

San Diego Continuing Education
Student Services Council
2013-2014

MINUTES

October 10, 2013
ECC 169 2:00-3:30

Attendees: Sheri Bartlett, Stephen Flores, Sheri Heitmann, Anne Heller, Jim Laramie, Theresa Ortiz, Holly Rodriguez, Brian Stockert, Becky Wallies

Excused/Absent: John Bromma, Sheyla Castillo, Brian Ellison, Marisa Gonzalez, Cat Prindle, Diana Romero

Guests: Esther Matthew for Sheyla Castillo

Minutes: September 19, 2013 approved with corrections

GENERAL DISCUSSION

Brian S. recommended reviewing the Student Services Council. The committee mission should be clearly defined; there is a need to get back to policy making, changes and revisions. Also need to determine what programs the vacant instructional representation on the committee should come from. Any changes to the committee make up need to be approved by Brian E.

Consensus: Bring the old Student Services Council Description to the next meeting.

Esther requested adding CE grade cards to today's agenda. Brian S. approved.

OLD BUSINESS

Proposed SSSP Implementation Plan:

Brian S. Recommended reforming the old Matric Committee as the new SSSP Committee.

Anne noted that the SSC basically is the old Matric Committee.

Consensus: Bring list of Matric Committee members to review to the next meeting.

Brian S. read from Principles and Considerations for Terms in the Seymour-Campbell Student Success Act of 2012 (SB 1456) DRAFT (copy to be sent to committee members)

Educational Goals:

- An educational goal is defined as a degree, certificate, employment or career advancement, ESL, or transfer
 - Goal is a continuum of learning
 - A student can update anytime, but should be prompted to do so at key points
 - Discussed the difference between uninformed and informed goals

- Uninformed goal is the initial enrollment, students broad intent
- Informed goal is when a student has been in a program and has had student services

Esther noted that CE a student's uninformed to informed goal often happen after speaking with a counselor before they start classes i.e. HSDP to GED because they do not have enough HS credits.

Brian S. agreed, stating as the document is geared towards credit, uninformed to informed would be long term goals.

Brian S. continued;

- Students need the ability to identify multiple goals
- Students can be identified and directed to student services, by their application and other tools and services like orientations and workshops
- Students progress at differing rates and/or with breaks in enrollment, need definition of new and first-time students and take into account students in non-credit courses who begin taking credit courses

Student Educational Plans (SEP)

- SEP should reflect the students goals with well balanced, sequenced courses
- SEP principles;
 - Flexibility
 - Tailored to meet student needs
 - Should reflect a continuum of learning and progression
 - Should be meaningful and useful for students, not done to meet compliance requirements

NEW BUSINESS

MAC Committee

Brian S. resigned from the State MAC Committee as he is no longer non-credit. The new dean of Student Development will take his place. In the meantime, he suggests another dean represent Continuing Ed. There are only 2 non-credit reps in MAC, and neither are filled. He also suggested approaching Rancho Santiago for the other seat, as they have a large non-credit program.

Esther asked if a non-credit counselor could serve on the committee, Brian S. suggested that Academic Senate should look into it.

CE Grade Card

Esther noted she is taking the grade card to instructional chairs, but she wants to know if any changes need to come through SSC. Also, VA attendance card needs to have space to record grades.

Consensus: Bring to the next meeting for Brian E.

Validation of Assessment

Brian S. noted that credit matriculation is getting a 900,000 restoration. It is possible that non-credit will get a portion, perhaps this could be used to hire for validation of assessment. Discussion included the possibility of having the TABE validated for assessment, but it is a long process. It was suggested that the Institutional Research

Committee can be contacted for information needed for this endeavor. Also suggested was hiring a part-time researcher for CE.

STANDING BUSINESS:

District SSC Report:

Steve Reported that counselors are in discussion on the SEP. A template for each program should be completed by the end of the month. They are working on standardization for all programs. Steve's goal is to have training started by the end of the semester in addition to training 2 staff on the accuplacer.

Student Development:

Brian S. announced until a new Dean of Student Development is in place, Anne will be acting dean for counseling and New Horizons, and Lorie Howell for CalWorks. VA has not yet been assigned to anyone; Brian E. can be contacted if necessary. Maria Macias will continue to be the VA rep at ECC on Fridays until further notice.

Final interviews for the vacant Admin Tech position in Student Development should happen next week.

Diane Goldberg will be moving to CalWorks October 28th. This not only helps with the match, but gives our CalWorks students counseling support.

An SSA will be moved to Mid-City CalWorks reception by Nov. 4th.

Matric budget will remain consistent through 2015, 3.91 million. This will allow for 20 hours per week for contract counselors in June. Brian suggested that the salary savings from vacant dean position be used for matric needs.

New Horizons has been very busy supporting our students with book loans and transportation needs. They are no longer receiving Perkins money and are running out of funds.

Student Development Leadership Team would like to continue meeting. The new dean of Student Development will be the chair. In the interim, Steve will serve as chair. The team consists of the Dean of Student Development, Counseling Chair, and reps from CalWorks, New Horizons, Career Development Services, and Veteran's Affairs. The new Admin Tech hire will represent Student Success Act.

DSPS:

Anne shared that since Diane Goldberg is moving from Student Services/Counseling to the CalWorks office, she will be flipping offices with the adjunct DSPS counselor Jason Constein. This works out for the best, as having the DSPS counselor in the Student Services area a plus for students.

During the program review, Anne will be asking for contract instructional and counseling positions. There are new classrooms and not enough instructors to put classes in them. Mid-City has a vacant DSPS contract counselor position.

STUDENT AFFAIRS:

Anne ASB Advisors met last week and elections for ASB Council Officer are going on now. The Diversity Committee wants ASB to participate and be active in the CE 100 year anniversary celebration planning and events.

Policy 3100 actions have been quiet.

ROUNDTABLE:

None

Next Meeting: November 14, 2013, ECC Room 169

Future Meeting Dates: December 12, 2013, ECC Room 146-A
January 9, 2014, ECC Room 169
February 13, 2014, ECC Room 169
March 13, 2014, ECC Room 169
April 10, 2014, ECC Room 169