

San Diego Continuing Education
STUDENT SERVICES COUNCIL
2013-2014

MINUTES

January 9, 2014
ECC 169 2:00-3:30

Attendees: Sheri Bartlett, Brian Ellison, Stephen Flores, Marisa Gonzalez, Sherra Heitmann, Anne Heller, Jim Laramie, Esther Matthew Theresa Ortiz, Cat Prindle, Holly Rodriguez

Excused/Absent: John Bromma, Diana Romero

Guests:

Minutes: October 10, 2013 approved

OLD BUSINESS

Update – Implementation of Student Success and Support Act (SB 1456):

Brian informed the committee that the funding formula for non-credit is still being worked out at the State Chancellor's Office level. A big impact will be with the Comprehensive vs Abbreviated Ed Plan. College funding proposed 35% for comprehensive to 10% abbreviated. Obviously this will not work for the majority of CE students. Perhaps the reverse of this or a different formula can be formulated for CE.

NEW BUSINESS

SSC Committee Description and Members

The current committee description and committee membership was distributed and discussed.

- An office manager should be added, Patti Buse and Jose Hueso were recommended
- There is a vacancy for a Student Services staff member
- Two vacancies for Instructional Faculty, one should be ESL
- Question of removing student representative

Consensus:

- Add "Issues referred to ASB as appropriate" to committee description
- Brian will contact Patti/Jose then take to AGC
- A current list of vacancies and committee member will be prepared and brought to the next meeting

CE Grade Card

Esther proposed switching from the full sized 1 sided grade card to half size two sided card. Examples were distributed. Cat noted North City uses a 3 ring binder to keep records alphabetical and the full size card works best for this. Holly said they use a 3 ring binder and use a full size page with the two half sheets and fill them out consecutively. Cat posed using either one, depending on the site needs.

Consensus: Holly will take to instructional faculty for their recommendation and Esther will check with Laura Burgess if different size forms can be used.

Update on Student Development Dean

Brian updated the committee, criteria and interview questions have been submitted to District Office. He is hoping for late February interview and the new hire on board in April.

STANDING BUSINESS:

District SSC Report:

Brian reported the current funding focus has shifted from serving current students to serving new students. Staffing is an issue. **Esther** asked if ESL orientations can be funded if done in class. Brian is not sure yet. Perhaps CE can get funding without having to go see a counselor for orientation, Mesa is using an avatar online orientation, Miramar is considering joining in. Perhaps CE can also use this or similar option. Also, colleges can begin counting spring, assume we will too. Esther asked if counselors should begin inputting information into ISIS. **Cat** added that training and direction is needed, things won't happen until counselors are directed to start now. **Steve** noted he will have training in February. Questions arose regarding who can input on the SQMC screen, do counselors have to do it or can SSA's? Can scanners be utilized? **Brian** stated that EPP software should be done within 2 years. CE follows the colleges, and we should be able to drop our program into what the colleges have done. A taskforce should be formed in February, with sub committees, ie ESL and HSDP, to address these and other issues. The new Dean of Counseling and Student Development will need to rely on everyone to get caught up.

Student Development:

Anne stated that fall counselor evaluations are in progress for Steve Flores and Sheyla Castillo.

DSPS:

Anne announced five new Basic Ed classes for DSPS, three at North City and two at ECC. Also, at CE Mesa a new personal living skills class in the evening for working cognitive retraining students who want to take organizational skills and time management. John Bromma and Leslie Quinones will be switching sites in spring. John will cover Centre City and ECC, Leslie will be at ECC and North City. Still working on filling the vacant (Jamila's) Contract Counseling Position in DSPS.

STUDENT AFFAIRS:

Anne shared that the ASB Holiday food drive was a success. Centre City did their food drive a little different this year. They collected food for students in need and provided 18

Centre City student families with food. ASB is also actively involved in the MLK parade and have 100 T-shirts for CE walking participants.

No changes or updates in CalWorks and New Horizon's.

Policy 3100 actions have been quiet.

ROUNDTABLE:

Jim advocated that students need to be assessed for reading/math skill before going to vocational classes. It is difficult to teach them class skills if they need English and math skills first. Some students are not ready when they arrive in class. **Brian** said that resources are the problem. Staff being one, who will test? Also need a validated test. TABE is used for recommendation not for actual placement like the colleges. **Steve** recommended using a Referral to Counseling. Counselors can do an intervention and if students need more skills they will steer them towards appropriate classes.

Esther added that in a recent meeting ECC GED/ABE instructional faculty determined that giving the locator prior to the TABE takes too long, but, TABE M is not accurately assessing high/low placement on its own. Perhaps TABE E can be given in class by the instructor if further assessment is needed.

Consensus: The need for a valid assessment ASAP to Dean's meeting.
Referral to counseling should be used for follow up.

Next Meeting: February 13, 2014, ECC Room 169

Future Meeting Dates: March 13, 2014, ECC Room 169
April 10, 2014, ECC Room 169