

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, April 3, 2013
3:00 – 4:30 p.m.
Room A-107
Minutes

Members: Gerald Ramsey, Co-Chair; Glenn Magpuri, Co-Chair; Kandice Brandt, Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, David Navarro, Judy Patacsil, Edith Pollack, Dana Stack

Guests: Joseph Hankinson, Alice Nelson, Sonny Nguyen

Excused: Lezlie Allen, Kare Furman, Janice Hecksel, Joan Thompson, Teresa Vilaboy

Meeting convened at 3:10 p.m.

1. **Approval of Agenda:** Approved as presented (**MSC** Navarro / Grisham).
2. **Approval of Minutes March 6, 2013:** Minutes approved with a small addition to the SLOAC report (**MSC** Jacobson / Grisham). MaryAnn will e-mail the change to Edith.
3. **Round Table: Admissions & Records:** Dana reported that summer registration begins May 13, 2013.

Career / Placement: Joseph reported he is getting ready for the Job Fair, scheduled April 23rd, with 20 + employers thus far.

Counseling: Alice reported that appointments are filling quickly. David reported from Student Services Council that they're looking at students who've accumulated 80 to 100 units and letting them know they need to see a counselor about the pending changes.

DSPS: Kandice reported of a new graduate student who is interning, Sarah Price-Hancock. She will send the Intern's bio to everyone on the Committee.

EOPS / CARE / CalWORKs: MaryAnn reported that the department has begun to accept applications for fall 2013, and is asking everyone to refer qualified students.

Financial Aid: Maria Rico reported the Scholarship Fest is scheduled Wednesday, April 24th. Gerald encouraged everyone attend. Cost is \$150/couple, or \$100/individual. Second disbursement of Pell Grant is scheduled April 30, 2013.

Outreach: Sonny reported he is finishing FYE workshops. Outreach: The department is still conducting Freshmen Year Experience Workshops at the high schools. Focused on preparing for April 26 High School Counselor Welcome Event.

Proctoring Center: Glenn Magpuri reported that a bad smell began to be noticeable in one of the rooms in the Center the week before spring break, and is drifting into other suites. The room has been shut down to allow for correction of the problem. This is a contractor / warranty issue, and Gerald will follow up with Brett.

Transfer Center: Naomi Grisham prepared a proposal for a College Hour during times when there are no classes in session. Offices would not close for these events. She pointed to six factors that were discussed at the College-Wide Retreat recently, that are strong justifications for having such an event (proposal is attached). After considerable discussion, the Committee agreed to move forward through the proper channels to get this off the ground, beginning with a collegial effort to explore the idea, led by the Dean of Student Affairs. With the opening of the new buildings on campus, it is believed that Miramar College will have a new image of being ready for this kind of program. It was noted that Daphne Figueroa and Buran Haidar are supportive of this concept.

4. **Board of Trustees Meeting April 4, 2013**: Vice Chancellor Neault will lead a mental health workshop for the Board.
5. **Vets to Jets Update**: Gerald gave a follow up report regarding a check in the amount of \$25,000 presented by SDG&E for the College to provide enhanced services to Veteran students. He will be putting a plan of implementation together with Joseph Hankinson. He hopes to have a plan up and running by July 2013.
6. **U.S.A. Funds Grant Proposal**: Gerald plans to submit a proposal for funding for FYE- (Freshman Year Experience) related services. He would like to fund \$300,000 over a period of three years. The proposal is due May 15, 2013 in the hope of getting it through the Miramar process before the summer. He will be calling on many of the Student Services leaders for help.
7. **Student Services Council Updates**: David Navarro gave a brief report from Student Services Council. There will be no summer classes, except as was the case during summer of 2012. He also reported the information of an Ed Plan Committee, to look at the implementation of SB 1456, which will impact campus services.
8. **Legislation**:
 - a. SB 1440
 - b. SB 1456
 - i. Prep for Implementation
 - ii. Impact on Counseling
9. **Budget**: Gerald will send the final discretionary budget proposal to the department leaders. After this meeting, this concept was reviewed, and it was determined that VPA Bell has sent or will send.
10. **Medical Excuse Notes**: Tabled.
11. **Tables for Campus Events**: Gerald will talk to VPA Brett Bell regarding the use of Foundation funding to purchase folding tables.

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12. Commencement:

- a. Update: Adela reported that this Friday is the deadline for Commencement speaker applications to be submitted to Helen Houillion in Evaluations. Adela has encouraged 3.5 gpa or better students to apply. The criteria are: 3.5 gpa or better, committee service, and a good story. She also thanked Helen and Sandi Trevisan, who are enhancing the commencement links to the Miramar web site.
- b. Hours of Operation: Gerald noted that he has communicated with the College President regarding staffing levels on May 17th. Anyone who wants to work Commencement, their schedule will be modified for that date. Gerald would like to get together with the department leaders to discuss this. He also noted that Brett's staff would like to be involved.

Gerald likes for people to get something in return, such as compensation, saying he would like to get together somewhere to wind down after commencement, such as On the Border.

13. **Student Services Building**: Timeline, Tour, Move-In, Equipment, Other: The move-in schedule is temporary.

Meeting adjourned at 4:33 p.m.

Student Services Committee meetings are scheduled the first Wednesday of each month through the **academic year. The next and final meeting of the academic year is scheduled Wednesday, May 1, 2013, 3:00 – 4:30 p.m. in room A-107.**

Previous Minutes may be found at http://www.sdmiramar.edu/cmte/college_governance.asp.

/erp

Task List

<i>Who</i>	<i>What</i>	<i>When / Due</i>
Gerald	Meet SS Department Leaders re Commencement staffing	Week of April 8 th
Gerald	Talk to Brett about the use of Foundation funding for folding tables	
Gerald	Call on SS Leaders for help with U.S.A. Grant Proposal (as needed)	
Kandice	Send Bio of Grad Student Sara Price-Hancock to SS Committee Members	

Proposal for College Hour at San Diego Miramar College

With the completion of the Student Services building this coming summer, students will now have a place to congregate while they are at Miramar College. This is an opportunity to provide meaningful engagement on the college campus, which will ultimately lead to student success.

The Student Support (Re)defined report by the RP group highlights 6 factors for success identified by students that support the idea of College Hour:

The Research and Planning Group for California Community Colleges (RPGGroup) strengthens the ability of California community colleges to undertake high quality research, planning and assessments that improve evidence-based decision making, institutional effectiveness and success for all students.

1. **Engaged:** *Students actively participate in class and extracurricular activities*
2. **Connected:** *Students feel like part of the college community*
3. **Valued:** *Student skills, talents, abilities are recognized. Opportunities to contribute on campus exist.*
4. **Nurtured:** *Somebody wants to and helps students to succeed.*
5. **Directed:** *Students have a goal and know how to achieve it.*
6. **Focused:** *Students stay on track.*

In addition, College Hour would support the College Goals

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change.

If student's have identified success as relating to engagement, connection and being valued, then we need to meet the student needs by conducting business differently. College hour can address many of the 6 factors identified by students.

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

The excuse we hear from students often is that the classes overlap with office hours or workshops and they can't get involved. This would provide an opportunity for students to meet with faculty, attend workshops, and perhaps even enjoy lectures in areas they never thought about.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student centered co-curricular activities that celebrate diversity and sustainable practices.

If there is purposeful, meaningful interventions in the way of continuing with classes such as College Hour, more and more departments could add on activities and services that help enhance the college experience for students and the community. Student clubs can engage in more activities, individuals can highlight their own talents.

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and community.

College Hour can be a time for lectures, outreach, tabling, and admissions information sessions, career information sessions, from partner universities, industries, and community.

Some ideas for College Hour:

- Workshops
- Office hours
- College visits and employee tabling opportunities
- Brown bag lunch meetings with various discipline faculty
- Student Club meetings
- Poetry readings, music, bands, fun stuff
- Department showcase
- Community engagement

Even if we started with 1 or 2 days a week, we could provide enough activities that would allow for purposeful engagement with students. An hour perhaps between 12:30-1:30 is too short of a time to head home, but long enough to participate in any of the activities above. We know the peak period for classes is between 10-2. Ideally, a time within the peak period would keep students here and engaged in the college process.