



## STUDENT SUCCESS COMMITTEE

Thursday, November 17, 2016  
Cuyamaca College, E-106

### MINUTES

<b>MEMBERSHIP</b>	<b>Scott Thayer, VPSS, CC (co-chair)</b>	<b>Katrina VanderWoude, VPAA, GC (co-chair) - absent</b>
	Pat Setzer, Interim VPI, CC - absent	Marsha Gable, VPSS, GC -- absent
	Nicole Jones, Interim Dean, Counseling, CC - absent	Martha Clavelle, Dean, Counseling, GC -- absent
	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 -- absent
	My-Linh Nguyen, Counselor, CC -- absent	Mike Reese, Academic Dean, GC -- absent
	Jessica Murguia, Student Success Coordinator, 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 -- absent
	Melissa Smith, District Information Systems	Amir A. Law, Interim Dean, A&R/Financial Aid, GC
	VACANT, Academic Dean, CC	Laura Murphey, System Analyst, District
<b>RECORDER</b>	Gwen Nix, CC	

Others present: Jesus Miranda, Associate Dean, Student Equity & Institutional Effectiveness, CC  
Jessica McKean, Tech Programs Manager/IS  
Heriberto Vasquez, Outreach Coordinator, GC

Scott Thayer welcomed everyone to the meeting. Introductions were made around.

#### 1. Workgroup: Review of Charge & Composition

There was no update from the Workgroup. There is still the possibility that, in the future, this committee will be merged with the district's Institutional Effectiveness Council.

## **2. Request to Differentiate Dismissed Students in Records (S. Ashley)**

Sheryl inquired as to whether dismissed/disqualified students could be coded in the system to better identify who these students are. There was discussion on how to best reach out to students who have been disqualified. Those who have been disqualified are given the opportunity to attend a workshop through counseling and then can re-register for their classes.

Amir inquired if expelled students could also be coded differently so as to prevent those students from coming back into the system.

Amir also informed committee members that as of January 1, 2017, students identified as homeless will be able to receive priority (Group 1) registration. Financial Aid Offices at each of the colleges has processes in place to identify students that are homeless. Work will be done in DCEC to establish the policies affecting homeless students.

## **3. Technology Updates (B. Nath)**

Brian reported that his department is reviewing all the current systems and how to make them more efficient. A vendor has been hired to complete desk audits.

He is continuing to review the capabilities of Document Imaging software. The program has online documents and forms and will be able to have an electronic signature component. He has also being doing some pricing on the new software. Brian reported that it could be \$36,000 for the first year for the start-up and extra program features, and \$6,000 for the following year. Brian suggested that perhaps this could be an SSSP purchase.

It was noted that by having electronic forms this could reduce or eliminate lines in offices. There were also some questions as to whether students could access the information and view their electronic file.

Brian also reported that other education planning tools are still being discussed; decisions should be made by July 2017.

## **4. Academic Calendar**

Scott informed committee members that the academic calendars for 2017-2018 and 2018-2019 have been be vetted through both colleges. They will be reviewed by DCEC next week, and will be presented to the Governing Board in December for approval.

## **5. Portfolium**

Scott informed committee members that a demonstration was conducted on the functions of Portfolium, a way for students to keep track of career interests and job searching. The cloud-based program could be accessed anywhere and can assist students in writing resumes and interviewing techniques. Students would be able to follow their career search.

It was noted that CTE and workforce development are interested in the program. Another demonstration is being scheduled.

It was noted that this is a product that is being developed and supported by the State Chancellor's office. There is no cost to purchase and will eventually be implemented across the State.

#### **6. Spring Registration – Registration Analysis**

Scott reported that approximately 48,000 students received a registration date districtwide. There are still some questions as to whether students are actually using their priority registration time to register for their classes.

It was reported (through ATAC) that Chris Tarman is currently working on the development of a daily FTES report. The new reporting system could be available by the end of year.

#### **7. Business Process Analysis December 7-8, 2016**

Brian announced that there will be a BPA in December; the location is still being determined. Those in attendance will be determined by each of the college presidents.

Scott adjourned the meeting at 3:10 p.m.