Citrus College
Student Services Committee Meeting

April 26, 2007

Minutes

Present: Shauna Bigby Lucinda Over
         Dyane Duffy Lois Papner
         Patty Glover Arnold Rollin
         Jeanne Hamilton Diana Rodriguez (ASCC)
         Vince Mercurio Sandra Saco (ASCC)

Guests: Ivon McCraven, Kristie Shimokawa

1. Approval of Minutes March 29, 2007
The minutes of the March 29, 2007 meeting were approved as written.

2. Banner Update
Lois updated the group on Banner’s progress. We are scheduled to go “live” on May 1st. Students will be able to look up their appointment times and will be able to register online starting May 4th. The admissions staff will undergo training so they can help students apply and register. Today, the clerical staff in counseling will be trained. Staff training handbooks are being assembled and will be distributed. The Legacy and ERMS systems are currently being converted and after May 4th there will be no more information entered into ERMS.

3. Health Education Plan
Shauna put together a health education plan with important topics of interest to students. This summer, they hired a health educator who will do classroom outreach. One example of outreach given for a specific program was about first aid, blood borne diseases, HIV, etc. done for the cosmetology department. They have also started preventative health screening for blood pressure and cholesterol levels. Students may come in for STD screening, diet and healthy lifestyle education and mental health issues. Shauna added, a newsletter has been distributed campus-wide and she also wants to make the Health Center’s website more detailed and more student-friendly. She said to forward any additional ideas to her.

4. P-1006 and R-1006 Sexual Violence Policy and Regulation
Kristie attended a Region 8 meeting and reported that we are required by law to provide information on sexual violence prevention and education to our incoming students through various methods, including orientations and the college website. Kristie held meetings to review the ed code and our existing Board Policy P-1006. Language was added to update our policy (in existence since 1996) to conform with Ed Code 67385. Shauna will create a brochure. The information is already posted on the college website. A draft of the changes to P-1006 and R-1006 will be sent to the Academic Senate and other constituents in the fall. MSP to approve.
5. Early Decision
Ivon reported the attendance for each high school that participated in Early Decision days. Seventy-two students from Gladstone attended and thirty-four from Azusa participated. On Friday, Charter Oak will send eighty-six students. The high school counselors were pleased with our orientation information. Next week, Claremont will send seventy students. Students arrive by 9 a.m. by bus, take the assessment for 1 ½ to 2 hours, then report to the Campus Center to go over their scores, have lunch and view the new DVD. Counselors then break students into smaller groups for orientation and advising. By the end of this cycle, all District high schools with the exception of Glendora will have participated, along with Charter Oak High School. Ivon, Cynthia and Jorge will send out follow up postcards during the summer and make phone calls from the contact cards collected at the Open House.

6. CCSSE Results
Jeanne distributed a copy of a recap of the CCSSE results done by Gailynn White. Approximately one year ago, Citrus participated in the national survey, the Community College Survey of Student Engagement, from the University of Texas. We were compared on two levels: with all other schools participating and with a consortium of about twenty other Hispanic Serving Institutions. Data from the study will be used by participants in the May 1st all campus planning retreat.

7. Recruitment for Student Government
Sandra and Diana reported that student government is looking for ways to get more students to participate in leadership roles. They feel that student government is not recognized enough for its importance on campus and want to improve its image. Student government is looking for ways to increase recruitment and they are hoping to get high caliber, energetic students who want to make a difference. They will start by drafting a more detailed application. It was suggested that they contact Ivon McCraven and the ed advisors who regularly visit high schools so they can actively promote the program to potential student leaders.

8. Student Services SLO’s
All colleges are required to report to the Chancellor’s Office their outcomes in every course offered in the instructional area, as well as in student support programs. Jeanne met with student service managers to identify how to measure outcomes in each area. The data will also be helpful for future planning.

9. Other
Vince reminded everyone the DSPS recognition celebration will be on May 2nd in the Campus Center from 1-3 p.m. Both a full time faculty member and an adjunct will be honored this year.

Diana announced that a Virginia Tech memorial ceremony will be held today at 4:00 p.m.

On May 1st and 2nd, ASCC will hold elections. There are nine candidates running for seven Senate seats.

Meeting Adjourned 12:00