

Crafton Hills College  
 Student Services  
 Council Minutes

August 24, 2009

Members:

	A	P
Joe Cabrales		x
Rejoice Chavira		x
Kirsten Colvey		x
Judy Giacona		x
Marty Licerio		x
John Muskavitch		x
Ericka Paddock		x
Rebecca Warren-Marlatt		x
Larry Aycock		x
Moises Valencia	x	

TOPIC	DISCUSSION	FURTHER ACTION
Meeting Plan, Discussion <ul style="list-style-type: none"> <li>• Student Services Cabinet-Weekly</li> <li>• Student Services Council-weekly?</li> <li>• Student Services Division-Monthly (reports, Deans, Senates, SS Classified Council, others?) Special Topics, e.g. cross-training, SLO's, Crisis Intervention, Program Review)</li> </ul>	Student Services Cabinet Meeting will be held weekly with Deans Joe Cabrales & Kirsten Colvey.  Meeting schedule to remain the same-every Monday except for the last Monday of the month.  Student Services Division monthly meetings to be scheduled for the last Friday of the month.	All meetings to be set up through Outlook calendars.  Larry Aycock added to the committee.  Laura to send out the minutes of meeting electronically to council members.
VP Report, President's Cabinet <ul style="list-style-type: none"> <li>• Budget Update</li> <li>• Building Update</li> </ul>	No new updates from the President's Cabinet at this time.  The federal funds to back fill the categorical is considerable less.  Gloria Harrison received no word regarding bid proposals. Going out for bids-the process delayed due to the bid process.  Marty has concerns regarding access for the tram, he emailed Mike Strong. Mike stated to	Rebecca to speak to Charlie Ng regarding Student Services/DSPS ADA Representation.  Rebecca to speak to Charlie Ng regarding the ramp for the tram.

	<p>Marty that there is a problem with the cost of the ramp. Kirsten would like one meeting devoted to training the tram drivers.</p>	
<p>Program Review, Training, documentation Timeline Forms Due Date</p> <ul style="list-style-type: none"> <li>• Financial Aid</li> <li>• EOPS</li> <li>• Student Life</li> <li>• Admissions and Records</li> <li>• Assessment</li> <li>• DSPS</li> </ul>	<p>Plans due to the Deans Cabrales and Colvey on September 9, 2009.</p> <p>Tracking – there should be training; no training has been given.</p> <p>There is a Planning Template on the web under faculty.</p>	<p>Rebecca will be shadowing Cheryl Marshall with the Chemistry Dept.</p> <p>Laura will make appointments with departments for training.</p> <p>Rejoice will give Laura dates for Troy to attend training.</p>
<p>Planning</p> <ul style="list-style-type: none"> <li>• Health and Wellness</li> <li>• Transfer Center</li> <li>• Career Center</li> <li>• Student Success</li> <li>• Counseling</li> <li>• Veteran’s Affairs</li> </ul>	<p>Date should include three (3) years, if available.</p> <p>Rebecca sent an email to James; SBVC Research Department has an online form request for data. When using this form be sure to ask specific questions: Ex: “I need the # of students receiving Pell.” Requests should be submitted now.</p> <p>Another useful site is the Chancellor’s Website; pull as much data as needed.</p>	
<p>Educational Master Plan</p> <ul style="list-style-type: none"> <li>• Student Services Representation</li> <li>• QUE’s</li> </ul>	<p>Joe Cabrales was sitting on the committee; Ericka was also invited by Moises Valencia. She will check with Moises. Rebecca was added to the committee.</p> <p>A motion was made by the committee to add a Student Services faculty member; the Academic Senate will make the appointment.</p> <p>QUE’s –See Handout.</p> <p>Use successful, productivity for Student Services Effectiveness Indicators. Kirsten Colvey would like survey for those students</p>	

	<p>who graduated. She has stressed to the counselors that they need to document what they cover with a student during their meeting. (Email survey?)</p> <p>Ericka also recommended to Joe at another meeting a suggestion of a drop-down menu in an email to those students who drop.</p>	
<p>Evaluations, Timelines</p>	<p>Managers and full time faculty are due in fall. Rebecca and Laura are working on a spreadsheet for a Student Services Evaluation Schedule. The timeline includes counselors with contracts.</p> <p>Kirsten and Joe have managers to evaluate.</p> <p>Adjunct faculty must be evaluated in spring.</p> <p>An unofficial evaluation cannot be done; an out-of-cycle can be done within the regular cycle.</p>	<p>Rebecca will give forms to managers.</p> <p>Rebecca and Laura to check on what evaluations we do have; may ask for copies, if needed.</p>
<p>Student Learning Outcomes, Schedule, reporting results</p> <ul style="list-style-type: none"> <li>• September 4 internal deadline</li> <li>• Hard copies of evidence September 10</li> <li>• Goal: Campus wide matrix supported by evidence by September 10</li> </ul>	<p>We have short timeline to complete (9/10/09.)</p> <p>EOPS/DSP information won't be available until the end of semester.</p> <p>Information can be taken out of files and sent to Gary Williams. A quick spreadsheet with the information can be made.</p> <p>Student Services doesn't have a common template; Rejoice, Joe and Kirsten are going to develop a template for Student Services SLO's.</p> <p>Rejoice has SLO data from the second cycle and gave to Gary Williams.</p> <p>Judy Giacona has SLO data.</p> <p>Rebecca stated that it should be kept simple; make effort to share what we have.</p> <p>We will keep SLO's on agenda for discussion; SLO's should also be kept on department/staff meeting agendas; keep all staff</p>	

	<p>involved in meetings/discussions.</p> <p>Student Services Matrix- make sure updated and backed up with appropriate evidence.</p> <p>DSPS does not have SAO's-will check.</p> <p>Rebecca would like everyone to send her their SLO's.</p>	
<p>Around the Table</p>	<p>Marty-DSPS: Has a new tram this semester with a top speed of 13 mph. He also has drivers. DSPS Program is still accepting students. (2008-2009 served 390 students.) Will show the need for additional staff (Tech. Position.)</p> <p>Rejoice-EOPS/CARE: Serving at cap, 374 students. Not accepting new students for the 09 fall semester; accepting applications for new student to be served for the 2010 spring semester.</p> <p>Ericka-Student Life: ID machine is working. Tuesday &amp; Wednesday she is holding an Information Meeting in CL-216 for students who want to get involved.</p> <p>John-Financial Aid: Has a Term Dismissal Meeting tomorrow (Tuesday); Loan Workshops are also scheduled for the 09 fall semester.</p> <p>Judy-Health &amp; Wellness Center: She has an intern from Hope University (Orange County) that will supply more counseling services for the entire year. Dan Casella is also here and he will supervise the new intern. Judy also sent out an email regarding the swine flu.</p>	

Announcements	None at this time.	
Adjournment	11:45 a.m.	

**Mission Statement**

The mission of Crafton Hills College is to advance the education and success of student in a quality learning environment.

**Vision Statement**

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

**Institutional Values**

Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.