

MINUTES

Student Services Council Minutes

January 10, 2012

The meeting was called to order by Dr. Jowel Laguerre at 10:30 a.m.

In attendance

Dr. Jowel Laguerre, Gale Anderson, Peter Cammish, Lisa Collins, Robin Darcangelo, Barbara Fountain, Shemila Johnson, Maire Morinec, John Siefert (Via video conference), Steven Springer, Erin Vines, Cynthia Simon, Marie Mayne and Marcie Mc Daniels.

Guests

Genele Rhoads and Maire Morinec

Approval of Minutes

December 6, 2011 minutes approved.

Announcements

- January 24th meeting is cancelled; the next SSC meeting will take place on February 7, 2012.
- Note-taker for February is Amy Utt.

Exploring Math & Science

Rhoads would like our help to get the word out for the fall term 2012 to offer this course to our students who want to explore teaching as a career opportunity. The Math & Science Teaching flyer was given out so we can get the word out. This course is a 2 unit course which is transferable credits. Need at least 15 students total or more to teach this class. At least offer this course once a year. It was offered before in 2009 and 2010 but not enough students to teach the class.

Suggestions

- Outreach to give to high school students.
- Students who already have a Math major send out flyer.
- Flex Cal include this information.
- Meet with counselors to promote Math course.
- All centers have flyer available.

Nursing Update

Morinec met with Fountain, Gaylor, Young, Anderson and Vines to discuss simple process for our students. If students are already taking classes now put them on the waiting list until spring 2012. This would be for qualified students who are ready and meet the requirements of admissions and records who can be on the waiting list. Get information together so Reyes, Vines, Johnson, Fountain, Mayne, Bostic and Morinec can have clear wording prior to posting and have something in writing to present to the board prior to posting. The time frame is July 1, 2012 to June 30, 2013 to stop taking nursing applications.

Survey Update

Cammish briefly talked about the survey addressing specifically the following departments which include financial aid, admissions and records, counseling, tutoring and assessment. He did send out the survey to all SSC members to review and comment as soon as possible. You can also view the survey online and he did provide the link. You can have a separate survey for Cal Works and EOPS departments. Cammish and Ennis to work together the first week of February to implement survey.

Banner Projects

Fountain will discuss further at our next meeting scheduled for February 7, 2012.

Outreach Brochure

Johnson will give update at our next meeting. She is making progress and met already with international students, Bostic and with Larson to work out the layout.

Career Placement Space

Fountain and Mayne to discuss what will work best for our students. Review again with Simon, Fountain, Mayne and Ghous. Fountain suggest we have a permanent reg lab. Another suggestion was made to move upstairs the transfer center and career center and to combine the two offices together. Suggestion to move transfer center downstairs. Mayne is concern about the square footage and white boards. If in fact the decision is made to have the tutoring office upstairs we would need to make sure the elevator is working at all times for our handicap students. For the last two months the elevator has been working properly. Mc Daniels has been working for 1.5 years upstairs but would like to have the office downstairs. Would like to keep the transfer and career center together on the first floor and Vines is in agreement with Mc Daniels. Mayne had two questions one when is this proposed move upstairs? The other who would pay for the expenses to modify the upstairs space for efficient tutoring use? She can prepare to move this summer 2012 after the construction is completed. Expenses would be taken care of per Dr. Laguerre. Again key players to meet together to discuss the fine details and things needed such as signage, tables, chairs, blinds, white boards, etc.

Recruitment Activities

Johnson sent out an email to address all recruitment efforts and any general outreach events to her attention. She would like our help so we can streamline our recruitment process.

Repeats

Fountain repeat regulations for summer 2012 need to be implemented in Banner. Would like to roll out with summer 2012 and send out an email blast, send flyers, article in the newspaper Tempest and just get the word out to our students.

Online Services

Vines will meet in a couple of weeks. Working on services and online training for the website.

Report Committees

- Retreat: Simon booked workshops. Dr. Laguerre made request for possible use of using the conference room.
- Virtual Students: The template will collect information from students online and they can interact with counselors.
- Mouton not in attendance to report. Simon spoke for Mouton if you have any concerns contact her office.
- Career Placement Space: Moving tutoring to upstairs was suggested.
- ACCRAO: Fountain will discuss at the next meeting.

Adjournment

Meeting adjourned at 12:00 p.m. by Dr. Jowel Laguerre

Next Meeting

February 7, 2012, at 10:30 a.m. - 12:00 p.m. in the Board Room.