

College of the Siskiyous

**Campus-Wide Standing Committee
Annual Report**

Committee Name	Student Services Council																		
Committee Members	<table border="0"> <tr> <td>Melissa Green, Chair</td> <td>Valerie Roberts</td> </tr> <tr> <td>Joshua Collins</td> <td>Charlie Roche</td> </tr> <tr> <td>Janice González</td> <td>Bart Scott</td> </tr> <tr> <td>Sunny Greene</td> <td>Todd Scott</td> </tr> <tr> <td>Denis Hagarty</td> <td>Scotty Thomason</td> </tr> <tr> <td>Jan Harris</td> <td>Regina Weston</td> </tr> <tr> <td>Doug Haugen</td> <td>Meghan Witherell</td> </tr> <tr> <td>Eric Houck</td> <td>Stephanie Wroten</td> </tr> <tr> <td>Michelle Knudsen</td> <td></td> </tr> </table>	Melissa Green, Chair	Valerie Roberts	Joshua Collins	Charlie Roche	Janice González	Bart Scott	Sunny Greene	Todd Scott	Denis Hagarty	Scotty Thomason	Jan Harris	Regina Weston	Doug Haugen	Meghan Witherell	Eric Houck	Stephanie Wroten	Michelle Knudsen	
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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 • IEPI Input for District. 																		

For Academic Year:	(Year)	Date of Annual Report:	(Date)
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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.
JULY	7/6/2016	8	Information not available.	Not available.	<ul style="list-style-type: none"> • Identifying Goals for 2016-17- The committee agreed • Review Student Services 2015-16 Self Evaluation • Area Updates
AUG	8/3/2016	7	8/2/17	12/8/2016	<ul style="list-style-type: none"> • Siskiyou Promise • Recruitment and Retention Plan • Noel Levitz Survey Results
SEPT	9/7/2016	7	Information not available.	4/26/2017	<ul style="list-style-type: none"> • Student Equity Plan Revisions • Institutional Planning and Evaluation (AP 3250) • Holds on Unofficial Transcripts (AP 5035) • Area Updates
OCT	10/5/2016	12	Information not available.	12/8/2017	<ul style="list-style-type: none"> • 2016-17 Review/Progress Student Services Council Goals • Holds on Unofficial Transcripts (AP 5035) Follow-up from September meeting • Contacting Local High Schools with Siskiyou Promise Outcomes (Actual Enrollments)
NOV	11/2/2016	10	Information not available.	6/19/2017	<ul style="list-style-type: none"> • Review of Student Services 2015-16 Program Reviews and Resources Requests • Student Equity Plan Revision – need

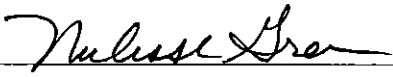
					<ul style="list-style-type: none"> subcommittee AP's 5520, 5013, 5015, and 5030 revisions per League recommendations AP 5035 Follow-up (Unofficial Transcriptions) Meghan and Val to report
DEC	12/7/2016	10	12/7/16	6/19/2017	<ul style="list-style-type: none"> 2016-17 Program Review, Resource Requests
JAN	1/11/2017	11	1/6/17	6/19/2017	<ul style="list-style-type: none"> 2017-18 Resource Requests – Ranked and submitted
FEB					No meeting held.
MAR	3/1/2017	12	3/1/17	6/19/2017	<ul style="list-style-type: none"> Strategic Enrollment Management Plan F to W Efforts Reg 365 debrief
MAR	3/15/2017	12	3/13/17	6/19/2017	<ul style="list-style-type: none"> Campus-Wide Standing Committee Self-Evaluation 16-17 Student Services Council Meetings from once per month to twice per month. Transfer Center Plan approved
APR	4/5/2017	10	4/4/17	6/19/2017	<ul style="list-style-type: none"> Campus-Wide Standing Committee Self-Evaluation 16-17, Due April 20th. Area Updates
APR	4/19/2017				Canceled due to conflict with Executive Cabinet.
MAY	5/3/2017	13	5/2/17		<ul style="list-style-type: none"> Health Clinic Update AP 3440 (Service Animals) AP 3500 (Campus Safety) AP 5111 (Counseling) - Revision
MAY	5/17/2017	9	5/16/17		<ul style="list-style-type: none"> Update on the Facilities Master Plan Update on the 2017-18 Budget
Avg Attendance		11			

Major Accomplishments or Achievements in Past Year	1. Identified goals for the year.
	2. Guided and improved the Siskiyou Promise process for students.
	3. Prioritized resource requests from Program Reviews for Student Services areas.
	4. Student Services Leadership Team meetings continued as a work group of Student Services Council.
	5. Monthly All Student Services Staff meetings took place to support continued training of the staff that support student services council departments.
Major Obstacles or Problems with Committee	1. A need for direction of objectives/goals early on.
	2. An obstacle for all shared governance committees are that it is possible that the information used for decisions may not be flowing in and out of the committees to the constituent groups. The consequence to the district is that it could hamper the ability of staff and administrators to make informed decisions within the shared governance process.
	3. There is still a need for more data to have a more accurate gauge on if we are “moving the needle” in the right direction. Whether it is concerning enrollment management, or other student services related functions, more data needs to be available to measure the effectiveness of services to students that have been implemented.

Recommendations for Improving Process or Efficiency	1. Address a topic for each meeting and come up with ideas, strategies, and data upfront.
	2. Prioritize them and work on the first goal until we achieve something and then move on to the next. Identify help outside our area.
	3. Create sub or ad-hoc committees to address each goal.
	4. Calendar and deadlines for each subcommittee to report back.

Committee's Goals and Institutional Goals and were expectations met.	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, etc. in the next semester courses without the placement of a hold after the initial enrollment.
	2. Identify areas within Student Services where improvement or change is needed for efficiency of services to students.
	3. Identify areas within Student Services where improvement or change is needed for increased access, retention, and success of students.
	4. Facilitate the collection and use of data to improve services to and support of students.

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 any areas 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 any 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 Signature X 

Melissa Green

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

College of the Siskiyous promotes learning and provides academic excellence for today's global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.