



**STUDENT SUCCESS COMMITTEE MEETING**

Thursday, April 16, 2015  
Video Conference Meeting

<b>MEMBERSHIP</b>	<b>Scott Thayer, VPSS, CC (co-chair)</b>	<b>Chris Hill, Interim VPSS, GC (co-chair)</b>
	Wei Zhou, VPI, CC - absent	Katrina VanderWoude, VPAA, GC - absent
	Marsha Gable, Dean, Counseling, CC - absent	Martha Clavelle, Dean, Counseling, GC - absent
	Nicole Jones, Counseling Chair, CC	Renee Tuller, Counseling Chair, GC
	Alicia Munoz, Academic Senate President, CC -- absent	Beth Smith, Interim Sr. Dean, College Planning & Institutional Effectiveness, GC -- absent
	VACANT, Supervisor, Admissions & Records, CC	Wayne Branker, Supervisor, Admissions & Records, GC
	VACANT, Academic Dean, CC	Mike Reese, Academic Dean, GC - absent
	Jessica Yakou, Student Success Coordinator, CC	Sue Gonda, Academic Senate President, GC Tate ____
	Chris Tarman, Senior Dean, RPIE, District - absent	Steve Baker, Faculty, GC
	Brian Nath, Senior Director, Information Systems, District	Aaron Starck, Interim Dean, A&R/Financial Aid, GC
	Sara Glasgow, Interim Dean, Student Success and Equity, GC -- absent	Natalie Ray, High School/CTE Partnerships Program Director, GC -- absent
	Mary Eden, Counseling, GC - absent	Dave Dillon, Counseling Faculty, GC
<b>RECORDER</b>	Gwen Nix, CC	

S. Thayer called the meeting to order at 2:05 p.m.

**Additions to the Agenda:**

1. New high school within the Grossmont Union High School District (C. Hill)

C. Hill informed committee members that a new innovations high school is being created with the GUHSD, and they would like to develop a program where their students could come and take courses for college credit during their senior year. Hill suggested that the program could serve as a pilot program for next year; they expect about 25 students to be involved with the program. It was recommended that the students could take the courses later in the afternoon that tend to have lower enrollments. There was discussion as to how this fits into the East County Education Alliance with GUHSD, and FTES funding and enrollment.

A small brainstorming taskforce from Counseling, Admissions & Records, and Financial Aid staff will also be brought together to provide some services to these students. Hill will contact Thayer about people to be involved. Hill will communicate with Wei Zhou and Katrina VanderWoude regarding the high school request.

## 2. Extended hours for Student Services (R. Tuller)

Tuller queried committee members as to office hours for Student Services offices. Jones reported that Student Services office hours are all in alignment: 8:00a-6:00p on Monday; 8:00a-5:00p Tuesday through Thursday; and 8:00a-1:00p on Friday, and during the 4/10 schedule will be 8:00a to 6:00p Monday through Thursday.

Hill reported that there have been some conversations at Grossmont College about expanding office hours to accommodate students who work full-time during the day. They are discussions about expanding hours to Monday through Thursday from 8:00a to 7:00p; and on Friday from 8:00a to 3:00p. Jones informed committee members that could prove difficult for Cuyamaca since Counseling currently does not have a full-time Student Services Specialist, and they rely on student hourly workers to assist at the front counter.

## 3. Academic Calendar Committee (S. Thayer)

S. Thayer asked about the meeting schedule of the Academic Calendar Committee. It was stressed that it is getting time for this committee to convene again; however, due to the changes in staffing it was not known who is actually part of the committee. Thayer will review the past charge and composition of the committee and report back. It was noted that the committee should be meeting once a year to plan the following academic year, and to plan 2 years in advance.

### **Enrollment Management / Outreach**

Thayer informed committee members that each college has a consultant working on their campus in the areas of enrollment management. Committee members agreed that each college is not aware of each other's outreach efforts taking place at the local high schools. It was recommended that a combined outreach calendar should be created in order to strategically coordinate efforts.

It was noted that there has been some confusion at the local high schools regarding the overlapping outreach efforts happening. C. Hill recommended a meeting with all those involved with outreach. She will provide a list of those involved to S. Thayer. He agreed to put together a meeting to discuss outreach efforts.

There was a question regarding whether there was agreement between the 2 colleges as to what high schools were considered their primary feeder schools. C. Hill suggested that this would be a good question for the East County Education Alliance.

Tuller inquired about inviting high school counselors to the college. Jones informed committee members that Cuyamaca College provided a counselor's breakfast in the fall. There are also liaison counselors available for each of the high schools.

Dillon inquired about the BPA Student Services alignment. While some progress had been made in the alignment of services, such as standardizing A&R messaging, more work is being done in the alignment of policies and procedures. An agenda item will be added to next month's meeting agenda for a BPA update.

### **Student Services Technology Taskforce Update (B. Nath):**

Nath provided a brief update on the Technology Taskforce, which included:

Nath will work with staff in the EOPS and DSPS office to gain access to document imaging and tracking. He is not sure who to start with first, as to which department should have priority. He will contact Courtney Williams at Cuyamaca about the use of the document imaging at the college within their departments.

The taskforce is now reviewing the CCCApply supplemental development, and what questions should be included in the supplemental. It was recommended adding this to the agenda for next month's meeting to discuss what should be included for each college. Thayer inquired about Title IX supplemental questions for Athletics. Nath reported that may have to be in Phase 2 of the project.

Software for the SARS messaging system has been purchased. Nath is working with vendor to get it installed.

Imaging Now: Nath is working with counseling staff and then will move to other areas. Stark commented that he would like the Financial Aid staff to be involved to in the conversation. Nath will work with Marsha Gable and Nicole Jones at Cuyamaca College as to whom else should be involved with the project.

A prototype of the Data Warehouse Project should be ready later in April. In Phase 2, the assessment data should be able to be included.

S. Thayer adjourned the meeting at 3:30pm.