

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #2**  
*Wednesday, January 7, 2015*

**Present:** Jan Harris, Doug Haugen, Steve Reynolds, Valerie Roberts, Bart Scott, Greg South, Scotty Thomason, Meghan Witherell, Stephanie Wroten, Nancy Funk, Jan Keen.

**Absent:** Vickie Donaldson, Sunny Greene

Item 1.        Approval of Minutes from 12/10/14 Meeting

Scotty requested a change in wording to Item 2, second bullet, “We need to grow...and need 40 FTES more to fully restore our FTES.” Greg requested a change in wording to Item 3, in the section beginning “Greg South”. Change to “Greg South, Scotty Thomason and Team”. In the second sentence of that same section, replace “We would like” with “The goal is to”, “us” with COS, and add an “s” to year. In the sentence beginning Nancy Shepard, change her name to “The VPAA Office”.

Minutes were approved (Witherell/Reynolds).

Item 2.        Administrative Updates

Greg reported:

- Low enrolled courses have been identified and he will be meeting with the Deans today and tomorrow to decide on which to keep and which to cancel. A decision will not be made before there is the opportunity for the Deans to dialogue with the instructors whose classes are affected, ideally before Friday. They will be using the newly implemented minimum course enrollment process.
- It appears that the effort to design the spring schedule to aid in student success is working.
- Planning Day on Friday will include afternoon sessions for an assigned group to discuss strategies in planning our next schedule. The entire schedule will be emailed sometime today.
- The Administrators are working to develop MOUs with the local high schools. The one with Modoc HS was just completed and the first COS class will be videoconferenced to their site beginning next week. Greg has also been conferring with Ray Keller at Dunsmuir HS. They are discussing how COS can offer college courses there in hopes that students will stay there instead of moving to charter schools. Eight high schools have been visited and dual credit/dual enrollment MOUs are being put into place for next fall.

- Item 3. Area Updates  
No discussion
- Item 4. Draft of Mission Statement  
This item will be moved to next meeting's agenda.
- Item 5. Mission/Purpose of Recruitment/Retention Task Force  
The Task Force is seeking clarification on what they are charged to accomplish. Scotty said he will bring his input to the January 22<sup>nd</sup> meeting.
- Item 6. Student Equity Plan  
Student Equity Plans cover 3-5 years with a yearly update. The Chancellor's Office has increased the yearly allocation by \$200,000 to supplement 1) orientation; 2) assessment; 3) education plans; and 4) academic at-risk to benefit special student populations. The next Student Equity Plan is due later this month. Val and her crew are working hard to put the finishing touches on it. She will be contacting people to attend a couple of meetings this month for their input.
- Item 7. Course Withdrawal  
10% of COS students are on academic probation, which is much higher than is typical at other schools. This is a number that has held steady since 2008. Bart has collected interesting data regarding the withdrawal rates at COS that can be used to look for ways that they can be improved.
- Only 10% of all COS grades are "W"s. This is 3% less than the State average.
  - 12.5 % of all grades earned by our students are F's. This is 3% higher than the State's average. It is proven that dropping is preferable to receiving a failing grade. By engaging and informing instructors and students, it is hoped that we can increase the number of W's and decrease the number of F's. This committee will be discussing strategies to make it happen.
- Some ideas:
- Create templates for emails
  - Have instructors send emails to students who are failing before the last day to drop so they will receive a "W" instead of a grade.
  - Encourage full-time faculty to look at the benefits of tracking attendance so they will know when a student stopped attending.

- Require all adjunct instructors to attend adjunct orientation to receive training.
- Get the information to students so they can make and informed decision.

Further brainstorming will take place at the next meeting.

Item 8. Recruitment

Did not get to this item.

Item 9. Other

- Mike Graves is working to find a faculty member for this Council.
- Doug Haugen will find a student member for this Council.
- The State is to release their budget this Friday and could be as early as tomorrow.
- Next COS Board of Trustees meeting is next Tuesday.
- 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".