

Student Services Council Meeting Minutes

November 15, 2011

10:30am – 12pm

Board Room

Present: Dr. Jowel Laguerre, Amy Utt, Cynthia Simon, Robin Darcangelo, Barbara Fountain, Mostafa Ghous, Gale Anderson, Jocelyn Mouton, Carolyn Moore, Lisa Collins, Peter Cammish, Ona Smith, Shemila Johnson. Via video conference: Teresa McLeod, John Siefert

1. Active Shooter Exercise:

Chief Dawson presented information regarding the Active Shooter Exercise scheduled for Nov 22, 2012. Items campus must be aware of:

- Exercise will take place from 2:00-9:00
- All Student Services offices must be closed by 2:00 pm
- A bull horn will be used to announce entry of law enforcement into buildings
- Employees must call on-duty officer at 580-6526 to be escorted to restrooms and/or out of the building when they are ready to leave for the day
- There will be chaos and loud noises in the hallways during the exercise
- The lobbies upstairs and downstairs of the 400 building as well as the Counseling Department will be utilized for the exercise

2. Learning Management Systems Presentation:

Sandra Rotenberg and Jeff Lamb informed the Council that Solano currently utilizes ECollege but will be transitioning to a new LMS by Summer 2012. A committee of: 4 Faculty, 2 IT staff, Jeff Lamb, Barbara Fountain, and at least 2 student representatives is currently being established to explore the 5 LMS options and make a recommendation to Dr. Laguerre by the end of February 2012.

- See attached "Choosing an LMS" PowerPoint presentation

3. Outreach Brochure Update:

- Shemila introduced a rough draft of the outreach brochure she is currently constructing.

Input from the Council members:

- Possibly create as a folder with pockets to include information specific to department using the brochure
- Good way to recruit new students and supporters
- Theme suggestion: "Who we are, what we offer, and how to begin"
- Seek input from FABPAC and Shared Governance
- Create committee to assist in creating brochure. Member suggestions: Shemila Johnson, Maureen Mason-Muyco (FA Outreach Specialist), Carolyn Moore, Steven Springer, and student ambassadors.
- Seek information from Peter Cammish regarding college stats

4. Student Worker Training Update:

- Robin requested that all departments create a one-page document indicating department information, hours, and services. She will use these documents to create a Student Worker Training binder.
- Robin will begin training student workers sometime in January 2012

5. Financial Aid Update:

- Financial Aid now has a drop box located in the door of room 425A. This drop box may be used by students to submit all FA documents except Student Loan applications. Student Loan applications must be submitted in person with a picture ID.
- Robin discussed the "Do you need help applying for financial aid?" flyer that was created for the Library. Robin will send this flyer out to all departments to be used as a tool in assisting students with their FAFSA application.

6. Holiday Luncheon:

- The campus Holiday Luncheon will take place on December 15th from 12:00-2:00 in the cafeteria
- Student Services offices will remain open during the luncheon. Dr. Laguerre recommended that staff attend the luncheon in shifts to assure proper cover of the offices.

7. Assessment of Student Learning & Service Learning in Student Services:

- Dr. Laguerre discussed a new Results Oriented Assessment for Student Affairs Webinar available through Higher Ed Hot Topics on Feb 2, 2012 at 11:00 am. The webinar offers the following participation outcomes:
 - Identify the roles that outcomes based assessment plays in student learning and in the overall success of both the Student Affairs Division and of individual departments and programs within the division.
 - Define key concepts within a student affairs assessment plan.
 - Develop a mission and goal-driven learning outcomes assessment plan for their department or program.
 - Identify several simple assessment techniques/tools for use with students.
 - Discuss specific assessment issues at their institution with others from within their division and hear from other institutions concerning assessment issues.
- Barbara will take the lead on registering for the webinar which will be held in the Board Room for all interested members.

8. Report from ACCRAO SEM Conference:

- Barbara presented the following information attained during her participation in the ACCRAO Conference:
 - AACRAO-American Association of College Registrars and Admissions Officers
 - SEM-Strategic Enrollment Management Conference
 - Other attendees-Kent State, Napa Valley College, Texas A&M, Oxford Brooks (UK), George Brown (Toronto), DePaul University, Linn-Benton Community College, Loma Linda, Purdue, Maricopa CC

- Full Day Introduction to SEM Workshop
 - “Comprehensive process designed to help an institution achieve and maintain the optimum recruitment, retention, and graduation rates of students...” Michael Dolence
 - SEM has been around since the 60’s
 - Does NOT start with recruitment
 - INCLUSION of naysayers
 - Many schools have a SEM plan that ties into their strategic plan and is used favorably with accreditation
 - SEM team-different look depending on institution
 - Work to overcome our many challenges, politically driven in particular
 - CROSS CAMPUS participation
 - No boundary to shared challenges

- One and a half day Registrar 101 and FERPA workshop
 - FERPA-LeRoy Rooker-Senior Fellow, works frequently with federal government on FERPA related issues, called upon to work with Virginia Tech, handling of records after shootings.
 - Yes, we have some FERPA issues

- 3 days of various sessions

- Handouts available from all at <http://handouts.aacrao.org/sem11/display.php>

- Examples of Session Offerings:
 - Outcomes Based Funding: A New Enrollment Management Paradigm
 - Developing a Strategic Enrollment Management Plan
 - Implementing Your Strategic Plan in the New Economy-Projects Management with Scarce Resources
 - Significance of Dual Enrollment Programs in Designing Hispanic Student Success
 - The Journey to Managing Student Progress
 - Using Data to Measure, Document and Support Student Success Programs
 - Connecting the Dots: Holistic Enrollment Management Planning and Services
 - Bridging the Gap Between Enrollment Management and Academics
 - Building Community through Student Success
 - What’s New, What’s Hot in the Courts and Congress
 - Exploring One Stops
 - The Art and Science of Predicting Enrollment