Citrus College
Student Services Committee Meeting

March 29, 2007

Minutes

Present:  Shauna Bigby             Nicole Prada (ASCC)
           Claudia Castillo         Lucinda Over
           Dyane Duffy              Diana Rodriguez (ASCC)
           Jeanne Hamilton         Mary Wharton
           Vince Mercurio

Guest:    Ivon McCraven

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

1. Approval of Minutes January 25, 2007
The minutes of the January 25, 2007 minutes were approved as written.

2. Introduction of New Members
Jeanne introduced faculty member Shauna Bigby, school nurse and welcomed her as a new member of the committee. Jeanne asked Shauna to prepare a proposal for the next meeting on topics to expand health education on campus. She also asked Shauna to share information on what kinds of things are important for students to know and what kind of format is the best delivery method to get information out to students (newsletter, forums, etc.). Jeanne explained that the cost of any services provided to staff by the health center does not come out of the health service fee collected from students at registration. The District reimburses the students for any health services provided to staff. Another new member, Patty Glover, was not in attendance.

3. Outreach Efforts/ Parent Orientation
Ivon McCraven announced that the Parent Orientation event will be on May 8th from 6-8:00 p.m. The event is targeted for high school students and their parents so that they can receive information on instruction, student services, honors and other programs. The focus will be on the community college experience as a whole, rather than just helping students fill out the paperwork. Letters will be mailed to high school students who have applied; approximately 600 are in the data base now. Paula Green is placing ads in local papers to advertise the event. Our students will do some of the presentations. The bookstore will set up a sales table and student government and clubs will also participate. Sandra Saco and Dr. Viera have agreed to welcome the participants.

4. Accreditation and SLO’s
This year, for the first time, the accrediting commission is requiring community colleges to do an exhaustive study on SLO’s for each of their courses. We must measure, analyze and show how we are utilizing the results to prove that what we are doing is having an effect on student learning. Deans and program heads are in the process of completing their SLO’s now.
5. Faculty/Student Engagement Project
At the recent League of Innovation conference, Jeanne attended a session on CCSSE where it was reported that a top indicator of success is how well students engage with faculty. She asked the committee for ideas of how our students really engage or connect with faculty – what we are doing now, and what we can do in the future. She explained that this is more than just measuring the popularity of an instructor. Some of the committee’s ideas were:

- The award given during the Convocation program for the instructor who helps the most in transferring students has been very popular.
- A Golden Apple awarded can be presented by the students to an instructor.
- Fullerton gives an EOPS faculty appreciation award for recognition of best practice in engaging students. Each nominee also gets an award.
- DSPS has a recognition ceremony at the end of the year where an outstanding faculty member is honored.
- Have a faculty (instructor or counselor) award and break it down to the next level from the faculty of the month award already in existence.

6. Revising Orientations
Jeanne recently attended a joint CIO/CSSO conference. The role of basic skills in community colleges was discussed. We are now required to provide more accountability on performance rates of students upon entry. A lot of effort is being put into a basic skills initiative. There is a movement for all community colleges to use the same assessment instrument throughout the state. Orientation is another piece required by matriculation and the consensus throughout the state is to make it required. All agree that face-to-face is more effective than on-line, but it is difficult to get students to do either. Our counselors have on-going discussions on the most effective method of delivering orientation. In the past, our students completed the assessment and orientation at the same time, but Accuplacer is much longer than the previous test. It was noted that EOPS students must attend an orientation in order to get a book voucher, so it may work to “attach” something to orientation to make students complete it.

7. Veterans Services Proposal
There are 125 veterans attending classes at Citrus. Bruce Solheim is working with the VA and is proposing a veterans services program. He is hoping to offer a counseling course that is geared toward returning vets and will be presenting it to the Curriculum Committee. A scholarship fund was started last year and Bruce hopes to be able to add an office and clerical support in the future.

8. Banner Update – Tabled

9. Matriculation Advisory Committee
Lucinda reported that the committee preparing for the matriculation site visit next spring. They are currently working on rewording the information on matriculation printed in the catalog and schedule to make it more “student friendly”.

Meeting Adjourned 12:00