


Crafton Hills College Student Services Council			Date: February 5, 2024 Time: 10:00am.-12:00pm Location: CCR 233
MINUTES			
Rebecca Abeyta-P Krysten Audibert-P Larry Aycock-A Trinette Barrie-A Willie Blackmon-A Luis Chavez-P	James Grabow/Ernesto Rivera-P LaTasha Hagler-P Veronica Lehman-P Mariana Macamay-P Ericka Paddock-P	Ivan Peña-P Vannesa Ramirez-P Hannah Sandy-P Delmy Spencer-P	Lily Medina Note taker
Guests: Keith Wurtz			
TOPIC	DISCUSSION		FUTURE ACTION
Approval of 11-06-23 Minutes Delmy	Student Services Council Minutes 11-06-23.docx -Members reviewed and approved minutes.		
Compressed Calendar Keith	-The district is looking into making a compressed calendar. Right now, about 67 colleges in the state have a compressed calendar. This would allow students to complete the same number of classes that a full-time student would be able to. This allows flexibility for students. -Keith shared page 5 from handout “Student Success Focused Compressed Calendar Project”. Keith shared the different options with members and went over in detail what the calendar would like for the different options. -Keith asked for feedback from members: *Deadlines for UC July 1 st and CalState July 15 th . transcripts are due for transfers students; this could give students additional chance to transfer. *Incorporating another session can throw off financial aid. *The wording of semesters could also be an issue for the requirement due date of transfer students. All requirements need to be done by spring semester, if they go into summer session, they do not have flexibility to allow students to transfer. *Decision must be made as a District, not just as a college. *Once a calendar is picked, then negotiations need to be made for Faculty calendar. *The goal to implement the compressed calendar is Fall 2025. We must decide by the end of the semester as a District as to which calendar to pick. Then submit it to the Chancellor’s office as a district.		

	<p>*VRC students may be negatively impacted with their pay.</p> <p>*Keith is going to look at the different colleges that already have a compressed calendar to see how they.</p>	
<p>ACCJC Mid-Term Report</p> <p>Keith</p>	<p>-Report is due in October. Keith has been going to different committees trying to collect data.</p> <p>-This year the report is a template, and we must answer specific questions.</p> <p>-Keith divided members into 3 groups to answer different sets of questions on handout “CHC 2022-2023 Institution Set Standards”. Keith collected written feedback from the different groups.</p> <p>Groups:</p> <p>Degrees & Certificates</p> <p>Course Success</p> <p>Transfer</p> <p>CHC-Institutional Set Standards 2022-2023</p> <p>ACCJC.docx</p>	
<p>CCCApply Placement Discussion</p> <p>Delmy</p>	<p>-Looking into using this tool for placement and moving away from Laserfiche.</p> <p>-We decided this based off the matriculation process and are trying to simplify it for students.</p> <p>-Looking at using the supplemental questions within CCCApply.</p> <p>-Laserfiche will not be permanently removed, but the primary placement will be via CCCApply, no longer Laserfiche.</p> <p>-Delmy asked members if they had any feedback only for the placement process from Laserfiche:</p> <p>*What do we do with students who need to redo their placement again.</p> <p>*Dual enrollment students maybe be an issue with having to retake the placement.</p> <p>*The questions that are currently listed sometimes do not apply to specific students like international students, or adult students.</p> <p>*What will happen if students take placement test for CHC, will it work for Valley? Delmy shared each college will continue to have their own placement test. The goal is to one day have both colleges have an aligned placement test, not there just yet.</p>	<p>-Review placement process for dual enrollment</p> <p>-For next meeting, if you have additional feedback, please bring with you</p> <p>-Delmy would like to schedule a meeting in 2 weeks to get feedback from your areas</p>
<p>Posting Guidelines Feedback Request</p> <p>Delmy</p>	<p>-There is a subgroup meeting later this week to talk about the posting guidelines.</p> <p>-Instructional, administration, and student services (Mariana, Trinette, Ivan, Ericka, and Willie) will be a part of this subgroup.</p> <p>-Delmy asked members for feedback:</p>	<p>-Add this item to next month’s agenda to continue to discuss.</p> <p>-Delmy will give update about the processes in next meeting.</p>

	<p>*Adding tables outside of the department. There are ADA concerns, trip hazards, & safety concerns. Some departments do not have areas or space to have marketing posted. Bulletin boards can be provided to each department. Some of the display cases are not waterproof, how to work with admin services to get assistance with this. Suggestion was made to purchase a smaller uniform table throughout the campus so that students can know they are marketing tables.</p> <p>*Mariana asked if A-Frames could be used again. Krysten shared that A-Frames were approved for MESA department. Mariana shared that was not the same information she had received. Delmy suggested maybe getting clear communications and guidelines for A-Frames.</p> <p>*Steve suggested touchscreen displays throughout the campus that have campus maps, or any other advertising. Move towards digital marketing.</p> <p>*Trinette suggested that we not limit all marketing to just be digital because we must reach the students that do not have access to digital options.</p> <p>*Ernesto shared some frustrations regarding the rules and procedures. If we ask to market something and it is not approved, can we please have some suggestions as to what way it can be advertised. Can we be given solutions, not just a denial.</p> <p>*Mariana shared that the events take a lot of work and effort. The flyers are denied and there is no known process. What is the appeal process? Turnaround time? Guidance for flyer designs? Can we have a timeline? What is the process for denied orders? Corresponding through email isn't always efficient, how do we know if the email approved print job is in process? What is the approval turnaround time, are there multiple people monitoring new orders? Will guidelines be provided for flyer designs?</p> <p>*In the approval queue, how do they know what is for only a department and things that are for campus wide? Differentiating between department and campus wide?</p> <p>*If posters are approved previously, what can be done if the posters want to be posted again without having to go through the approval process again?</p> <p>*Should be able to have diverse representation and ability to be creative with flyers/posters.</p> <p>*Ivan shared that he has been speaking to Iris to see if we can have student workers work on these flyers to help the marketing department, but also allow students to add their work to their portfolios.</p>	
<p>EOPS Department Update Tesha</p>	<p>-Amity Lovetico is the new coordinator that will start on 02-26-24. -Erika Ramos and Lily Castro are new adjunct counselors starting on 02-22-24.</p>	

<p>Informational Items</p> <p>Ivan</p>	<p>-Kingdom of Hearts Student Services Resource Fair, Tuesday February 13, 2024, 10:00 am- 2:00 pm.</p> <p>-February 13, 2024, will be Club Rush that counseling is partnering with SAS and Student Senate. We would like to make sure the tables are engaging, please include games or raffles/prizes. Please encourage your areas to sign up for a table. Ivan will be sending an email to remind everyone to sign up.</p> <p>-Delmy shared that we can still use Crafton Hall for this month only.</p> <p>-Crafton Grow Student Worker Training Program Monthly Meeting Schedule. <i>(table for next meeting)</i></p>	
<p>Department Updates</p>	<ul style="list-style-type: none"> • A & R- • Career Center-February 7th Clothes Closet Open House from 10:00-12:00. • Counseling- • SAS- • EOPS/CARE, CalWORKs, DREAMERS, NEXT-UP- • Financial Aid and Scholarships-There has been a delay from the Department of Education for the ISERs, hopefully by mid-March. • Health & Wellness- • Outreach and Educational Partnership - • Student Life and Basic Needs- • Student Senate- Market Day event being planned for mid-April. Will have vendors come in from the community to join the event. Will not have all SS departments present but would like to have informational flyers available to give to students. • University Transfer Center - • Veterans Resource Center- • MESA- 	<p>-Updates were not given by every department due to time.</p>
<p>Other</p>	<p>Streamlining Project</p> <p>Admin & Student Services Outcomes</p>	
<p>Adjournment</p>	<p>12:02 pm</p>	
<p>Important Dates:</p>		
<p>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.</p>		

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 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; Associate Dean, Student Life; Coordinator, Health and Wellness Center; Director Student Accessibility 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

Norms:

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with.” All points of view will be considered before reaching consensus.
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support the committee’s recommendations.
- We will accept the fact that there will be differing opinions and encourage open dialogue and courageous conversations.
- We will use the best interests of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee.
- We will report back to and seek input from constituents.