

Student Services Planning Council
November 28, 2017
10:30am – 12:00pm
ST-107

MINUTES

Present: Patti Brusca, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Monica Green (co-chair), Monica Huizar, Tenisha James, Pamela Kollar, Lisa McAllister, Daniela McCarson, John Moore (co-chair)

Absent: Natalie Aceves (co-chair), Eva Amezola, Miriam Carrillo, Bowen Fei, Maria Gonzalez, Mark Hartley, Maria Jurado, Leticia Martinez, Maureen Sinclair

Approval of 10/25/17 minutes

Motion to approve by Monica Huizar
Seconded by Hortencia Cuevas
Motion passed with one abstention.

Application Deadline Recommendation Review

Dr. Green walked the council through the documentation proposed to go to ISPC and informed the group that suggestions and changes were welcome. The council agreed to put the document forward as is to ISPC (attached).

Equipment Prioritization – BFPC Determination

SSPC equipment prioritization used BFPC's 2016-2017 guidelines of only ranking equipment requests over \$5000. BFPC made a determination to include equipment ranking under \$5000. As a result, SSPC equipment requests under \$5000 was not placed in queue for the ISPC rankings. ISPC noted this discrepancy and it was agreed that ranking processes would be determined in advance of any council ranking.

Online Education – Enrollment Process

The council reviewed the proposed enrollment process for online learning (attached). Members suggest the functionality of the system to include:

- 1) Immediately clear students to register (30 minutes or less when complete)
- 2) Ability to manually clear students; and
- 3) Existing or previous online RCCD students exempt

Members suggested an initial assessment of the students to determine areas of need for the student. If this exists, the suggested tutorials include "Introduction to Online Learning" to "Online Reading Strategies" (six tutorials), as not all student should need all six tutorials. The recommendation for Career Planning and Educational Planning tutorials is to offer as an option only. If there is no initial assessment to determine which of the six tutorials a student might need, then only require the first three that constitutes about 30 minutes (Introduction to Online Learning, Getting Tech Ready, Organizing the Online Success) and open all other tutorials as optional.

Nuventive's Improve (Formerly TrakDat) Program Review Update

We expect the Student Services Program Review template build out in December and early January. Nuventive is hoping to have train-the-trainer workshops available in late January. We are pushing for a full campus Program Review deadline of April 20, 2018.

Insidetrack Partnership Grant

Norco College is considering a partnership with InsideTrack to provide an advising assessment in a Guided Pathways environment. This partnership includes a needs assessment (interviews with staff), report with recommendations and training. There was a request to provide interview questions in advance. We expect to initiate and complete the process in the spring.

Onboarding Debrief and Next Steps

Next steps include going through the retreat survey/evaluation and make notes for a more targeted meeting and onboarding.

Good of the Order

The Spring 2020 ACCJC Accreditation committee for Standard IIC is Mark DeAsis, John Moore and Vanessa Acosta (chairs) and Nick Franco, Leticia Martinez and Daniela McCarson (team members)