Student Services Cluster Meeting  
September 21, 2011  
President’s Conference Room (SSA 214)

Members Present:

Co-Chair
Abbie Patterson  
Deborah Tull  

Classified Staff
Brian Henderson  
Robbie Barker  
Tim Mariner  
Rhea Estoya  

Faculty  
(Deborah Tull)

Administration  
(Abbie Patterson)

Student  
Joseph Lopez

Minutes:
Meeting was called to order at 2:06PM, chaired by Deborah Tull.

1. Approval of Agenda
Agenda read and unanimously approved at 2:07PM with no additions or corrections.

2. Approval of Minutes – May 18, 2011
Minutes from the previous meeting were reviewed. Motion by Tim Mariner to approve. Seconded by Robbie Barker. Approved unanimously.

3. Vice President’s Report
   a. The Academic Affairs Cluster has suggested sharing joint cluster meetings with us. This will give us the chance to focus on a specific topic together (such as the registration process and other campus needs). We will attempt to have a joint meeting in October, and also meet privately before or afterwards to discuss unrelated Student Services issues.
   b. Admissions & Records have received over 11,000 applications since January. There are district-wide talks regarding limiting application and assessment periods. Data shows that students who add their classes do considerably worse. As a result, we are also considering making changes to the final add date.
   c. Effective Spring semester, there will be a district-wide limit on the number of units a student may enroll in. Some students have previously enrolled in upwards of thirty units by enrolling at multiple campuses. Students will now be limited to 19 units.
   d. Leige Doffoney is working on the Class Schedule and Catalog, and would like to work with Student Services to remedy some problems. She is adding a “Where to Go For Help” section, and is working closely with us for our input.
   e. The District is moving towards using only electronic class records. Professors will need to submit grades and attendance records online. Census Rosters do not need to be submitted electronically.
   f. The Curriculum Committee wants the campus to enforce prerequisites more diligently. The campus will review which classes may need additional prerequisites, so that unprepared students do not enroll in classes that are too difficult.
g. Conversations are taking place regarding enrollment priority dates. Several ideas are under consideration. Students who have taken over 100 units or have academic dismissal/probation may be given a later enrollment date.

h. Three new counselors were hired. Daniel Ruiz is the new permanent Retention Counselor. Ralph Davis is a long-term limited counselor in the Transfer Center. Jassiel Dominguez was hired as the Title V / Puente Counselor.

i. CPC is having a daylong retreat on November 11th to review the role and functioning of the College Planning Committee. They will review all of their committees and discuss what changes should be made. A draft of the new plans will be shared with the campus community shortly afterwards.

j. An electronic transcript system will go live on October 1st, which will allow us to send electronic transcripts directly to the CSU campuses. This will save staff time and make our transcripts more secure.

k. The Work Environment Committee:
   k.i. WEC will begin holding trainings on how to use evacuation chairs. Trainings will take place on November 1st, 9th, and 17th.
   k.ii. Dr. Tull and Dr. Burstein prepared a one page information sheet on how to handle a crisis on campus. It includes contacts and instructions. The CPC made a few changes and will send it to the campus community after it is approved.

4. LAHC and LACCD Violence Prevention Training
   LAHC will be hosting school violence training on October 7th. LA County Mental Health, the Sheriff START program, and the FBI will all provide training. Dr. Tull has invited local law enforcement, mental health agencies, and high schools. Interns from the Life Skills Center will also be present. In addition to the useful training, it provides an excellent opportunity to network with law enforcement and mental health professionals.

5. Accreditation Calendar
   We reviewed important upcoming dates on the Accreditation Calendar. Accreditation documents are due to the District Office no later than November 7th. They will then be reviewed by the Board of Trustees.

6. Accreditation – Standard IIB
   a. We are currently working on the Standard IIB. Student Service managers have until Friday to submit their revisions. All changes will be reviewed and then merged into the final document.
   b. Self Study program reviews and Unit Plans are also being collected. We are working on corrections and additions. We will be finished in advance of the November 7th deadline.
   c. Standard IIB meetings will be taking place on October 4th and October 25th at 3:30pm.

7. Status Report: Student Services Program Review and Unit Plan Process
   a. Nearly all of the Program Review documents have been turned in.
   b. We are working to incorporate SLO outcomes into our 2011-2012 unit plans. We are evaluating data and trying to make planning decisions based on evidence.
c. Managers have until Friday to submit their unit plans and program reviews. We will then upload them to the LAHC website.

8. **Status Report: Student Services SLO Process (Identification, Measurement, and Data Integration)**
   a. Lora Lane has been working closely with us during our SLO process. She has posted our Student Learning Outcomes to the LAHC website. We have identified some areas of the website where we should increase the amount of information. These areas will be improved soon.

9. **Student Service Cluster Plan**
   a. Deborah Tull presented a Cluster Plan Draft for 2010-2012. It is a compilation of all of the planning efforts, giving an overview of the Student Services area. The draft reflects our needs and goals. Abbie Patterson noted that CalWorks and GAIN need to be added.

10. **Items from the Floor & Meeting Dates**
    a. We need to have constituency groups send authorization of who will be voting members of this cluster. All members need to have been approved by their respective group. The makeup of the cluster should include: one Vice President of Student Services, three administrators, four classified staff, one classified manager, four faculty members selected the senate, and three students from ASO.
    b. We will ask Nina Malone for the names of the student representatives that will serve on this cluster.
    c. Future Cluster Meetings will be held at 2PM on the third Wednesday of each month, unless there is a holiday. Upcoming meeting dates will be emailed to the campus community.
    d. ASO Student Joseph Lopez gave a report on the Club Rush event. Clubs are actively recruiting new members by hanging banners and speaking with students in front of the Seahawk Center. They are also fundraising for their respective clubs.
    e. Abbie Patterson asked Joseph Lopez to speak with the ASO to get opinions about our website. We want to hear from students about what works and what needs to be improved. Any feedback is welcome, as we want the website to be as user-friendly as possible.
    f. The ASO now has an independent study class. Students who are involved in student government may receive credit for their work. The class is optional.
    g. Plans are underway to host a Career Fair later in the year. We would like to bring people from a wide variety of career fields to speak with our students. More details to come later.

Meeting adjourned.