Citrus College  
Student Services Committee Meeting  
April 20, 2006  

Minutes

Present:  
Jeanne Hamilton          Lois Papner  
Keleigh Biehlpanheur    Matt Pluma (ASCC)  
Vince Mercurio           Arnold Rollin  
Alex Osborne (ASCC)      Adrienne Thompson  
Lucinda Over             Mary Wharton

Jeanne Hamilton called the meeting to order at 11:00am in AD206.

1. Approval of Minutes February 16, 2006 & March 23, 2006
The minutes of the February 16, 2006 and March 23, 2006 minutes were approved as written.

2. P-5180 Student Rights and Privacy – 2nd Reading
A decision was made at the last meeting to reword the statement pertaining to the release of student information and about what type of information can be released. To simplify the statement, Lois suggested a change be made on page 7 from “shall be released” to “may” be released, in keeping with the practice of obtaining the dean of admissions’ approval prior to giving out any student information. **MSP to approve**

3. P-5111 Admission – Senate Revisions
The Academic Sentence submitted further recommendations to the policy clarifying the section regarding eligibility for admission. **MSP to approve**

4. Compressed 2007-08 Calendar
The academic calendar for 2006-07 has already been approved. Lois distributed another draft of the proposed calendar for 2007-08. After it was approved by the Academic Senate calendar committee, the Compressed Calendar committee made changes which included adding two summer sessions. The Senate is asking for input on the latest change, but they will not take action at this time. Some of the issues to deal with include: coordinating dates for summer school around when our feeder high schools will be finished; not losing continuing students with a long break in between sessions; preventing overlapping of sessions that would cause class conflicts; and allowing time for Banner implementation in Summer 2007. The transition year will be the most difficult and may not be set up exactly the same as subsequent years. The committee’s recommendation for the transition year is to have 8 week summer sessions.
5. DSPS Student Learning Outcomes
The Chancellor’s Office has included student learning outcomes as part of their DSP&S program review. DSP&S has started administering surveys, created by researcher Jerry Rudman, specific to the needs of disabled students. The feedback from student responses will be used to develop our SLO program.

6. Hiring Updates
- College Nurse Shauna Bigby, will start May 1.
- DSPS & Athletics Final interviews are scheduled.
- Teacher Prep Screening
- Non-Credit Screened
- Articulation Flown, but not enough applications. Went out on list serve yesterday.
- H.S. Outreach Coordinator of School Relations will be flown in May.
- Bookstore Supervisor Working on job description.
- Coord. of Teacher Ed Justina Rivadeneyra – will back fill with tenure track career counselor.

7. Wingspan Update
The first student training was held last week, and every week from now on there will be some kind of training going on per Lois. The software is scheduled to be loaded onto desktops soon so staff can practice. Training for the catalog and schedule areas will begin next week.

8. AED Protocols
Jeanne distributed a handout of the Program Plan for using Automatic External Defibrillators on campus. There are four units on campus and the document describes the legal requirements and protocols for their use. It is considered a standard of good practice to have one in a place where the public congregates, however, it has been a concern about whether we should have them available or not. There are possible liability issues if they are not used correctly. Two program coordinators have been trained, along with the Health Center, Security, Fitness Center, Training Room and Aquatics staff, and all will receive ongoing training. Training instructs on proper use, checking of the equipment on a weekly basis and keeping log sheets current. Arnold will present it to Steering.

9. Reporting Responsibilities
In the last few years there have been reports of child abuse, domestic violence, etc. Anyone who works at the college needs to understand when they are hired that they are required to report certain incidents. An important workshop is scheduled for May 16th to inform staff of the requirements and everyone is encouraged to attend.

Meeting Adjourned 12:00