

Cañada College
Student Services Planning Council
Minutes

December 9, 2010
1:00-3:00 p.m.
3-142

In attendance: Robin Richards, Rita Sabbadini, Debbie Joy, Bob Haick, Soraya Sohrabi, Romeo Garcia, Katie McKee, Valeria Estrada, Margie Carrington, Victoria Worch, Eliazar Ayala-Austin

1. 11/10/10 minutes approved
2. Parent/Student Orientation Idea with David Orta- tabled (David Orta did not attend)
3. The Noel Levitz Survey
 - Bart Scott discussed results from the Spring 2010 survey. Cañada will administer the Noel Levitz Survey again in the future.
 - Please look closely at the survey and if you have any questions, forward them to Robin.
 - The information from the survey will be useful for dialogue and in planning for accreditation.
4. New ideas for Student Success

| Category | Idea | Planning Team? |
|-------------|---|----------------|
| Advising | Conduct joint financial aid and academic counseling | |
| Advising | Provide “benchmarks” for students (look at Valencia website); require workshops; add info to the website | |
| Assessment | Same assessment tests at all SMCCCD colleges | |
| Assessment | Conduct week-long assessment preparation and refresher course | |
| Career | Create job placement program | |
| Career | Increase internships | |
| Child Care | Work on opportunities for child care – for example: <ul style="list-style-type: none"> • Grants for child care • Partnering with local child care centers (e.g. ECE students work there and our students get a discount) • Involve the foundation • Look at having a franchise or state run | |
| Instruction | Work with instruction to communicate early about students who are failing | |
| Instruction | Communicate on syllabus about probation and dismissal and who drops the student from class (standard easy-to-read and understand) | |
| Instruction | Create an electronic portfolio | |
| Instruction | Work with feeder high schools on curriculum | |
| Mentoring | Create a peer mentoring program – identify students who would need this, e.g. first generation – and provide triage services; possibly look at AmeriCorps or Vets to be peer mentors | |
| Mentoring | Establish Library Research Mentors – can help with | |

| Category | Idea | Planning Team? |
|----------------|---|----------------|
| | topics, research and proof papers | |
| Orientation | Conduct orientation for returning students | |
| Orientation | Increase number of student success orientation programs – e.g. the “Jams”, LEAP | |
| Orientation | Provide orientation for students who arrive late and will be taking late start classes | |
| Orientation | Use “predictive encoding” for students – i.e. they can envision themselves as being successful (e.g. t-shirt with 2013 graduation date) | |
| Progress Check | Provide Mid Semester Grades | |
| Progress Check | Conduct regular check-in after career goal established | |
| Progress Check | Track student enrollment | |
| Requirements | Mandatory College Success Class | |
| Requirements | Have “minimum” number of units during the first year | |
| Requirements | No registration after first day of class | |
| Requirements | Mandate students taking “gatekeeper” courses prior to any others | |
| Requirements | Have students pay for course up front | |
| Requirements | Enforce prerequisites | |
| Research | Conduct student focus groups to determine what students need (e.g. Annual Open Forum) | |
| Research | Obtain current data on students – number enrolled, drops, day/evening | |
| Research | Look into gaps in achievement | |
| Schedule | Create a college hour (e.g. 11-Noon) | |
| Services | Provide drop-in tutoring in the library | |
| Services | Provide tutoring services for University Center students | |
| Services | Create an “Answer Center” | |
| Services | Support minority male students (Black, Brown and College-Bound program) | |
| Services | Plus50 Workforce Development Program | |
| Services | LD Evaluation for Veterans | |
| Services | Increase tutoring | |
| Transfer | Develop transfer relationships as part of student pathway | |
| Workshops | Provide “financial fitness” training | |
| Workshops | Conduct freshman parent workshops | |

5. Counselor Retreat – Next Steps

- Counselors district-wide met on 12/8 at Skyline for their Retreat. The Vice Presidents will meet on January 4th to answer questions submitted by the Counselors and work on a standard process for dismissed students.

6. Program Planning Teams – How is it going?

The Teams are working on the following:

- have every student sign-up for Financial Aid
- create a quality Ed Plan
- discuss Priority Enrollment
- work on Veteran’s outreach plan
- work on Transfer planning

7. Updates:

- The Vice Presidents are working on Student Discipline and a procedure handbook district-wide.
- Building 9 will be remodeled over the winter break.

Next meetings -

- January 26
- February 9, 23
- March 9, 23
- April 13, 27
- May 11, 25