



## STUDENT SUCCESS COMMITTEE

Thursday, September 15, 2016  
Cuyamaca College, E-106

### MINUTES

<b>MEMBERSHIP</b>	<b>Scott Thayer, VPSS, CC (co-chair)</b>	<b>Katrina VanderWoude, VPAA, GC (co-chair)</b>
	Pat Setzer, Interim VPI, CC	Marsha Gable, VPSS, GC -- absent
	Nicole Jones, Interim Dean, Counseling, CC - absent	Martha Clavelle, Dean, Counseling, GC
	Amaliya Bluymmin, Interim Counseling Chair, CC -- absent	Renee Tuller, Counseling Chair, GC -- absent
	Alicia Munoz, Academic Senate President, CC -- absent	Tate Horvitz, Academic Senate President, GC
	Sheryl Ashley, Interim Director, Admissions & Records, CC	Wayne Branker, Supervisor, Admissions & Records, GC
	My-Linh Nguyen, Counselor, CC	Mike Reese, Academic Dean, GC
	Jessica Murguia, Interim Assoc Dean of Student Services & SSSP, CC	Natalie Ray, High School/CTE Partnerships Program Director, GC
	Mary Eden, Interim Counseling Assessment Supervisor, CC	Lida Rafia, Associate Dean, Student Success and Equity, GC -- absent
	Chris Tarman, Senior Dean, RPIE, District -- absent	Courtney Williams, Interim Assoc Dean of Student Services & SSSP, GC
	Brian Nath, Director, Information Systems, District	Aaron Stark, Interim Senior Dean, College Planning & Institutional Effectiveness, GC
	Laura Murphey, System Analyst, District	Dave Dillon, Counseling Faculty, GC
	Melissa Smith, District Information Systems	Amir A. Law, Interim Dean, A&R/Financial Aid, GC
	VACANT, Academic Dean, CC	
<b>RECORDER</b>	Gwen Nix, CC	

Scott Thayer welcomed everyone to the first meeting of the semester.

## **1. Review of Charge & Composition**

Committee members reviewed the Charge and Composition of this committee. It was noted that this committee evolved from a workgroup through DCEC that worked on enrollment priority groups in 2012; and the Student Success Committee was formed to work together on the student success initiatives.

It was noted that there is similarities with this group and the new Institutional Effectiveness Council in its charge and the membership of both groups. The question was raised as to whether this committee is the best use of time now that the Institutional Effectiveness Council is working.

Committee members recommended that a work group be formed to look at the work that is being done and come with a recommendation as to the future of this committee as it related to the Institutional Effectiveness Council.

From Grossmont College: Wayne Branker, Amir Law, and Martha Clavelle; and from Cuyamaca College: Mary Eden, My-Linh Nguyen, and Sheryl Ashley will be on the work group to review the charge and composition of this committee.

## **2. Summer/Fall 2017 Application Date (Amir Law)**

Amir informed committee members that there have been conversations regarding the opening application date from spring to fall. He noted that this would align with FASFA deadlines, would allow more time for recruitment and assessment, and would position the district to be more competitive in the application process and not as a last resort for students. Amir also noted that the proposal has been reviewed by the President's Cabinet at each college and with IT; matriculation services would still happen in the spring.

There was a question as to why the enrollment period isn't open year round. The application deadline comes from the State Chancellor's Office, as students apply for a specific term which affects catalog rights.

Amir also noted that these changes could affect high school seniors and their registration priority dates. He did note that with high school students there are separate issues which need to be reviewed. High school students who begin in the summer fall into a lower priority registration group than a high school student who begins in the fall with zero units.

A change in the application period need to be vetted through other constituent groups, including Financial Aid. Brian noted that the system could be modified to accept students any time when they apply.

Moving up the open application period to October can be done so that students can apply for the summer and the fall. Spring applications would open in August.

The committee agreed to move forward with the October application period for fall and summer.

It was noted that more conversation is needed regarding the on-going/rolling application process. Amir offered to take the lead for exploring this possibility. Courtney Williams volunteered to serve on a work group regarding this issue.

### **3. College Bookstores (Dave Dillon)**

Dave brought before the Committee his concern that the bookstores are understocking text books and students have been unable to get a required textbook from the bookstore. He read an email he received he received from a student who has been unable to get a textbook from the bookstore in the third week of classes. Other committee members noted that they have heard from other faculty that the bookstore is under-stocking books.

Katrina informed committee members that she has taken this concern to Lorenze Legaspi, Vice President of Administrative Services, and to look at the policies of the bookstore. It was also suggested inviting Mike Gilchrist, Bookstore Manager, to one of our meeting to discuss bookstore policies.

Scott will talk with faculty at Cuyamaca College to see if they are having similar concerns.

### **4. ITT Technical Institute Closing (Scott Thayer)**

Scott informed committee members that it was announced this week that ITT Technical Institute and its parent company were closing. Consequently, he noted that we may be getting some of these students looking to take classes and/or complete their studies.

It was noted that the bigger issues are that many of the classes at ITT Tech are non-transferable and that students could owe on student loans. There have been discussions as to whether these students start over or can the students' loan be discharged.

There was discussion regarding the best way to serve these students if the for-profit college they have been attending closes down or if the credits are non-transferable. It was noted that many of these classes are CTE which students are taking for additional training. It was suggested that perhaps prerequisites for high level classes could be waived for these students.

Committee members agreed that this issue should be brought to DCEC and IC for further discussion.

### **5. A&R Outreach Efforts to Students (Sheryl Ashley)**

Sheryl reported on some outreach activities that were done by Admissions and Records staff. As of last week, 2,100 emails were sent to Cuyamaca College students who applied for the college through CCC Apply, but did not enroll in any classes. The email encouraged them to enroll in classes. As a result 661 students (31%) enrolled in classes; 372 students at Cuyamaca, 242 students enrolled at Grossmont College and 47 took classes at both colleges.

An email was also sent out to students who were enrolled in 8.5-11 units encouraging them of the option to become full-time students and some of the benefits that can come with begin a

full-time student. Sheryl reported that while she didn't have exact numbers, A&R did see a good return on their soft sell to students to become enrolled full time.

Amir suggested sending out an email to those students who started the application on-line, but did not complete the entire process. Wayne reported that the Marketing Committee mailed out over 25,000 postcards encouraging them to come back to school. As a result, 292 students enrolled at Cuyamaca, and 883 students enrolled in classes at Grossmont College.

## **6. Technology Update (Brian Nath)**

Brian provided an update regarding some of the on-going technology issues. Documents Imaging System has gone through some upgrades to improve its existing processes. Users will have the opportunity to sign up for a pre-assessment review with the vendor and how the software can be utilized. The pre-assessment will be October 11 and 12.

Brian informed committee members that there has been an increased amount of compromised email accounts. He first thought it could be an increase in phishing, but is not sure that is the issue. He will be looking at additional prevention. He also announced that in the first week of October and email regarding Office 265 will be sent which will offer office online. Everyone will get 1 terabyte of cloud storage for the protection and preservation of information. Brian also announced that the SSSP Technology Manager positions for each college should be filled soon. Announcements will be forthcoming.

## **7. Drop for Non-Payment**

Scott reminded committee members that the decision was made not to drop students from their classes for non-payment. Questions have not arisen regarding the potential impact that could have for the spring registration cycle. Do the colleges put a hold on those students' records who haven't paid and prevent them from registering for their classes, or do we let them register and continue to incur debt? There is also the question as to whether these options will cause negative growth for both colleges.

A workgroup has been formed to look at the on-going processes for students who do not pay their registration fees, and the on-going effort to get these students to pay their debt.

### **Announcements:**

Brian announced that a BPA has been scheduled for the week of December 5. The topic of the BPA will be the informed major and reviewing technology committees and processes for requesting the use of technology:

Brian also announced that the State Chancellor's office has delayed the Common Assessment Initiative (CAI) which was originally to begin in Fall 2017. Martha will provide an update at the October meeting.