


Crafton Hills College Student Services Council				Date: May 01, 2023 Time: 10:00am-12:00pm Location: Remote	
Minutes					
Rebecca Abeyta-P Larry Aycock -P Trinette Barrie -P Willie Blackmon-P		James Grabow-P LaTasha Hagler-P Veronica Lehman-P Mariana Macamay -A Marty Milligan-P Ericka Paddock-P		Ivan Peña-P Steve Rush-P Hannah Sandy-P Erika Sherman-A Delmy Spencer-P Lili Medina Note taker	
Guests: Gio Sosa					
TOPIC		DISCUSSION		FUTURE ACTION	
Approval of 04-17-23 Minutes Delmy		-Members approved minutes from previous meeting 04-17-23.			
Active Shooter Walk Through Delmy		<p>-Safety committee has requested to do an active shooter walk through to make sure we have training to be prepared. There is two dates available April 28, 2023, or May 3, 2023. Delmy knows that both dates may not work for our departments. She was thinking of picking Friday, May 19, 2023, would work better. All departments said yes May 19th worked well for them. Veterans will work to find another date because May 19th will not work.</p> <p>-Gio wants to be added along with the Research Department as well for the May 19th training.</p> <p>-Delmy and Lily will work with Tina to cancel Tesha and Marty for May 3rd. Everyone will be on May 19th except Veterans, will work with Luke to plan a date.</p> <p>-Please work with your departments to let them know this is for training purposes only, nothing has happened on campus to bring this training into planning.</p>			
California Reconnect Institutional Discovery Delmy		<p>As part of California Reconnect, we are gearing up to begin outreach to former students on May 29th and still have a lot to learn about your institution before that launch date.</p> <p>We'd like to get the Discovery Process underway, which involves identifying and documenting key support services and contacts that may be helpful to your former students as we work with them to re-enroll and complete their academic credentials. Completing this document no later than May 10th will put us in a great position for our launch.</p> <p>-Working with GIA to work with students who have dropped out of Crafton, and we are trying to reengage them to reenroll. They have sent a document that is attached above for each department to complete.</p> <p>-Everyone will be invited to a Discovery Discussion Session where our partner will ask us questions to better connect our students to Crafton. Everyone from the SS Council will be invited to attend.</p> <p>-Larry please look at the General Discovery Questions tab to answer some of the questions posted there about reenrolling.</p>			

	<p>-Do not worry about the Student Resource and Crisis Situation tabs, Delmy will work with Ivan, Willie, and Counseling on these sections.</p>	
<p>Enrollment Funnel Feedback Gio</p>	<p>-Luke Bixler joined the meeting last time and he shared a District dashboard plan with the enrollment data samples.</p> <p>-Gio will follow up with Luke to see if they have access to all individual records that can be used to easily generate an entire list based upon the different stages that are denoted in the funnel dashboard.</p> <p>-Gio suggested to work in a group to look at the dashboard together to make list of interventions.</p> <p>-Larry suggested expanding the funnel more for A&R to specifically look at spam/fraudulent applications.</p> <p>-Delmy would like to know when we would have access to this dashboard. Would it be available by the summer semester?</p>	
<p>Streamlining Project Gio</p>	<p>-Gio would like members to work on CHC Streamlining Project Planning Document to analyze the data, reflect on it, and offer tentative plans to how we intend to use the data.</p> <p>-Use the state document for reference with the Planning Document to answer the questions.</p> <p>-Delmy suggested looking at the data from last year to this year since this is the 3rd year, we have collected data.</p> <p>-Members joined breakout rooms to discuss and work on the planning document.</p>	
<p>Enrollment Website Updates Delmy</p>	<p>-Delmy shared the updated website with 3 steps to enrolling as a student in CHC. Many updates still need to be made to the website, but Delmy would like the members' feedback to continue to work with Kristi.</p> <p>-Larry suggested removing "Print your registration statement from WebAdvisor"</p> <p>-Ericka and Delmy will work together to add Basic Needs under "Learn More About Our Free Student Support Services."</p> <p>-For all the programs for EOPS, there is one application now. Friday April 28th, they received 15 applications from students who attended Senior Preview Day.</p> <p>-Delmy suggested that version 2.0, she sees that in the future one application will include all EOPS, Basic Needs, SAS, and Veterans.</p> <p>-Larry suggested: 1. The links should open in a new tab 2. The information below "Welcome Roadrunner Family" above the fold, the info below may not be seen. The page is too long, and many won't scroll to the bottom to read. 3. What is "Become a Roadrunner" for? Willie said it is a student interest form that will send prospective students a standard email about CHC. Larry suggested to clarify it more by adding "Have More Questions?" Something to clarify what this piece is, Veronica said maybe adding "Still Not Sure?" Willie will talk with Michelle to get feedback on where to place it instead of at the bottom of the page.</p>	

	<p>-Larry said the application at CCC should also become a new tab</p> <p>-For categorical programs that have additional steps, please make sure we add to the website those additional steps on your department's web page.</p> <p>-Veronica suggested that instead of having a link to WebAdvisor under Financial Aid, it would be better to have it linked directly to Self Service.</p> <p>-Larry commented that the emails that come from CCC Apply, work with Delmy and Kristi to update that email as well. We should look at What's Next as well to have that updated. Larry said he will schedule a meeting with each department to go over their department's next steps sample letters that go out. (Lily will schedule these meetings for Larry)</p>	
Department Updates	<ul style="list-style-type: none"> • A & R- • Career Center-Have completed all major activities for Spring. The Etiquette Lunch event was a great success. • Counseling- • SAS-Transition to College Night will be this Thursday May 4, 2023. • EOPS/CARE, CalWORKs, DREAMERS, NEXT-UP-Next Friday May 12, 2023, will be the EOPS graduation event. • Financial Aid and Scholarships-Federal Work Study will be sent out this week to all students for the 23-24 school year. Students who are already in the Work Study program, who are not taking classes this summer, can work up to 40 hours a week during the summer, but if they enrolled in classes during the summer, they could work 15 hours a week. • Health & Wellness-If students come to your office with an injury that happened at school, please send them immediately to the Health & Wellness center to report to the insurance in a timely manner. Delmy asked Hannah to work on an email that we can send to faculty each semester to remind them about this. • Outreach and Educational Partnership -Saw 379 students who attended Senior Day on April 28, 2023. Over 139 applications were submitted for enrollment. This week May 1-4, 2023 will be holding "Float into Fall" workshops to assist registration for Fall. • Student Life and Basic Needs - • University Transfer Center - • Veterans Resource Center- May 16, 2023, at 2:00 pm will be honoring students at the Coin Challenge Ceremony. DJ will be hosting, and Jose's Mexican Food will be catering. 	
Other	<p>Streamlining Project</p> <p>Admin & Student Services Outcomes</p>	
Adjournment	11:58 am	
Important Dates:		

Mission Statement: The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision: To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Values:

- **Respect:** To champion active listening and open dialogue within our community.
- **Integrity:** To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- **Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- **Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- **Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Student Support (Re)defined

Directed: helping students clarify their aspirations, develop an educational focus they perceive as meaningful and develop a plan that moves them from enrollment to achievement of their goals

Focused: fostering students’ motivation and helping them develop the skills needed to achieve their goals

Nurtured: conveying a sense of caring where students’ success is important and expected

Engaged: actively involving students in meaningful and authentic educational experiences and activities inside and outside the classroom

Connected: creating connections between students and the institution and cultivating relationships that underscore how students’ involvement with the college community can contribute to their academic and personal success

Valued: providing students providing students with opportunities to contribute to and enrich the college culture and community

Student Services Council

Charge: The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. Relying on quantitative and qualitative evidence and the results of student learning assessments, the council discusses activities, problems and resolutions involving these departments, budget items and facilities, and all related accreditation standards. The Student Services Council meets monthly (first Monday of the month).

Membership: Vice President, Student Services (chair); Dean, Counseling; Dean, Student Services; Director, Financial Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator, Disabled Student Programs and Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff; Student Senate representative.

Term: One year (for appointees)

Student Services Strategic Directions

- Integrated and Mandatory Key Intake Programs, Placement in appropriate Programs of Study, Careful Monitoring of Student Success, and Creation of Student Success Pathways
- Promoting Equity, Access, and Inclusion, Valuing Diversity, and Supporting Student Connection
- Promotion of Deep Learning through Experiences and Courses
- Inclusion, Development, and Empowerment of Staff
- Continuous Quality Improvement and Effective Resource Utilization