Citrus College
Student Services Committee Meeting

September 27, 2007

Minutes

Present: Patty Glover, Lois papner
Jeanne Hamilton, Adrienne Thompson
Eric Magallon, Mary Wharton
Martha McDonald, Mike Paolini (ASCC)
Robert Melendez, Quinn Klingerman (ASCC)
Lucinda Over, Jose Martinez (ASCC)

1. Introductions
Jeanne Hamilton called the meeting to order at 11:30 am in AD206. Robert Melendez, director of EOPS, was introduced as a new member of the committee. Jeanne reviewed the purpose of the committee: The Student Services Committee is one of the standing shared governance committees that report to Steering, which is the decision-making body for the college. All policies and formal changes have to go through Steering before adoption by the Board of Trustees. Policies that directly effect student life originate in this committee, then go out to all constituencies on campus for input.

2. Approval of Minutes April 26, 2007
The minutes of the April 26, 2007 meeting were approved as written.

3. Goals for All Departments
The Student Services program heads will attend a retreat tomorrow to share each program’s goals for the year. At future Student Services Committee meeting, two or three programs will be selected to give a brief recap of their goals. This week, the Bookstore and Student Activities were selected and each program was reviewed. A printed version of each program’s goals were distributed.

4. Major Student Services Activities for the Year
The overall Student Services goals for the year are: 1) Collaborate with accreditation committees toward completion of the self study; 2) Prepare for categorical program site visits; 3) Complete four program reviews due this year; 4) Continue with Banner implementation; 5) Work with Roberta Eisell in assessing Student Service SLO’s; 6) Raise transfer rates (a top priority) from slightly below average with our comparison group to above average; 7) Reduce losses in food services.

5. Board Policy Review
Lois, Lucinda and Martha are working with Jeanne to identify Board Policies and Regulations related to Student Services that are in need of revision. Many are out of date or no longer needed. As policies are revised, the drafts will be brought to this committee for review before being sent to constituents for input, then on to Steering for approval.

6. Accreditation Prep
The members of this committee will be invited to participate on accreditation teams to work on those sections of the self study related to Student Services. Members will be assigned to teams and given training after the end of the fall semester.

7. Enrollment Update/Banner
Lois reported an enrollment figure of 14,549 - an increase over last year’s headcount of 11,414. Staff continues to work through the “bugs” in implementing Banner. WSCH figures are not
verifiable for reporting purposes right now. From a student perspective, most are happy with the new on-line services, and with the help they receive from A&R staff. Jose said he has received feedback from students who feel the “TR” symbol is confusing and students aren’t sure if it stands for Tuesday and Thursday or Thursday alone. Although it is not something we are unable to change in the program, a legend explaining such symbols will be more visible in the Spring schedule.

8. Categorical Site Visits
Lucinda distributed a handout from the Chancellor’s Office with information about the upcoming site visit. A team will come for two days and review all of the Student Services categorical programs at one time, rather than in separate visits as in the past. Lucinda does not have a confirmation from the Chancellor’s Office yet regarding the date of our visit. The written report is due November 2nd. The purpose of the visit is to review categorical program services to students and verify that we are using funds and delivering services as required by the state.

8. Troubled Students
Examples of troubled students on college campuses are occurring more frequently, and discussions need to take place before an incident occurs at Citrus. Departments to be included are Security, DSPS, an MFCC staff member, and the Student Health Center. Lucinda and Martha will take the lead in working to identify some of the major issues that may be causing problems for students.

9. ASCC Report
Homecoming Week activities were announced. Among the planned activities: a kick-off at the fountain, court nominees, a music fest, pep rally, tailgate party and game on Saturday. ASCC has been heavily involved serving on shared governance committees. ASCC board members will volunteer at the Taste of Autumn. Board members have also been assigned to departments on campus and will meet regularly with department heads.

10. Other/Reports
Eric presented samples of a graduation cap and gown from a different vendor than we have used in the past. He is researching new suppliers who can provide us with a better looking product for about the same cost to the student. He will take the samples to an ASCC meeting for input as well.

Robert will be submitting his program plan for EOPS/CARE/CalWORK’s to the State by mid November.

The first checks for Financial Aid recipients have been distributed.

Future meetings are scheduled for October 25th, November 29th and December 20th.

Meeting Adjourned 12:35 p.m.