

College of the Siskiyous

**Campus-Wide Standing Committee
Self-Evaluation Form**

Committee Name	Student Services Council
Committee Charge (Summary)	<p>Provide overall leadership and guidance for student services areas in order to provide excellent support for recruitment, success, and persistence of our students.</p> <ul style="list-style-type: none"> • 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 • 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. • IEPI Input for District.

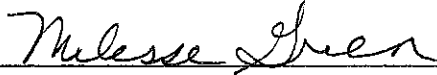
For Academic Year: 2015-16 (Year)	Date of Evaluation: 5/25/16 (Date)
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Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
NOV	11/4	10	1	1	<ul style="list-style-type: none"> • Equity Plan • 2016-17 Academic Calendar • 2014-15 SSC Self Evaluation • Area Updates
DEC	12/2	10	1	1	<ul style="list-style-type: none"> • Equity Plan • Siskiyou Promise/Siskiyou Experience • Area Updates
FEB	2/10	12	1	1	<ul style="list-style-type: none"> • Reserve Textbook Purchase Proposal • Equity Advisor Position • Area Updates
MAR	3/2	12	1	1	<ul style="list-style-type: none"> • Equity Update • Financial Literacy Project • Health Clinic Update • Proposed Food Pantry • Area Updates
APR	4/6	9	1	1	<ul style="list-style-type: none"> • Financial Literacy • Lodges Updates, including 2016-17 Food Service Proposals • Registration 360 • Area Updates
MAY	5/4	10	1	1	<ul style="list-style-type: none"> • Financial Literacy • Health Clinic/Food Pantry • Lodges/Food Service • 2015-16 Self Evaluation • High School Outreach – SOARS, Siskiyou Promise • Area Updates
Avg Attendance		10			

Major Accomplishments or Achievements in Past Year	1. Equity Plan drafted, re-drafted and submitted
	2. Focus of the year themed around student success (Siskiyou Promise, Equity, Financial Literacy, REG365)
	3. Revival of Student Services Staff meetings.
	4. Spring 2016 achieved goal of consistent outreach in local high schools
	5. Working with Instruction, Foundation to create and implement Siskiyou Promise on a very short timeline.
	6. Much improvement connecting with the local high schools.
	7. Student Services areas' quick and responsive planning for REG365 implementation
	8. Denis Hagarty's Active Shooter presentations to campus.
Major Obstacles or Problems with Committee	1. The revival of a VPSS position after an absence of 5 years reunited the group but getting the District to recognize their value took some time.
	2. New athletic program, soccer, created new challenges that may result in increased enrollment, notably housing.
	3. In the shift from Student Learning to Student Services there were not clear goals identified from the previous year.
	4. This committee currently functions to provide area updates rather than identifying and addressing areas of needed improvement.
Recommendations for Improving Process or Efficiency	1. SSC members could benefit from short trainings on the topics that are brought to them to help them work together. Continue to have area updates on the agendas with the addition of having a topic from one area highlighted each month (eg. multiple measures assessment, Lodging contracts, benefits of student clubs).
	2. Model the group's function more like Instruction Council.
	3. Encourage committee members to submit agenda items.
	4. Hold members accountable for following up on assignments for the following or future meeting.
	5. Have meeting minutes to Council within the week following each meeting.

Review of Goals from Previous Year & Related Institutional Goal	1. Facilitate the collection and use of data to improve services to and support of students. This was not fully implemented and will be one of the goals for 16-17. Related to: Institutional Goals: 1,2,& 3
	2. Ensure the offering of professional development opportunities. <ul style="list-style-type: none"> • A Poverty Awareness workshop was presented in March which was open to all staff. • Sunny Greene offered a workshop, "Growth vs. Fixed Mindset" • Counselor, Fred Fredette, helped present a training on De-Escalation Techniques to all student services staff. It was continued at a second meeting. Related to: Institutional Goals: 1,2,&3

Committee Goals (if appropriate) for Coming Year and list 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 areas within Student Services where improvement or change is needed for and/or efficiency of services to students. Related to: Institutional Goal 1
	3. Identify areas within Student Services where improvement or change is needed for increased access, retention and/or success of students. Related to : Institutional Goal 1 -
	4. Facilitate the collection and use of data to improve services to and support of students. Related to : Institutional Goals: 1,2,&3

Chair/Co-Chair Signature	X	
<i>Typed or Printed Name</i>		Melissa Green
Chair/Co-Chair Signature	X	
<i>Typed or Printed Name</i>		

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.

