

MINUTES

Student Services Council Minutes

December 6, 2011

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

In attendance

Gale Anderson, Peter Cammish, Lisa Collins, Robin Darcangelo, Barbara Fountain, Mostafa Ghous, Shemila Johnson, Dr. Jowel Laguerre, Maire Morinec, Carolyn Moore, John Siefert (Via video conference), Ona Smith, Steven Springer, Amy Utt, Erin Vines.

Approval of Minutes

November 15, 2011 minutes approved.

Announcements

- December 20th meeting is cancelled; the next SSC meeting will take place on January 10, 2012.
- The January 10th meeting will include the following agenda items: Student Worker Flyers (Darcangelo); Nursing Program Applications (Morinec); Banner Projects (Fountain), Recruitment Activities (Johnson).
- Note-taker for January is needed-check with Cynthia Simon.

Agenda Amendments

- Add Proposal for Review (Cammish)
- Add MOU with DOD

Upcoming Changes in Nursing

SCC admits nursing students one time per year, however accepts applications year around. The program currently has a waiting list of approximately 346 students, not including the December applications that have been taken. SCC has partnered with Napa College for grant monies, however the money has been taken away; therefore both colleges have revoked the option for a second enrollment period. At this time, all northern California Nursing programs are impacted. Morinec requests that application acceptance be suspended for the 2012 calendar year so the department can work on decreasing the number of students on the waitlist.

Morinec suggests accepting applications beginning in 2013 for only a 10 to 15 day window one time per year. Admissions and Records would still do the composite score calculation and students will be randomized and waitlisted. The Dean is looking at a multi-criteria screening option to potentially eliminate the waitlist. Vines suggest submitting all materials online, in order to not affect the 'regular' registration process for current students. Fountain suggests forming a sub-committee to map out a process that works for everyone directly affected (Fountain, Vines, Morinec, Evaluators, Rosie, and Nursing Counselor). Morinec will work with Bostic to formulate the verbiage for the website regarding the suspension of applications for 2012 (February through December).

Calendar Updates

- FLEX schedule is finalized; January office closures will be 11:00am to 1:30pm. In the future we need to coordinate with Human Resources department to avoid scheduling conflicts.
- LMS Deadlines are going to Board in February. Implementation will take place in late March or early April.
- IT is waiting for updates from SunGard for the undated system outage-tax release updates. The date and timeframe is currently unknown, should occur between now and January 15th.
- There will be a full weekend outage (11G) that does not conflict with anything from February 24-26.
- The Outage for 8.6 installation is a major spring upgrade. It will need to be installed into production environment. It does not conflict with registration.
- OAR will be closed for the graduation ceremony. Notify Fountain if your area is closing, in order to volunteer for the ceremony, taking place May 23rd tentatively 10:00am to 12:30pm.

Hours of Operation

The student survey will be emailed in January. Vines requested suggestions for Counseling hours update, however did not receive responses. Currently, Counseling has surmised they have no-show's between 6:00 to 7:00pm. Counseling has two proposals for hours:

1. Monday-Thursday: from 8:30am to 6:30pm (2 days per week) and 8:30 to 5:00pm (2 day per week); Friday remains the same.
2. Monday-Thursday 8:30am to 6:00pm; Friday remains the same.

Dr. Laguerre suggests option two (consistent with OAR and Information Booth hours) causing less confusion for students.

Outreach Brochure

The sub-committee (Johnson, Moore, Mason-Muyco, Springer and two students) will meet January 11, 2012 at 10:00am to continue working on the draft viewbook.

Winter Break Closure

Human Resources send an email to everyone regarding the closure dates. It begins December 23rd through January 3rd.

Assessment of Student Learning

Fountain will email meeting invite to everyone. She suggests anyone who deals with SAO's should attend.

Reports: Committees

- Retreat: Cynthia booked the back-half of the cafeteria; April is still looking for another location. Dr. Laguerre will contact the Jelly Belly regarding possible use of their conference room. The group needs to decide on training we want to have. Johnson suggests contacting Managed Healthcare Network (MHN) regarding their free workshops. Utt shares that some departments are willing to donate money towards the retreat' food budget.
- Virtual Students: The template will collect information from students online and they can interact with counselors. Laguerre suggests Cammish join the committee (IT background).
- Closings: Mouton not in attendance to report out.
- Career Placement Space: Moving tutoring to upstairs was suggested, Laguerre agrees with the idea. February 1st the new employee should be in place for the Career Center. Fountain suggests adding this topic as an agenda item for the January meeting. Discussion of tutoring moving to the 100 building if Graphics area size is reduced or bond money is received (Laguerre assures the group it is not something that will happen expediently). Tutoring department, Foster Youth, etc. will be invited to the discussion.
- ACRAO: Fountain would like to discuss at the next meeting.

Council & Counselors Meeting with Programs

Laguerre suggests this be a regular agenda item, giving Instructional Programs the venue to share their ideas with SSC prior to decision-making. This will keep SSC informed on instructional matters.

Adjournment

Meeting adjourned at 12:00pm.