

## College of the Siskiyous

### Campus-Wide Standing Committee Annual Report and Evaluation

<b>Committee Name</b>		<b>Student Services Committee (SSC)</b>			
<b>Committee Members</b>		Melissa Green, Chair Josh Collins, CSEA Janice Gonzalez, Recorder/CSEA Jan Harris, ASM Dr. Doug Haugen, ASM Michelle Knudsen, Faculty Shirley Louie, Faculty		Valerie Roberts, Dean/Student Services Nathan Rexford, Institutional Research Regina Weston, CSEA Meghan Witherell, ASM Stephanie Wroten, ASM Dr. Zachary Zweigle, Dean/Instruction	
<b>Committee Charge (Summary)</b>		<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"> <li>• Ensure a cohesive and collaborative approach to implementation of COS' student services.</li> <li>• Provide regular and effective communication regarding student service related activities, efforts, and initiatives.</li> <li>• Assist the Chief Student Services Officer on decisions impacting student services.</li> <li>• IEPI Input for District.</li> </ul>			
<b>For Academic Year:</b>		<b>2018-2019</b>		<b>Date of Annual Report:</b>	
				<b>May 29, 2019</b>	
<b>Month</b>	<b>Mtg Date</b>	<b># Members Present</b>	<b>Date Agenda Sent</b>	<b>Date Minutes Posted</b>	<b>Please list the tasks that the Committee will be working on as a result of the meeting.</b>
Aug	8/30/18	12	8/28/18	10/26/18	-Report on Noel Levitz Survey -Information on BP/AP Review of 5000s for 18/19 -AP for Academic Research at COS presented and voted via e-mail to move forward to College Council
Sept	9/13/18	9	9/18/18	10/26/18	-Review SSC 18-19 Goals and Charge and made recommendations to improve the charge
	9/27/18	9	9/25/18	10/26/18	-SSC 2018-19 Charge & Goals no further revisions -Student Success Plan (should we have one?) -Requested from College Council that SSC research the legality of posting birth dates and identifying sex offenders on course rosters
Oct	10/25/18	10	10/23/18	10/26/18	-Report out on Birthdates on Rosters- will work with I.T. to have an asterisk next to the names of minors -Report out on Sex Offenders and Rosters- would be considered to be discriminatory. -Student Equity & Achievement (SEA) Plan due 6/30/19 -Review of Enrollment Management Plan and whether it is necessary to have a Student Success Plan—will review after SEA Plan requirements are outlined. -Approved BP/APs 5220, 5300, 5400, 5410, 5420 -Second review required for AP 5610
Nov	11/08/18	-	11/6/18	N/A	Canceled

Dec	12/06/18	-	12/5/18	N/A	No quorum.
Feb	2/07/19	10	2/1/19 2/6/19 - updates	Not posted yet.	-Review Progress Check on Goals -Student Equity & Achievement Plan Committee formation -Enrollment Management Plan Report -Siskiyou Promise Report- Website & Application updated -All AP/BPs on agenda were tabled for next meeting.
	2/21/19	10	2/21/19 2/7/19- attachments	Not posted yet.	-BP/APs reviewed all tabled agenda items 5110 Advising & Counseling AP needs 2 <sup>nd</sup> review 5120 Transfer Center- Approved 5130 Financial Aid- Approved with Amendments 5111 Unit Enrollment Limitations- Approved 5040 Student Records...Privacy- needs 2 <sup>nd</sup> review
Mar	3/21/19	11	3/20/19 3/21/19- attachments	Not posted yet.	-CQUIPS presentations upcoming -Guided Pathways Updates -BP/APs Reviewed: 3520 Local Law Enforcement- tabled 3900 Speech... – Tabled 5110 Advising & Counseling- approved
April	4/04/19	11	4/3/19	Not posted yet.	-BP/APs Reviewed: 3520 Local Law Enforcement- 3900 Speech... 2 <sup>nd</sup> Review COS Slogan CQUIPS & Program Reviews Institutional Master Plan Cost Containment ideas Guided Pathways update
	4/18/19	10	4/12/19 4/16- ammended	Not posted yet.	AP/BP 5015 Residency Determination needs second review all other items tabled
	4/22/19	12	4/19/19	Not posted yet.	Special Meeting to review SEA Plan & Approve
May	5/02/19	12	4/30/19	Not posted yet.	AP/BP 3900 Free Speech AP 5040 Student Records (2 <sup>nd</sup> Review) BP 5040 Student Records SEA—position funding priorities report Pell Grant Award Numbers (Jan) Guided Pathways Update Enrollment Management Update
	5/16/19	11	5/16/19	Not posted yet.	BP 4030-tabled Goals for next year & and report
<b>Avg Attendance</b>		9			
<b>Major Accomplishments or Achievements in Past Year</b>			Completed goal to address Student Services APs/BPs		
			Supported Enrollment Management Plan and Student Equity and Achievement (SEA) plan by reviewing drafts and providing feedback.		
<b>Major Obstacles or Problems with Committee</b>			Agenda not received in a timely manner		
			Too many AP's and BP's to review in a short time		

<b>Recommendations for Improving Process or Efficiency</b>	Send out agenda and attachments 2 – 3 days prior to meeting
	Standing agenda items to include AP/BP, prioritize and limit number,
	Standing agenda item – “Future Agenda Items”
	Do minutes as quickly as possible. Have available prior to next meeting.

Committee’s Goals and Institutional Goals and were expectations met.	Met goal to support Enrollment Management Plan
	Reviewed AP’s and BP’s as needed
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	Support a comprehensive Enrollment Management Plan.
	Facilitate the collection and use of data to identify an(y) area(s) within Student Services where improvement or change is needed in order to improve efficiency and quality of services, increase access, retention and/or success of our students.
	Review Board Policies and Administrative Policies, pertaining to Student Services, through the lens of increasing access and equity for our students.
<b>Chair Signature</b>	X signature on file
<i>Melissa Green, Vice President Student Services</i>	

<b>College of the Siskiyou Institutional Goals</b>
<b>Goal #1:</b> Promote and support educational goal completion for all students.
<b>Goal #2:</b> Sustain institutional health and vitality to meet the needs of the community.
<b>Goal #3:</b> Evaluate institutional effectiveness for continuous improvement.

<b>College of the Siskiyou Mission</b>
<i>College of the Siskiyou 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.</i>