



# Student Support Leadership Council

## NOTES

March 8, 2016

**Charge:** The Student Support Leadership Council is a collaborative forum with the purpose of making recommendations to Administrative Council on issues to strengthen, support, and improve student services. The discussion topics include those deemed critical to student support service programs, operational best practices, future needs, and the viability of student service.

**Membership:** Leads and Supervisors of Student Supporting Programs

**Chairs:** Vice President of Student Affairs, Patricia Ewins and Co-Chair Marcelino De Cierdo

|                      |                     |   |                        |                  |   |                       |                          |   |                                     |                   |   |
|----------------------|---------------------|---|------------------------|------------------|---|-----------------------|--------------------------|---|-------------------------------------|-------------------|---|
| Admissions & Records | Arlene Reed         | ✓ | EAC                    | Patricia Wendt   | ✓ | Mesa                  | Yessica Ortiz Noriega    | ✓ | VP Student Affairs Co-chair         | Patricia Ewins    | ✓ |
| Assessment           | Janelle Hill        | ✓ | EOPS                   | Paula Munoz      |   | Outreach              | Richard Torres           |   | VP Academic Affairs                 | Kimberly Hoffmans |   |
| Athletics            | Jessie Llamas       |   | Financial Aid          | Alma Rodriguez   | ✓ | Student Health Center | Mary Jones               | ✓ | Assistant Dean                      | Karen Engelsen    | ✓ |
| Burser               | Lisa Smith          |   | First Year Experience  | Emily Bartel     | ✓ | Santa Paula           | Sabrina Canola           |   | Assistant Dean                      | David Bransky     |   |
| CalWORKs             | Dennis Harvey       | ✓ | Foundation             | Norbert Tan      |   | Student Activities    | Rick Trevino             | ✓ | Dean                                | Lynn Wright       | ✓ |
| Career Center        | Marcelino De Cierdo | ✓ | International Students | Ellie Yoo        | ✓ | Transfer Center       | Marian Carrasco Nungaray |   | Dean                                | Phillip Briggs    | ✓ |
| Connections          | Angeline Gonzales   | ✓ | Library                | Peter Sezzi      |   | Tutoring Center       | Vandana Gavaskar         | ✓ | Office of Student Learning-Recorder | Olivia Long       | ✓ |
| Counseling           | Corey Wendt         | ✓ | Learning Center        | Vandana Gavaskar | ✓ | Veterans Center       | Perry Martin             | ✓ | Guest:                              | Angelica Gonzales | ✓ |

| Agenda Items                               | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                | Action | Date | Assigned to |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------|
| I. Welcome                                 | At 9:01 AM Patricia opened the meeting. She thanked Marcelino for facilitating the last meeting in her absence. She and Corey were in Atlanta attending a conference hosted by Achieving the Dream (ATD). She noted that the ATD team would be coming to campus March 17 <sup>th</sup> and 18 <sup>th</sup> and that the SSC meeting would be moved to accommodate their visit. |        |      |             |
| II. Finalization of the Charge (Marcelino) | <p>Marcelino presented the two options below, the group chose the first one via consensus.</p> <p>Proposals for the charge:<br/>           The Student Support Leadership Council is a collaborative forum with the purpose of making recommendations to Administrative Council on issues to strengthen, support, and improve student services. The discussion</p>              |        |      |             |

| Agenda Items                                                                               | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                                                                | Date           | Assigned to    |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|----------------|
|                                                                                            | <p>topics include those deemed critical to student support service programs, operational best practices, future needs, and the viability of student service.</p> <p>The Student Support Leadership Council is a collaborative forum that discusses issues and shares information critical to all student support services. SSLC reviews, improves, and strengthens operational practices; and makes recommendations to the Administrative Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |                |                |
| <p>III. On Line Student Events Calendar &amp; Student Support Leadership Site (Olivia)</p> | <p><a href="https://vccdventura.sharepoint.com/sites/Ventura/sslc">https://vccdventura.sharepoint.com/sites/Ventura/sslc</a><br/>Web link above. Olivia walked the group through the site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Follow-up with a written tutorial; inquire about calendar sync</p> | <p>3/22/16</p> | <p>Olivia</p>  |
| <p>IV. <a href="#">AB 540</a> Student Needs (Alma)</p>                                     | <p>Patricia noted that the AB 540 workgroup has been formed and consists of: Richard, Angeline, Karen, Yessica, Arlene, Janelle, Janeen/Alma</p> <p>Alma shared that a small team would be attending the <a href="#">1<sup>st</sup> Annual AB540 Conference</a> to be held on Friday, March 11<sup>th</sup>. After the conference, the workgroup will convene to discuss next steps moving forward. She noted that the Dreamer’s Club meets every Wednesday at 2:30pm in EOPS conference room. She noted that there are about 11 students that regularly participate and 398 students currently enrolled this semester. The club is in need of a dedicated advisor. Alma shared that she ran into our former Registrar, Susan Bricker, who is now employed at Pasadena City College (PCC) and was excited to further explore what PCC has been doing around AB 540. Patricia requested Phillip discuss the item with the Equity Committee.</p> | <p>Discuss AB 540 with Equity Committee</p>                           | <p>3/22/16</p> | <p>Phillip</p> |
| <p>V. “Big Idea” Suggestions</p>                                                           | <p>Patricia noted that the Student Success Committee was meeting Wed., March 9th and the first big idea has been centered on getting students college ready in their first year. She noted that a better name was needed, a catchy phrase that could be packaged and marketed to students. A few ideas were: Level Up, FastTrack, Set Your Sails, and Pathways. Patricia asked the group to continue to think about this. She noted that this is a great first big idea but that the quality focus essay and the achieving the dream need at least two. A focus identified by the PRT/IEPI is communication and integrated planning. Our second big idea could be related to those.</p>                                                                                                                                                                                                                                                        |                                                                       |                |                |

| Agenda Items | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action                                                        | Date           | Assigned to               |
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|              | <p>Lynn made reference to a comprehensive program at Valencia College in Florida, wherein all staff see their role in educating students and how it is propagated throughout their institution. Rick noted the annual classified senate retreat as a great opportunity for professional development. Olivia mentioned the six factor training Dr. Yeagley conducted during flex week in fall was excellent. Alma noted the importance of having administrative support to close offices to allow for full staff participation in professional development opportunities.</p> <p>Patricia mentioned mentoring students, creating a culture shift.</p> <p>Emily shared information regarding the <a href="#">‘Making It Happen’</a> program at Bakersfield College, she noted it is a very successful program. Lynn brought up <a href="#">habits of mind</a>, and noted it could be initiated from the student association and built up from there. Patricia noted that habits of mind is used in a lot of places. Lynn noted the flexibility of habits of mind and the ability to customize.</p> <p>Perry suggest ‘GGI-Go Get It’ for the catch phrase.</p> <p>Patricia noted that assistance was needed especially from the basic skills and counseling folks regarding how to package, all the steps, logistics, registration, while at the same time building a cohort. The goal being to get them all the way through with a reward at the end. She instructed Corey, Lynn and Karen to get the ideas to those folks.</p> <p>Patricia referenced the assessment process and noted the options around placement and multiple measures. Lynn shared information regarding basic skills and placement, she referenced a <a href="#">white paper</a> that covered the topic. She noted that FYE has adopted the practice. Karen shared that this topic has been discussed in the SSSP forum, and noted work was in progress for a rubric. Emily noted she could share the rubric used at Bakersfield College. Lynn noted there were national recommendations that have already been vetted. Patricia noted that <a href="#">Long Beach City College</a> has been doing multiple measures for years. The next step would be cluster of classes coupled with support to fill in</p> | <p>Share idea with Counseling, Basic Skills, and A&amp;R.</p> | <p>3/22/16</p> | <p>Corey, Lynn, Karen</p> |

| Agenda Items                                                   | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action | Date | Assigned to |
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|                                                                | <p>the blanks. Alma brought up partnering with the VC Foundation, perhaps purchasing the books needed if you join the cohort. Alma noted the draw of providing for the tools a student needs that are not covered by the BOG or Pell Grants.</p> <p>Emily shared the process for the FYE program. Patricia noted the importance of a firm commitment from students.</p>                                                                                                                                                                                                                                                                                                                                                                                                              |        |      |             |
| VI. VC Extravaganza (Richard & Alma)                           | Alma proved an update on the planning for the VC Extravaganza. She noted that the event would happen rain or shine. In the case of rain the event would be held in the building formerly known as the cafeteria. The event will include hands on assistance with financial aid, registration, career exploration, and there will be workshops, assessments and giveaways (meal, tote bag, water bottles, lanyards, bookstore gift cards.)                                                                                                                                                                                                                                                                                                                                            |        |      |             |
| VII. Pirate Fridays (Richard)                                  | <p>4/08: Foothill HS; 4/15: Santa Paula HS; 4/22: Nordhoff HS &amp; St. Bonaventure;<br/>4/29: Fillmore HS &amp; Buena HS; 5/06: Ventura HS; 5/13: Oxnard HS &amp; Rio Mesa HS</p> <p>Karen noted that a planning meeting was scheduled Thursday, March 10<sup>th</sup> at 12:30pm during the counseling in service day.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |      |             |
| VIII. SLO/SUO Sharing                                          | Patricia inquired about the training that occurred Friday, March 4 <sup>th</sup> . Vandava replied favorably about the training. Patricia wanted to confirm everyone was comfortable and if more training was needed (TracDat) and proposed using the same terminology as used in <a href="#">accreditation</a> – Student Learning Outcomes/Learning Support Outcomes. Perry requested Patricia share her philosophy. Patricia stated that it is simple, ask yourself ‘I wonder...’ type questions and then set to find out the answer. She provided an example, I wonder if feed a pirate program is making a difference, stay in school, higher GPA? She noted that an answer that was unexpected can teach just as much if not more than an answer that confirms what you wonder. |        |      |             |
| IX. SUO questions & <a href="#">Six Factors</a> Survey (Karen) | Phillip shared that after meeting with Patricia, there is functionality within GradesFirst that can be used to automate the survey process. He noted units that are not utilizing GradesFirst will have to figure out how to supplement data. He stated that if your SUO could be assessed using a survey to be sure to meet with Pamela Yeagley. Patricia noted that if you were not currently using GradesFirst, to start.                                                                                                                                                                                                                                                                                                                                                         |        |      |             |

| Agenda Items                                        | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action                                                               | Date    | Assigned to        |
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|                                                     | Karen shared that training in GradesFirst was scheduled as noted below:<br>Career Transfer Center (located in the Student Services Center)<br><u>Wednesday, March 9th:</u> <ul style="list-style-type: none"> <li>• INTRO from 3pm-4pm</li> <li>• Scheduling from 4pm-5pm</li> </ul> <u>Thursday, March 17th:</u> <ul style="list-style-type: none"> <li>• INTRO from 9am-10am</li> <li>• Advanced from 10am-11am</li> </ul>                                                                                                                                                                                                                                                                                                                     | Notify Administrative Assistants of GF training                      | 3/9/16  | Olivia             |
| X. Outreach Coordination (Richard)                  | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                      |         |                    |
| XI. Event Sharing                                   | <ul style="list-style-type: none"> <li>• Achieving the Dream Coaches' visit March 17 &amp; 18</li> <li>• Dean's List Recognition Ceremony April 28<sup>th</sup> @ 4-6pm</li> <li>• MESA banquet April 29<sup>th</sup></li> <li>• Student Health Center Fair March 15<sup>th</sup> @ 9am-1pm</li> <li>• <a href="#">Denim Day</a> April 27<sup>th</sup></li> <li>• Career and Job Expo April 27<sup>th</sup></li> </ul> Perry thanked everyone who attended his February Black History Month event and inquired if any events were scheduled in March for Women's History Month. Patricia said she would inquire.                                                                                                                                 | Inquire about an event in honor of March being Women's History Month | 3/22/16 | Patricia           |
| XII. Colleague Support Requests                     | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                      |         |                    |
| XIII. Other Information for the "Good of the Cause" | <ul style="list-style-type: none"> <li>• Should we move towards Career Center coordinating Student Staff requests and applications?               <ul style="list-style-type: none"> <li>➤ Patricia stated that this would provide a focused place on campus for students and staff would go for student employment.</li> <li>➤ The Career Center could provide assistance to students with completing the ORAP application.</li> </ul> </li> <li>• Website Accessibility update (Patty)               <ul style="list-style-type: none"> <li>➤ Patty shared that she was alerted via a listserv that a law firm has been accessing college websites to verify accessibility and threatening litigation if not compliant.</li> </ul> </li> </ul> | Set up Career Center for coordination of Student Employment          | 7/1/16  | Marcelino and Alma |

| Agenda Items | Discussion Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action | Date | Assigned to |
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|              | <ul style="list-style-type: none"> <li>➤ She noted that our website has not been targeted but it is not in compliance.</li> <li>➤ The discussion shifted to sign language interpreters and the process and issues associated therein.</li> <li>➤ It was noted that our current Web Developer was attending a seminar regarding this topic and that the Associate Vice Chancellor, Information Technology was aware of the situation.</li> <li>• Send any future agenda/discussion items to Marcelino and Pat</li> </ul> |        |      |             |

Meeting Adjourned at 10:30am

DRAFT