

Student Services Planning Council
September 25, 2019
CSS 217 (2:00-4:00pm)
Minutes

Members Present: Natalie Aceves (Co-chair), Kimberly Bell, Janelle Brekke, Mark DeAsis, Lilia Garcia, Tenisha James, Amy Kramer, Jalen Madrid, Leticia Martinez, Bryan Medina, John Moore (Co-Chair), Ashley Mora, Gustavo Ocegüera, Kaneesha Tarrant (Co-Chair), Ricardo Vargas

Absent: Patti Brusca, Maria Gonzalez, Mark Hartley, Daniela McC Carson,

Guests Present: Esmeralda Abejar, Kris Anderson, Michael Collins, Marshall Fulbright, Angel Lizardi, Justin Mendez, Maureen Sinclair

Call to Order: 2:07pm

Dr. Tarrant welcomed everyone and went around the room to introduce council members and guests to the new student members.

Approval of Minutes:

Approval of Minutes for May 22, 2019

MSC (Bell/Medina)

Approved. 4 Abstentions

I. Dean's Reports

- DeAsis – Registration begins 11/4; ERP meetings to determine next info system: no longer moving forward with Workday as the company declined to participate, we will keep colleague. Support for WebAdvisor ends 12/2020. District may look at Campus Management for the ERP. Statewide Dual Enrollment conference in Riverside; thanks to Maureen Sinclair for leading the presentation. Anticipating a VRC director and SFS Outreach specialist to be approved at the October board meeting.
- Hartley - absent
- James - none at this time; will report later on the agenda
- McC Carson – absent
- Ocegüera – Professional Development Committee is recommending closing the college for a day during spring break for a Guided Pathways training; discussion is underway. Meetings were held with various groups of staff, management and faculty to identify what type of training is needed

II. Action Item(s):

- A. 2020 Accreditation Institutional Self Evaluation Report (ISER)

Kris Anderson Briefly walked through the ISER and asked if there were any questions. The report needs to be submitted to DSPC by end of October. Today SSPC will vote on whether or not to approve the report. Some revisions are still to come, nothing substantial, mostly cleaning up. Visiting team will be here 3/2 – 3/5 and will submit a report to ACCJC. We should receive a response in June.

- Leadership changes have been updated
 - 4b – President
 - 4c – District: should be the same for all three colleges
 - 4d – Will have some difference because it addresses each college
- IIC: Student Services Standards
 - Amount of services onsite vs. offsite
 - Does program review help us answer the questions:
 - How do we justify requests for additional resources?
 - Are we meeting student needs?
 - Validation of the work that is already being done?
- Students – what is their role or how can they participate?
 - We are just beginning to form the plan so they will hear more
 - Anticipate that the team will want to meet with you to hear about your experience
- Motion to Approve:
MSC (Oceguera/DeAsis)
Approved

III. Standing Items/Reports:

A. Guided Pathways (T. James)

Brief description of the statewide program; distributed a handout listing the current Norco College projects addressing each of the pillars and described each of these projects for the council. Dr. James will obtain specific success data for ENG to share with the council.

B. Program Review

A meeting taking place tomorrow – will discuss the timeline (every third year; updates only, annually). Dr. Tarrant walked the council through the timeline and process. Program Review will stay with Nuventive since the district has already purchased it.

C. Resource Request Procedures

The resource allocation form is still being discussed at ISPC. The current process, form and metrics were designed for academic affairs, so student services needs a different process. This will be taken back to the Program Review committee for review and discussion.

IV. Information Item(s):

A. Educational Master Plan (K. Tarrant)

The Educational Master Plan (EMP) was taken through the district process and the college had to go back to address suggested changes. The Executive Cabinet has been working on that the past month to address as well as ensuring we are in line with the district strategic plan. On Friday, President Green will email the college with the revised EMP for comments. Since the college has already approved the EMP, it will not go back through the councils for approval.

B. Facilities Master Plan (M. Collins)

The Board of Trustees approved the Facilities Master Plan (FMP) without the student housing and charter school. We are currently developing a narrative to go through Strategic Planning and back to the Board of Trustees as an Information Item.

C. 18-19 Year End Budget Presentation/BAM Update (M. Collins)

Mike Collins and Esmeralda Abejar walked the council through a PowerPoint presentation of 18/19 budget final numbers, 19/20 projected budget and BAM (attached).

D. EduNav (T. James)

New launch date 10/21 move of all students thru the EduNav system for registration (except honors, dual enrollment, inmate education). There are a series of questions to determine what they want to do (abbreviated plan, full plan, etc.). Of the 620 district-wide programs, 250 are mapped; 12,000 students used EduNav for their plan.

Students will be able to see the schedule and plan their schedule, but won't be able to register until their assigned date. When students get ready to register they are directed to EduNav which requires them to sign-in again. Students were asked what communication and tools might be helpful. Staff training (including management and faculty) is scheduled on 10/18.

E. Role of SSPC – Tabled

IV. Good of the order

Meeting adjourned: 4:05pm

Next meeting: October 23, 2019