

Crafton Hills College  
Student Services Council



**Date:** December 7, 2015  
**Time:** 10:00AM – 12:00PM  
**Location:** CCR 247

MINUTES

Members (\* in attendance)

\*Larry Aycock  
\*Trinette Barrie  
Kirsten Colvey  
\*Cyndi Gundersen

\*Laurie Mann  
Robert McAtee  
\*Mariana Moreno

\*John Muskavitch  
\*Ericka Paddock  
Hannah Sandy  
\*Rebeccah Warren-Marlatt

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes, October 7, 2015	<ul style="list-style-type: none"> <li>Approved as written.</li> </ul>	<ul style="list-style-type: none"> <li>Rebeccah welcomed Laurie Mann (DSPS Coordinator), Trinette Barrie (Career/Counseling) and Cyndi Gundersen (Classified Rep) to the committee.</li> </ul>
Project REACH and student food insecurity, discussion	<p>Rebeccah</p> <ul style="list-style-type: none"> <li>Reminded members to donate to the COACH program. Shared and reviewed the email she received from Janine Ledoux on the article on the problems some colleges face along finals: getting enough to eat. This is not only happening at community colleges, it is also happening at prestigious colleges (Columbia).</li> <li>Rebeccah Orta and Monique Marrujo are the contacts for the Project REACH.</li> <li>John Muskavitch stated that the students with immediate need can be assisted ASAP, especially if they have a referral.</li> </ul>	
Enrollment, Update	<ul style="list-style-type: none"> <li>Kathy Wilson is setting up a phone bank (2 phones) for the students to use.</li> </ul>	

	<ul style="list-style-type: none"> <li>Larry Aycock has been working with James; the Master students will have access of any empty cubical to assist the students.</li> <li>Joe Cabrales informed the committee that the students who have been assessed are being called first, the list is for those students enrolling in spring 2016.</li> </ul>	
SSSP Plan Update	<p>Rebeccah:</p> <ul style="list-style-type: none"> <li>The document was Board approved.</li> <li>The campus received twice the amount as received last year.</li> </ul>	<ul style="list-style-type: none"> <li>Rebeccah will ask Kirsten for an update at our next meeting (February).</li> </ul>
Equity Plan Update	<p>Rebeccah:</p> <ul style="list-style-type: none"> <li>The campus also received an increase from last year's allocation.</li> <li>A portion of the funds will be used for additional tutoring, support of Tech Specialist position, Professional Development, 50% for Veteran Counselor, Faculty Release time for mentoring, Brother to Brother, Safe Spaces, student travel/conferences.</li> </ul>	
Educational Planning Initiative, Update (Joe, Kirsten)	<p>Joe Cabrales:</p> <ul style="list-style-type: none"> <li>Robert McAtee has taken over the lead from Ben Mudgett.</li> <li>CHC is a pilot college for this program – the State is offering funds to the pilot college to get the project off the ground.</li> </ul>	<ul style="list-style-type: none"> <li>There is a meeting scheduled with Valley College on Thursday.</li> </ul>
<p>Standing Agenda Item: Student Learning Outcomes</p> <ul style="list-style-type: none"> <li>Productivity</li> <li>Student Satisfaction</li> <li>Institutional Impact</li> <li>Student Learning Questions for Focus Groups</li> </ul>	<p>Mariana Moreno:</p> <ul style="list-style-type: none"> <li>She had questions regarding the SLOs, how often are they done?</li> </ul> <p>Ericka Paddock:</p> <ul style="list-style-type: none"> <li>She has asked her students to take responsibility for</li> </ul>	<ul style="list-style-type: none"> <li>Rebeccah will be sending Mariana a copy of the Outcomes for the Transfer Center.</li> <li>Rebeccah reminded Mariana that Cyndi</li> </ul>

	<p>their club events; she found that 34 of the 39 packets were done.</p> <p>She gave a pre-test to the Senate members and 92% of the members know 5 out of the 7 tasks that they need to know.</p> <ul style="list-style-type: none"> <li>• The student participation in Commencement has increased by 46% from 2013-2014 to 2014-2015.</li> </ul> <p>Larry Aycock:</p> <ul style="list-style-type: none"> <li>• He reported that he has not had much time to work on the A&amp;R SLOs due to the move.</li> </ul> <p>Trinette Barrie:</p> <ul style="list-style-type: none"> <li>• She reported that the Career Center conducted their SLOs through the workshops, monitoring what the students had learned, what they expected to learn, and what they did learn from the workshop.</li> </ul> <p>The questions for the Focus Groups:</p>	<p>Gundersen (Research &amp; Planning) would be willing to help her.</p> <ul style="list-style-type: none"> <li>• The committee would like to wait to spring semester.</li> <li>• The committee will revisit the questions at a later date.</li> </ul>
<p>New Building: Issues and Proposed Solutions</p>	<ul style="list-style-type: none"> <li>• Kirsten started a list and the list will be forwarded to Mike Strong. Other topics include: food, facilities, meeting rooms, and key to garage doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Rebeccah will be checking with Mike strong about an announcement of hanging things on the walls in the CCR building.</li> </ul>
<p>Student Services Retreat, Communication and Announcements Protocol</p>	<p>Rebeccah:</p> <ul style="list-style-type: none"> <li>• Who is going to be responsible for the weekly huddles?</li> <li>• Various committees were developed to acknowledge activities (birthdays, social committee, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• The huddles will take place twice a week</li> </ul>

Unit Reports	Larry Aycock/Admissions & Records: <ul style="list-style-type: none"> <li>• Michelle Tinoco (Interim) will be replacing Ben Mudgett as Lead Evaluator.</li> <li>• Kirsten Garcia (Interim) will be replacing Michelle Tinoco as Evaluator.</li> <li>• Kirsten Garcia's position will be filled (Interim) by a student worker.</li> </ul>	<ul style="list-style-type: none"> <li>• Larry will be submitting the paperwork for the Lead Evaluation position. Once the position is filled, all staff will go back to their original positions.</li> </ul>
Adjournment	12:00PM	

**Mission Statement:** To advance the educational, career, and personal success of our diverse campus community through engagement and learning.

**Vision:** Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

**Values:** Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual