

San Diego Continuing Education
STUDENT SERVICES COUNCIL
2013-2014

MINUTES

March 13, 2014
ECC 169 2:00-3:30

Attendees: Sheri Bartlett, John Bromma, Patti Buse, Brian Ellison, Stephen Flores, Sherra Heitmann, Anne Heller, Jim Laramie, Esther Matthew Theresa Ortiz, Cat Prindle, Diana Romero

Excused/Absent: Marisa Gonzalez

Guests:

Minutes: January 9, 2014 approved with corrections to DSPS standing business.

OLD BUSINESS

SSC Committee Description and Members:

The committee discussed the vacant positions and committee description.

Consensus:

- Dean of Counseling and Student Success should be seated in the vacant position by mid-April
- Patti Buse, Sr. Office Manager will serve in the Supervisor position
- Brian will contact the Classified Senate and recommend Avelina Lopez from Cesar Chavez to serve in the vacant Classified Student Services staff position
- The second Classified staff position, Administrative Technician will be filled when a new Admin Tech is hired in the Student Development Office
- The vacant position for Counseling Faculty/Cesar Chavez will not be filled as seven counselors are currently serving.
- Change Vocational to CTE for Instructional Faculty, Jim Laramie.
- Leah Piffard is replacing Holly Rodriguez as Instructional Faculty/ABE
- Brian will contact Alma McGee for an Instructional Faculty/ESL recommendation.
- Brian will ask the Academic Senate for a recommendation on what program they would like represented in the vacant Instructional Faculty position and a recommendation on who it should be.
- Brian will take the removal of the student position to AGC.

- Refer student actions/recommendations to the ASB committee through Anne Heller as appropriate.
- Strike HSDP from Standing and Proposed Sub-Committees.

CE Grade Cards:

Item tabled for next meeting.

Update: Dean of Counseling and Student Success

Brian announced that second interviews were held last week and the results have gone to the chancellor for approval. If approved, HR will receive the paperwork for processing. He hopes to have the person on board by mid-April.

NEW BUSINESS

Update on SB 1456 Student Success Act

- Discussions are still focused on college implementation.
- Student Equity Plan templates and guidelines have been pushed to November.
- CE needs to address effectively meeting the needs of disadvantage students.
- **Brian** received an email outlining funding formulas.
- **Brian** noted that core data needs to be gathered.
- **Esther** recommended that the information should be by program instead of just ESL as has been past practice. **Brian** agreed, and didn't think that should not be a problem.
- **Brian** received an email that includes the funding formula for non-credit he read from (pgs 7 & 8). Email will be forwarded to committee members.
 - 2014-15 will be the transition year.
 - 100% funding will be weighted for non-credit. This is "headcount" and currently how we receive funding.
 - Concurrent students will be excluded from non-credit if they are enrolled in 6 or more credits.
 - Students who attend 1 hour or more non-credit will be counted.
 - 2015-16 Summer, funding will begin being based on
 - Number of eligible students
 - Student services, orientation, ed plan, etc.

Discussion ensued regarding ISIS input, major points:

- Who will do the input?
- Counselors do not have time
- There are not enough student services staff
- **Brian** noted, now that faculty hiring has begun, a Classified Hiring Committee will meet to determine classified hiring priorities. Every site is working with minimal student services staff.

Brian shared that San Diego Continuing Education is now the largest provider of non-credit classes in California.

CE Student Ed Plans

Steve passed around an abbreviated ed plan that the colleges are using. They will be imaged. If CE follows this example, we would need 7 scanners (one for each site) and 2 back up scanners. This will cost upwards of \$5,000. Steve also shared tentative ed plan templates for continuing, one will be developed for each program. They are based off of the certificate criteria.

Patti asked if the current attendance imaging machines can be programed to image the ed plans. **Steve** will look into this.

Steve announced that the priority enrollment for college is April 30th. He asked for suggestions to better inform students of college enrollment deadlines.

Discussion ensued.

Consensus:

- **Steve** will meet with Ranessa regarding a simple poster for college placement dates to be posted in classrooms and student services areas.
- These dates should also appear on the CE web site.

CASAS as Assessment Tool for SB1456

Steve attended the District SSC meeting where they discussed placement testing for the colleges and CE. CE currently uses the TABE for unofficial assessment, but this test is not currently validated by the state as an assessment tool. Getting the TABE validated would take a lot of time and money.

CASAS is the only test in California that is currently validated for assessment. Since this is the case, **Steve** has recommended that we consider using CASAS. **Leah** brought up a concern that the CASAS testing that is currently being done would not accurately assess most students. **Esther** noted that there are other CASAS tests that are not yet being used that would be accurate.

Beverly Garcia and Jane Signago-Cox have agreed to a pilot program next week to give the CASAS reading and math test to the Automotive Technician class at ECC. She will bring information from this testing to the April 10th SSC meeting and answer questions from the committee.

Consensus:

- The committee agreed to invite Beverly to the April 10th SSC meeting to discuss the CASAS exam.
- Holly Rodriguez and Becky (Wallies?) will be invited as guests to participate.

SDCE Foundation and Alumni Recruitment

Item tabled for next meeting.

STANDING BUSINESS:

District SSC Report:

Tabled for next meeting, Brian had a previous appointment to attend.

Student Development:

Anne is gearing up for four counselor evaluations this spring.

DSPS

Anne nothing unusual to report.

STUDENT AFFAIRS:

Anne shared that the ASB will be helping with volunteers for the scholarship and commencement events.

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

Policy 3100 actions have been busy.

ROUNDTABLE:

No items.

Next Meeting: April 10, 2014, ECC Room 169

Future Meeting Dates: none scheduled, do we want to meet in May?