Citrus College  
Student Services Committee Meeting  
September 28, 2006  

Minutes

**Present:**  
Claudia Castillo  
Steve Gomez  
Theresa Gregory (ASCC)  
Jeanne Hamilton  
Joanne Hinojosa  
Lucinda Over  
Lois Papner  
Arnold Rollin  
Diana Rodriguez (ASCC)  
Sandra Saco (ASCC)  
Adrienne Thompson  
Mary Wharton  

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

1. **Approval of Minutes August 31, 2006**  
The minutes of the August 31, 2006 minutes were approved as written.

2. **R-5113 Evaluation of Transcripts**  
After their first reading, the Academic Senate submitted changes to clarify how credit for military service is awarded. The regulation is on the Senate agenda for a second reading tomorrow. **MSP to approve.**

3. **SSC Long Term Functions and Responsibilities**  
The SSC Long Term Functions and Responsibilities are updated each year and sent to Steering for review. This year, the areas of matriculation, service learning and high school outreach were added as activities under this committee. **MSP to approve**

4. **Student Services Program Review/SLO Status**  
Counseling faculty are actively working with courses to identify student learning outcomes in the student services areas. It’s more difficult to make outcomes fit with the service programs because SLO’s are geared for instruction in the classroom. Counselors participate and will incorporate the SLO’s into program reviews. Justina and Claudia will oversee the process for counseling courses, Laura for the Career/Transfer Center and Jennifer for DSPS. A majority of the counseling faculty have attended a workshop on creating SLO’s. Program Reviews need to be completed by May and the counselors working on the committees will get a timeline together to finish by March. The Student Services Committee members will go over program reviews at the April meeting.

5. **Promotion and Offerings for 9-Week Classes**  
Often when students need to drop a class and add another they find there aren’t enough general ed classes offered during the second nine weeks of the semester. More late start basic skills classes are needed as well. Transfer students who drop classes don’t have time for another 18-week course because of the transfer timeline. The committee was asked to submit suggestions to the Office of Instruction for specific classes that could be offered to help students get the classes they need to fulfill general ed requirements. The following classes were suggested: Eng. 040, Math 020 and 029,

6. Registration Update
During fall registration, our web experienced a lot of downtime. Many students had to utilize the help line to complete their registration process. Last spring, 95% of registration was done through the web. Since the new server was installed, both summer and fall percentage of web registrants dropped. This will be the last semester we have to deal with server problems as we will be registering on Banner for summer. Spring registration appointments will be available November 1st, registration begins in mid November.

7. Promoting Banner System
Suggestions were given to get the word out about the new Banner system.
- send a memo to faculty to announce in classes
- e-mail students
- advertise in the Clarion, on our website and online registration home page
- broadcast on the plasma screens in admissions and financial aid
- distribute fliers and hang banners at various locations on campus.

We should start promoting Banner now and then next fall, promote the self service aspect where students will have their own portal or web page.

8. ASCC Goals for the Year
Adrienne shared the goals for ASCC for the upcoming year:
- Purchase wireless mic for large events. (done)
- Purchase two large televisions
- Continue recruiting for ASCC government positions.
- Increase shared governance participation. (All campus committees now have student representative members)
- Continue to support and push for a compressed calendar. Students will attend the October 3rd board meeting after the Academic Senate’s survey is distributed.

9. Service Learning
Sandra Harden was hired as a part time on call service learning coordinator. Sandra has made lots of contact with faculty members. She is currently working with Bob Goodman on a way to coordinate service learning with environmental science. The job has been flown and closes in late October. There have been discussions about offering a one-unit service learning class. They will look at transferability, etc. Claudia said Fullerton may have a model. Volunteer work, or service learning is a grad requirement at some schools.

10. Other
PXXX Drug Free Environment is still in the Academic Senate. The faculty need more clarification in some areas. Senate will make their changes and re-submit.

Meeting Adjourned 11:50