Student Services Cluster Meeting
March 18, 2015
SSA 219

Members Present:

Co-Chair:  
E. Reigadas  
A. Patterson  

Administration:  
M. Yañez  
B. Villalobos  
C. Rodgers  

Classified Staff:  
T. Mariner  
C. Contreras-Martinez  
B. Henderson  

Faculty:  
S. Steele  
J. Fisher  
D. Hudson  

Students:  
J. Baeza  

Resource:  
Rhea Estoya  

Guests:  
Dan Raker, Life Skills Center/DSPS; Nelly Rodriguez; Kaman Ng; Amarylles Hall; Susan McMurray, Academic Senate; Mario Valadez; Priscilla Lopez, EWD; Jeanette Madueña; S. Atkinson-Alston; Andy Labrune; Andrew Sanchez; Bonnie Burstein  

Minutes:

Meeting Called to Order @ 2:12 PM

I. Approval of agenda
M. Yañez (M)/A. Hall (S) Agenda was approved.  

II. Approval of minutes – February 18, 2015
• J. Fisher: Items from the Floor – “LACCD Counselor Conference…” revision

M. Yañez (M)/J. Baeza/E. Reigadas (S) Minutes were approved.

III. Accreditation Standard IIC – Student Support
• Y. King: Presented Accreditation Standard IIC PowerPoint. The college no longer has separate accreditation standard committees. Accreditation standards are systematic, cyclic evaluations of college functions. The campus accreditation
committee decided to incorporate the process of responding to the accreditation standard questions and requirements using current campus committees. The goal is to complete standard questions using the most appropriate committees. She shared the Accreditation Standard handout. The goal is for committees answering standard-related questions to finish by June 2015. It was suggested that the 2012 accreditation evaluation report be reviewed by members of this cluster in order to acquire more information as it applies to previous Student Support Services responses. Members of our cluster will need to answer the questions in Standard IIC and provide documentation to support their answer and that we are meeting ACCJC standard requirements (pages 113-134). Dependent upon committee or cluster size and function, subgroups may be formed in order to accomplish the accreditation requirements; the findings of subgroups will be reported to the main committees.

A. Patterson: Shared that this standards has been revised to require greater focus on specific student service areas, instead of a narrative on all support services (as outlined in Standard IIC handout)

Y. King encouraged wide participation of members of this cluster and student service areas in order to share the responsibility of meeting standards’ requirements. New formatting changes accommodating preferred formats in order to acquire information; tables not required and the T: (“T drive”) allows for universal access to accreditation handouts, information, and resources. Roles of the administrators sent via email. M. Yañez and C. Rodgers are the administrators assigned to lead the process for our cluster responding to Standard IIC questions and collection of supporting documentation from the Student Support Services division. The floor was opened for questions.

S. Sanchez requested clarity on if it was permissible to replace composition of textual narrative with bullet points covering standards’ requirements?

- The response was to coordinate formats that are most effective for each committee.

E. Reigadas: “End of semester”
- June 30th deadline allows for July and August to revise and review

A. Patterson requested that all cluster members review the accreditation handouts and respond to the standard questions. She also stated that additional meeting dates will be discussed and decided upon for review of accreditation standards in order to meet deadline requirements.

IV. SSSP Update

M. Yañez reported that operational planning for the 2015-16 SSSP Plan has begun. District adjustments have resulted in May 2015 deadline. She reviewed information from her handouts. Template changes to the report have resulted in some requested information not being applicable to standard SSSP office functions and program
services. The current plan is being reviewed and feedback is being provided. The narratives are being replaced with bulleted highlights of division functions. Four main components of SSSP function are the primary focus of the SSSP Plan. Challenges are primarily surrounding staffing conflicts and limitations. General funding challenges also serve as prioritization concerns outlined in Cluster ballots to be discussed. The Office of Institutional Effectiveness provided sufficient data using the student information systems available to campus; data fluctuations may result from restraints present from limited resources. Assessment updates are surrounding orientations and new portal launches and operational functions for testing. Obstacles surrounding the Matriculation process include high school visits time schedule requests not meeting matriculation accommodation and standards. Reviewed budgeting, spending, and funding practices in comparison to monies allotted to division for program functionality.

- A. Patterson explained the list of all salaries presented and omitted from SSSP budgeting handout distributed for presentation.
- M. Yañez shared that discussions surrounding proposed plans will be shared in future meetings.

V. Unfinished Business (Action items/Noticed items from previous committee meetings)

A. Review Hiring Prioritization/Ballot

A. Patterson reviewed the prioritization ballot handout. She clarified that Student Services is only prioritizing the staffing hiring requests of the division; equipment and other resources are to be excluded. Ballot and rationale are reflecting current fiscal year requests for 15-16. The extensive hiring requests for all department operations and functions will be added to future Unit Plans. The revised ballot will be emailed to voting members of the cluster later on this afternoon. Unit Plans are being reviewed in order to compose an executive summary of the Unit Plans by Vice Presidents.

B. Committee Evaluation Form

E. Reigadas offered to email Committee Evaluation Form to members of the committee. Requested a response before next Cluster Meeting in April.

VI. Next steps

A. Hiring Prioritization Ballots to CPC 3/23/15

- All three cluster priority ballots top positions will be combined into one ballot for CPC to vote on as recommended college priorities to submit to President Lee for approval.
VII. Items from the floor

- J. Fisher debriefed the cluster on the Career Fair. Eighteen companies confirmed attendance, along with 15 other CTE programs. STEM program industry partners also attended.

- S. Rubio announced that the Transfer Celebration will be on May 22, 2015 from 1:00 – 3:30PM.

- A. Patterson announced that the next College Planning Forum will be Monday, March 23, 2015, from noon to 3:30 PM in the Cafeteria. The purpose of convening is to share accreditation planning with the campus. The Midterm report was accepted and ACCJC cancelled the planned visit.

- B. Villalobos shared that the Achieving the Dream reflections report survey will be sent to LAHC-ALL. Campus participation helps make administrators aware of campus needs.

- The Chancellor’s Breakfast is next Tuesday morning, March 24, 2015. RSVP instructions were provided via email.

- The Chancellor’s Investiture is on April 2, 2015 at ELAC.

- J. Fisher stated that the Graduation Fair is planned for May 7, 2015. There will be a faculty photo on graduation day, June 11th, and a graduation class photo. The week of graduation will be filled with celebrations for honor and scholarship students and other commencement events.

VIII. Adjournment

Meeting adjourned at 3:00 PM.

Next meeting date: 4/22/15