Citrus College  
Student Services Committee Meeting  

August 31, 2006  

Minutes  

Present:  
Claudia Castillo  
Theresa Gregory (ASCC)  
Jeanne Hamilton  
Joanne Hinojosa  
Vince Mercurio  
Lucinda Over  

Lois Papner  
Arnold Rollin  
Adrienne Thompson  
Sandra Saco (ASCC)  
Diana Rodriguez (ASCC)  

Guest:  
Justina Rivadeneyra  

Jeanne Hamilton called the meeting to order at 11:00am in the Career/Transfer Center Conference Room  

1. **Approval of Minutes April 20, 2006**  
The minutes of the April 20, 2006 minutes were approved as written.  

2. **R-5113 Evaluation of Transcripts**  
Lois submitted revisions to regulation. A correction was made to the statement regarding transcript evaluation. It isn’t done until the grad ap is completed. Transcripts and awarding of credits from non accredited colleges was clarified. Lois will check exact policy on awarding of the awarding of P.E. credit for military service and will give changes to Pam to send out to the groups. **MSP to approve.**  

3. **P-XXXX Drug Free Environment**  
It is a federal requirement that we have a policy in place that notifies students and employees about the law and the consequences for violating it. Jeanne added, we have been in compliance by publishing a statement regarding the law, but the college has never written and adopted an official policy. **MSP to approve.**  

4. **Banner Update**  
The new system should be ready for Summer 2007 registration. The training and consulting is ongoing. Deans and staff are inputting approximately 1200 courses to build the curriculum records this week and are about half-way through. Students will participate in testing the self-service portion. Lois explained that portals will be available eventually where students will sign on with a PIN number and be able to have an e-mail address and receive campus messages. The most tangible difference is how we will do business. Prerequisite checking, instant refund requests, unofficial printed transcripts, etc. will all be possible online.
5. CCSSE Findings
Jeanne explained the findings of the Community College Survey of Student Engagement, coordinated nationwide by the University of Texas. About 40-45% of all community colleges in the country participate. The study supplies us with a powerful data base of information. Jeanne went through and pulled out some of the interesting data about our students and shared them with the committee. The new researcher when hired, will analyze the data to see what kinds of things we need to address. Jeanne distributed handouts and shared some of the data. She will be going to the next Academic Senate meeting to share the information with the faculty.

6. Compressed Calendar
Sandra Saco made a motion that the Student Services Committee recommend adoption of the compressed calendar as soon as possible. She said it would help increase enrollment, as well as business for student service areas, such as the bookstore and cafeteria. It would be more convenient for students – as most want shorter terms so they can finish faster. She added, the college is concerned about enrollment and less will enroll here when they can take advantage of the shorter semesters at other schools. Jeanne explained that the calendar committee approved the compressed calendar last year and then it was dropped. Lois said the calendar committee is working on the 2007-08 calendar now. If the compressed calendar is approved, the students and the Academic Senate must write a letter of intent to the chancellor’s office now in order to meet advertising and printing deadlines. An important consideration is that Banner is being set-up now and will need to be modified if the compressed calendar is implemented. Justina has heard positive feedback from students about the compressed calendar. The Academic Senate’s position is that it will impact their workload. Sandra will attend the Academic Senate to hear the faculty’s concerns. Arnold said two student surveys have gone out and results show they are 80% in favor. Chaffey, MSAC, PCC are all on the compressed calendar. MSP to approve

7. Student Services Planning Meeting
All of the Student Services program heads, a counseling representative and students attended the planning meeting. The group went through program’s accomplishments from prior year and goals for coming year. Joanne Montgomery, Irene Malmgren and Linda Welz also attended.

8. Teacher Prep Program
Justina distributed brochures on the new Center for Teacher Excellence. She wanted everyone to “get the word out” and to refer students to them. They are located in the Career/Transfer Center. With the help of the Title 5 grant, they are working with the University of LaVerne to produce quality educators. The grant provides a supportive environment in learning communities. Some of the advantages for participants include: registration in linked classes, appointments with university reps, financial aid and scholarship assistance, transfer application help and networking opportunities. They plan to start a future teacher’s club. Their goal is 150 teachers on track and 150 more going in to the program per year. There are 90 in the program now (30 was their goal) and they will begin recruiting in May.
9. Midterm Report
Jeanne explained the accreditation review process. A self study occurs every six years. After 3 years, the college does a mini report on the recommendations that were made. As liaison, Jeanne received input from all areas of the campus, then wrote the report. It is due to the accrediting commission on October 15th and is going through all the groups now. The report will be submitted to the Board for approval on the October 3rd agenda.

10. SLO Program Review Status
Student services used to conduct all of their program reviews two years before the accreditation self study. They are now on a rotating schedule like the office of instruction. The Academic Senate recently rewrote the program review model and it was adapted for student services areas. Jeanne distributed a grid showing when each program is due to go through the process. We will be going forward with SLO’s for all areas, even though the accrediting commission would like them tied to program reviews, as some programs are scheduled too far in the future.

11. Other/Reports
Arnold announced he will be retiring at the end of June.

Sandy Harden has been hired on-call to help with Service Learning. John Vaughan will continue to be the faculty chair.

Meeting Adjourned 12:00