message will be sent via Ever Bridge to our current students reminding them to fill out the FAFSA form.
- Campus tours will take place this spring; Jan is arranging some of these.
- RRTF put up a recruitment table last week when the Giants trophy tour was here in the gym.
- Upward Bound is gearing up for high school SOAR sessions (April/May). COMPASS testing is available now. UB will visit county high schools.
- We still offer online SOAR sessions for students who live out of town. COS needs to streamline the orientation/application process however. We should model it after other successful models.
- Last year we issued 2,000 new student IDs. These new students should be contacted for follow-up. Meghan advised that many of these students are those students registered in the FIELD classes.
- There are a lot of steps for students to take between applying, registering and attending school. These should be written down.

Item 4. Recruitment

Combined with Item 3.

Item 5. Other

- If students intend to drop a class, they need to do so as early as possible. A “W” on their transcript is better than an “F” or “FW”, which are counted in the student’s GPA. Instructors need to drop students who are no shows at the beginning of the term. When instructors use “FW” they also need to indicate the last date of attendance. Currently, there is not a place in Banner to do this, but it is something that is on the “to do” list. “FW” is used for those students who failed the course because they attending class and did not drop. It is not a grade we have to use, since “F” and “FW” mean the same thing on a transcript.
- The next NOLS course begins on January 26. The class will be held in Life Science 1 and 12.