Student Services Cluster Meeting  
April 22, 2015  
SSA 219

Members Present:  
**Co-Chair:**  
E. Reigadas  
A. Patterson  

**Faculty:**  
D. Hudson  
M. Murillo (for J. Fisher)  
S. Steele  
G. Hayes  

**Classified:**  
T. Mariner  
B. Henderson  

**Administration:**  
B. Villalobos  
C. Rodgers

Guests:  
Dan Ruiz, Sara Rubio, Susan McMurray, Andy Labrune, Joan Lang

Minutes:

I. **Call to Order:**  
Meeting called to order at: 1:42PM  
*Bill Englert presented on Campus Safety Procedures and Protocol in lieu of Brad Young and Sgt. Van.*

II. **Approval of Agenda**  
B. Henderson (M)/E. Reigadas (S) Agenda was approved.

III. **Approval of Minutes – January 28, 2015**  
D. Hudson (M)/S. Steele (S) Minutes were approved.

IV. **Vice President Report**  
A. Committee members were reminded of a special CORE meeting occurring this Thursday at 1:00 PM. The purpose of this meeting is to present options for remaining bond funding and discuss options for fund use by the campus. Input and comments from campus are of interest to the committee.  

B. Campus maps will be placed throughout the campus as a means to help the college with fundraising. Advertisements will be displayed on the latter side of the maps. Construction-related changes made to campus routes will be reflected.
C. Next Wednesday is Harbor College’s Success Workshop to discuss success and progress with the accreditation standards. The campus will also be recognizing Denim Day next Wednesday.

V. **Institutional Effectiveness Partnership Initiative:** B. Villalobos shared from a handout the requirements of the college’s Institutional Effectiveness Goals as outlined in a letter issued by the CCCCO. The campus has four objectives to focus upon, two of which we will focus on. May 13, 2015 is the projected date for the IE report to be submitted to District. Teams are being formed in order to set up the indicators (goals) for each campus. The “Background” section of the letter will be distributed to the campus, as this portion is essential. Committee members were encouraged that the primary significance of the initiative is to make an effort. The primary focus of the goals is to emphasize student success campus wide.

VI. **Cluster Committee Evaluation – Elena Reigadas**

A. The template form for evaluation of the cluster committee meetings was reviewed. The minutes are to be used in order to complete portions of the form as well as to answer questions and maintain compliance with the Shared Governance Committee requirements; the form will also assist in meeting accreditation standards and goals for the campus. Committee members were encouraged to provide input on the format of the form and the process of its completion.

As an aside, A. Patterson discussed the next meeting date with committee members. Decision Tabled due to non-votes and schedule conflicts.

VII. **Accreditation Standard IIC – Corey Rodgers**

A. C. Rodgers shared from a handout. The accreditation standard sections were divided among Student Services Managers. The standard addressed by Student Support Services and the activities held within the division were outlined in correlation to the appropriate section of the standard. The standard’s expectations and the areas to which the standard applies were explained in regards to the report format. The current handout is a draft format and future drafts will include evidence and specifics of each department’s role in meeting the accreditation standards. Recommendations (as featured in the handout presented) should include realistic options for each area’s goals to ensure program success and share aspects of the program that are already in place and proving successful. Committee members were requested to provide feedback for their areas by Thursday, April 30, 2015 in order to be included in the standards’ presentation.

i. A. Patterson expressed that the goal for the standard is for it to be a constant, changing process to outline the standards.
Collaborations between departments can be included in the standard as long as they can be supported.

VIII. **Items from the Floor**

A. Sara Rubio shared that the Transfer Center will visit UCLA Friday, April 24, 2015.

IX. **Adjournment**

Meeting adjourned at 3:21 pm.

**Spring 2015 meeting dates: 5/13/15 or 5/27/15 TBD**