

DRAFT

Student Services Managers Meeting Thursday, April 3, 2014 Minutes

Called to Order: 9:10am (room 432) **Adjourned:** 10:15am

Present: Barbara Pavao, Jerry Kea, Shirley Lewis

Absent: Barbara Fountain, Robin Darcangelo, Jose Ballesteros, Maire Morinec, Shemila Johnson,

1. Preview Day (B. Pavao)

A very large event that has morphed each year without a clear purpose: need change.

- ◆ BBQ, workshops, faculty tabling
 - Value of event has become questionable
- ◆ Don't continue to send a message to the community to come to Preview Day to register
 - Students are invited as a "reg fest"
 - We need to reach out to students earlier (March for fall registration)
- ◆ AR and FA are very busy when they need to work this event
- ◆ Maybe a "Welcome Event" for students one month after students come and classes have started
- ◆ Maybe "Opening Day" ceremony to welcome students to SCC
 - 1st day – welcome speech by the President
 - BBQ in the Quad
- ◆ In-reach event
- ◆ Open House (late April/early May 2015) to capture students
 - High school outreach/community "reg fest" that day
- ◆ In the past, Counseling sponsored a spring "Family Day."
- ◆ Need couple Saturdays in the spring (end April): open house/reg fest for potential students
 - Sponsored by Counseling, Admissions and Financial Aid
 - Early outreach – early spring
 - Follow-up with welcome of some sort
 - Take care of everything all at once
 - Include assessment testing and registration

2. New Data Elements (all, R. Clague)

Student Ed Goal - No steps taken to confirm if goal has changed

- ◆ No steps taken to confirm if goal has changed
- ◆ Non-specific admit – 25% - Need realistic goal
- ◆ Required to declare goal after 15 units

3. MIS Edits

Work it – test it – tweak it

- ◆ Remove boxes #3 and #4