

G R O S S M O N T
C O L L E G E



Student Services Council
Monday, May 7th, 2018
1:30 pm – 3:30 pm
54-500

MINUTES

Attending: Thomas Armstrong, Susan Berry, Patrice Braswell, James Canady, Martha Clavelle, Gabrielle Gosselin, Karolia Macias, Sarah Moore, Renee Nasori, Natalie Ray, Juan Reyna, Matthew Ring, Heriberto Vasquez, Courtney Williams

Not Attending: Asma AbuShadi, Denise Maria Aceves, Jason Allen, Caroline Althaus, Wayne Branker, Mario Chacon, Michael Copenhaver, Marsha Gable, Barbara Gallego, Daniel Hernandez, Tate Hurvitz, Pearl Lopez, Lida Rafia, Luma Shamon, Sara Varghese, Dianne Woodson

Recorder: Graylin Clavell

The meeting began at 1:38pm.

1. Hot Topic Agenda Items

- a. Revised Grossmont College Mission Statement (Martha Clavelle) (TABLED due to current revisions)**
- b. Program Review Training (Natalie Ray):** Natalie reminded the council that there will be a program review writing workshop conducted by Joan Ahrens tomorrow morning in Career Services at 9am. Coffee and bagels will be provided!
- c. Proposed May Retreat (Aaron Starck):** Aaron would like to add to the agenda of the SS Dean's Retreat on Friday, May 11th to add a mini-team that includes all fixed departments (A&R, Financial Aid, Counseling, Student Affairs, etc.) of Student Services to counsel them a select number of freshman who come to campus to walk them through the system. This group would meet, monitor, do interventions, and mid-semester checks with these select students as a pilot idea. In an effort to break the silos and work collectively from a Student Services standpoint and to fit in with the pathways ideal. With the 50% loss rate from 1st time freshman in the fall the college as a whole has not had the ability to research this issue, and by trying this pilot program out may be a way of doing so. This pilot program would give us a small, but useful sample size of data to assist in research to reduce that 50% loss rate as well as better assist our freshman. Gabrielle Gosselin feels that is a great way to gather data especially moving towards a performance based

perspective. Aaron would like the council and SS Deans to think about this idea and discuss it later. Juan Reyna mentioned a Student Success Score Card to assist in gathering data and works as a tracking system. Aaron pointed out that there is a module in Colleague to track student involvement, but instead of waiting for that to actually come to fruition use this particular time to review how Student Services thinks as a whole and be more proactive in ways that we have not in the past.

Martha Clavelle asked the question of asking for that module to Self-Service to which Aaron responded no. While Aaron feels one can definitely ask, his opinion is that due to all that is going on with Self-Service right now including registration.

- d. **Self-Service (Aaron Starck):** The current goal is to have by June 4th registration component should be ready and functional. The educational planning component will not be ready by that date. IT is currently working on all the number of ways students can search for classes and all of the details that go along with that. Friday, May 11th there will be a test run with a group of students and get their feedback. The goal to begin developing training materials is hopefully by next week or the week after. IT is currently doing load testing. The earliest one can test and play around in Self-Service will not be for another two weeks.

As for logging on to Self-Service students will login to Web Advisor and be presented with a link taking the students to Self-Service.

As for some technical information, Aaron also mentioned the following:

- Add codes will be done through WebAdvisor, not Self-Service
- Waitlists will be working off Self-Service. This means that in WebAdvisor, it still allow a student to sign up for a class even if he/she did not meet the prerequisites. Self-Service checks this information to make sure the students meet these requirements.

- e. **Undecided Students (Aaron Starck):** Aaron asked the council to re-examine the decision to remove Undecided from the application. Aaron would like to re-add Undecided to the application with the caveat that there will be the understanding of those students that choose Undecided on their application will be required to meet additional stipulations by a given time or else face having a hold placed on your account. Aaron is asking that this issue be re-addressed and have further discussions with all parties involved. Majority of the SSC agreed that the issue of Undecided being added back to the application needs to be re-addressed.

Graylin Clavell asked if there was a way to collect pre-application data to help better assist incoming students to which Aaron suggested utilizing other features of the application better. He mentioned that there is a supplemental questionnaire on the application to possibly do this.

Aaron will work with Graylin to send a preliminary meeting invite to discuss re-adding Undecided back to the application.

- f. **ECEA Junior/Senior Visit May 24th (Heriberto Vasquez):** 500 high school juniors and seniors will be coming to campus and utilizing the gym for this event. This event will involve student tours, success fair, and other student activities. For those participating/volunteering in the event there will be a raffle with prizes. Please find the link below to sign-up to volunteer:
<https://docs.google.com/forms/d/e/1FAIpQLSeXalAt28Pfr3LgNMFNlni36j6gLTJ-Wdb6iwF6HVX9B33Mag/viewform>
- g. **College Night at El Capitan on May 29th (Heriberto Vasquez):** This is an ECEA driven event, which will be from 5:45pm-8:30pm at El Capitan High School. Heriberto is in need of volunteers for this event as well.
- h. **June 2nd Super Saturday & Building 10 (Courtney Williams):** Courtney asked if the council could decide if building 10 can be open for the June 2nd Super Saturday event that is also in conjunction with the Athletics Orientation. All departments in building 10 would need to be involved and present. This will be the last Saturday before Grossmont will be shut down for the summer. After further discussion, it was decided that there would need to be a conversation with Dr. Gable.
- i. **Possible marketing/communication issue to add to SS Dean's agenda (Promise Pledge):** District sent out a flyer for free school. The student still has to apply for FASFA or California Dream Act Application, go through the steps of SSSP, and apply to Grossmont along with be full-time enrolled. It needs to be determined if it is a local incentive or statewide. Deadlines and regulations on this program have yet to be set, but the flyer went out to the community. One specific issue is the deadline for drop for non-payment does not mesh well if the program allows students to turn their paperwork in by the end of the semester. A&R needs to receive the form before the drop for non-payment deadline.
- j. **Family Orientation May 14th 6pm-8pm/Griffin Gate (Karolia Macias):** Only 8 students have rsvp'd so far.

2. Standing Agenda Items

- a. Hire Updates/Personnel Changes:
 - Athletics:** Donovan Marthis is retiring after 32 years and will be filling his position next month;
 - A.R.C:** Patrice Braswell mentioned that the A.R.C. Department is working on hiring a new Test Proctor with hopes of the new person starting July 1st;
 - Counseling/Articulation:** Dee Aceves has accepted the Articulation Officer position; Counseling is moving forward on another strategic hire for a counselor as well as filling the General Counseling Classified Supervisor position; Martha

Clavelle's Admin Assistant position for Dean Clavelle will be wrapped up soon; James Canady announced that the Student Services Specialist position was filled by Indira Saldana.

b. Travel Updates:

- **Workcon Conference (May2-4, Hilton San Diego Resort):** Martha Clavelle & Renee Nasori attended a Workcon Conference last week (May 2-4 at Hilton San Diego Resort), that touched on partnerships including those with Student Services and Instruction in ways that have not been addressed before. This partnership will require that Counseling take the lead in assisting the campus and students in understanding their pathway. The CEO of Workforce spoke at the conference.
- **Transfer Services:** Sarah Moore announced that she and a few other counselors will be attending the ETS (Ensuring Transfer Success) Conference this week.

c. Upcoming Events:

- **Outreach:** Heriberto announced the first-ever Mexican Consulate hosted Bi-National Education Week event later this week in downtown San Diego. Outreach will be tabling the event from 9am-12pm;
- **Career Services:** Renee Nasori announced the following meetings and events:
 - o a Career Expo planning meeting for this Wednesday, May 9th, from 12pm-1pm in the Career Center to discuss the Annual Career Expo which will take place on October 10th;
 - o A BOT Employer Mixer event on Thursday, May 17 in the evening;
 - o Summer Student Employment event on May 23rd in Griffin Gate to support students currently looking for summer employment;
 - o An Employer Appreciation Dinner on May 31st and expecting close to a 100 employers attending this event along with the Chancellor and President of Grossmont College. The event will also highlight students that have completed 12 or more Job Readiness Training Academy workshops.
 - o An Adult Re-entry Open House event on August 2nd;
- **Student of Note Ceremony (May 18th/Lower Level Health Sciences Lobby/5pm-8pm):** Patrice Braswell reminded the council of the Student of Note Ceremony is next week;
- **Athletics Department:** State Championship in Badminton is this weekend (May 11-12) at San Diego City College;
- **SSSP:** High School Success Fair (May 24th/11:45am-12:45pm/Main Quad)
- **Title V:** Latinx Graduation (May 24th/5pm-8pm/Main Quad)

3. Department Updates

The meeting ended at 3:09pm.

Next meeting:

Monday, May 21st

Grossmont College

Distance Learning Room 70-066

1:30 pm -3:30 pm