

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, September 10, 2014

3:00 – 4:30 p.m.

Room K-302

Minutes

Members Gerald Ramsey, Co-Chair; Kandice Brandt, Molly Fassler, Isabella Feldman, MaryAnn

Present: Guevarra, Ryan Moore, David Navarro, Edith Pollack, Dana Stack, Joan Thompson

Guests Lezlie Allen, Kare Furman, Joseph Hankinson, Alice Nelson, Sonny Nguyen

Present:

Absent: Glenn Magpuri, Naomi Grisham, Adela Jacobson, Emalina Ledbetter, Judy Patacsil

Meeting was called to order at 3:10 p.m.

1. **Approval of Agenda:** Agenda was approved as written, **MSC** Thompson / Navarro.
2. **Approval of Minutes:** Minutes were approved as written, **MSC** Navarro / Thompson.
3. **Agenda Format:** Gerald noted that the general format of minutes throughout the campus requires only action items and the result of the discussions. He proposed a change in minutes format for the Committee, i.e., a set of brief minutes as just described, and a set of lengthy, detailed minutes, or any format that the majority of the Committee wishes. This will be discussed at the next meeting.
4. **Committee Membership:** According to the Governance structure, this Committee calls membership consisting of six Faculty, three Classified staff and one Student. Gerald has recently spoken to Academic Senate President Buran Haidar regarding the composition of the Committee and term limits. She noted that terms are two years, but this issue has not yet been decided. Generally the committee membership is resolved at the first meeting of the academic year. He will bring forward a proposal at the next meeting that membership increase the number of Instruction and Student Services faculty. He wants Student Services faculty to attend even if they are not voting members, as this helps to create dialog. He noted the purposes for the committee include 1. advise on policies and procedures; 2. Update the campus on what the Student Services Division is doing; and 3. Serve as an advisory council to the VPSS, similarly up the line to Student Services Council at the District level and to the Chancellor's Cabinet.

Gerald noted that the Student Services Leaders group is not a Shared Governance Committee and is helpful in formulating new initiatives to take to the Student Services Committee.

5. **Student Success:** Student Success and Student Equity are the two big initiatives we are working with at this time. There should be a Student Success Sub Committee. Gerald would like to bring this issue back and activate it (formerly Matriculation Sub Committee) and take a look at the committee structure.

We have updated the activities for 2015 to do the Student Success Report, and it went to CEC two weeks ago. Howard is the designated coordinator of this report. It is due to the State of California on October 15, 2014.

6. **Assessment Scheduling:** Assessment planning is a standing agenda item. The computer lab has been a work in progress, and all of the computers are fine after the flooding. By October we should have a regular assessment schedule.

7. **Student Success Plan:**

- a. Personnel: We will be filling several positions that will be funded by Student Success monies:
 - i. Student Services Assistants 3 positions
 - ii. Senior Secretary 1 position
 - iii. Student Services Technician 1 position
 - iv. Counselors(restricted) 3 positions
 - v. Research & Planning Analyst 1 position

Gerald noted that the Research & Planning Analyst will have a working relationship with the campus Research Dean, but no reporting relationship with the District Office. He also noted that when the restricted SSP monies go away, so will the Counselor positions.

On October 17, 2014 a Student Success Planning workshop is scheduled 12:00 noon – 2:30 p.m. in room K1-107, and lunch will be served. Gerald encouraged everyone to attend.

- b. FYE: No discussion.
 - c. High School Relations: A name change from Outreach to School Relations is under consideration.
 - d. Assessment: Gerald talked about a possible mobile assessment lab for high school assessments.
 - e. Student Success Sub-Committee (formerly Matriculation Subcommittee) is currently not on the Shared Governance list, and will be pursued to be reinstated.
8. **Student Equity:** Dean Irvin thanked everyone who attended and participated in the September 5th Reintroduction to Student Equity workshop. In conjunction with District Institutional Research and Planning, suggestions are being reviewed regarding the varied components from the workshop and will be sent out for all to view in the next week or so. He reminded everyone of the November 7th follow-up to that workshop.
9. **Division Plan:** The Division plan has been drafted, and has gone to Academic Senate and CEC. It has been finalized in a different format, and has been accepted by CEC.

10. **Legislation**

- a. SB 1440: No discussion.
- b. SB 1456: No discussion.

Round Table:

Student Services Committee meetings are scheduled the first Wednesday of each month through the **academic year. The next meeting is scheduled Wednesday, October 1, 2014, in room K-302.**

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

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