

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #7**  
*Wednesday March 18, 2015*

**Present:** Vickie Donaldson, Sunny Greene, Jan Harris, Jan Keen, Steve Reynolds, Valerie Roberts, Charlie Roche, Bart Scott, Scotty Thomason, Meghan Witherell, Stephanie Wroten

**Absent:** Doug Haugen, Greg South

Item 1.        Approval of Minutes from Meeting 6

A motion was made to approve the minutes from meeting #6 (Keen/Witherell). No discussion. All in favor.

Item 2.        Administrative Procedure No. 3260 – Enrollment Management Plan Feedback

This is a second look at AP 3260. The procedure was modeled after Imperial Community College's procedure. Instruction Council and Student Services Council have both reviewed and discussed the document. Val looked at what an enrollment plan should include and found there are many elements to a good plan. The Enrollment Management Plan is something we want to have in place for accreditation. We will keep refining the procedure. Send any additional comments to Vickie.

Item 3.        Dropping Classes with an F or W

A campaign is currently underway to educate our students about the benefits of dropping a class with a "W" versus an "F". Currently, students may drop courses online, however, they cannot drop all of their classes and they cannot drop a class if they owe money. This means any student who lives in the Lodges and who is on a payment plan cannot drop classes online. This can be changed by turning off a "switch" in Banner, but there is a concern that students will drop all of their classes and leave without paying. It was suggested that we flip the switch in Banner after the last day to drop without a grade (April 17). Students can always drop classes by filling out paperwork and dropping it off in Enrollment Services, or e-mailing, faxing, or mailing the paperwork to Enrollment Services.

- The FW grade has been an issue because the instructor also needs to include a date, and most instructors do not do this step.
- More instructors have been completing instructor drops this year, so students will receive a "W".
- Student seminars are being held to let our students know about the W vs. F.
- Athletes have to be enrolled in 12 units per semester, so this affects them differently.

- Item 3.        Dropping Classes with an F or W (continued)
- Sunny suggested giving faculty a one-page handout that covers what is presented to students at the seminars.
  - Include the last day to drop a class without a grade on first day handouts.
  - Some instructors won't want to drop students because their class is at 20 and they don't want to fall below that and receive less pay.
  - Post flyers in each classroom.
  - Sunny, Jan, Charlie will make these things happen.
  - Student should go to a counselor or advisor for specific information.
  - This information will be shared with Senate Executive Committee.
- Item 4.        Student Ambassador Program  
Scotty would like to get this program going. Our student ambassadors will be students who work for the District and will visit high schools, attend orientations, give campus tours and be student leaders for other events. We will need a point person (possibly Doug, Les or Blaine). SSSP funds can help by purchasing shirts. COS already informally uses student leaders for events and tours. GUID 1010 is our student leadership class and will be coming out of archives. We will move forward with this idea.
- Item 5.        Update on Equivalency Procedures  
The equivalency procedure has been revised. It will move forward to College Council and then to the Board.
- Item 6.        Employee Searches  
We are currently advertising for a Director of Nursing and a Fire Technology instructor. We may open a counselor position and possibly a Basic Skills/English, Math, or Kinesiology instructor position. Also currently advertising for the Executive Assistant to the President, and Instructional Support Specialist II in the Library. We also need other classified positions and the District is looking at this now to see what is feasible. A classification study is currently underway for the classified staff. We need more FTES so the Vanguard group will now be a class rather than a facility rental.
- Item 7.        Student Health Fee Change  
There are some proposed changes to the student health fee. Full-time students currently pay \$15/semester and it is proposed to increase to \$19/semester. Part-time students currently pay

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Item 7.        Student Health Fee Change (continued)  
\$12/semester and the proposal is for \$16/semester. Also summer session would be \$16. BOG students will now be charged the health fee. The health fee covers the cost of personal counseling, student insurance, and health clinics.

Item 8.        Other  
No other items were discussed.

The meeting adjourned at 11:01 a.m.