



STUDENT SERVICES COUNCIL

PURPOSE: The Student Services Council (SSC) is a representative body of all student services programs and departments. The SSC is tasked with improving student service delivery and enhancing the student experience at Woodland Community College. This action-focused, student-oriented council will enable Student Services to increase student success and address service delivery issues in a timely manner by reviewing, developing, improving, and/or streamlining processes and policies. The Council supports Student Services strategic planning efforts and the prioritization of issues for resolution.

Members Present: Genevieve Siwabessy (Chair), Ariana Velasco (EOPS/CARE), Folu Afolabi (A&R), Maria Garcia-Gonzalez (TRiO), Becki Reyes (Financial Aid), Estelita Spears (Counseling), Rodrigo Lopez (CCC/Classified), Ingrid Larsen (LCC/Counselor)

Members Absent: Todd Sasano (DSPS), Isabel Duenas (Student Engagement & Outreach)

Recorder: MARRISA BOSWELL (Student Services)

MINUTES

Wednesday, February 27, 2019

10:30AM-12 PM

ROOM 727

- I. Introductions / Check-In
- II. Approval of Agenda
 - Approved by consensus.
- III. Approval of Minutes – January 16, 2019
 - Approved by consensus.
- IV. Area & Program Updates
 - TRiO - precollege program trip going out to Humboldt. First time done during the school day. Even though permission slip are signed, schools are not wanting to release students. Otherwise, prepared for the trip. APR is submitted for all programs. SSS is winding down only need 5 more students to have recruitment completed. Planning a trip in two weeks. Caren is out for a few days.
 - Financial Aid - yesterday was a scholarship workshop at CCC. Full turnout. Presentation for MESA on Friday. Flor will be doing Si Se Puede event at LCC will be Bilingual FA person on the 16th. No more FWS awarded for this semester or summer. Reached maximum. FAFSA workshop during financial aid and career fair. Double check that workshops are being promoted. March 22nd scholarship deadline for applications to be submitted. Foundation sets deadline we believe. Will confirm with Victoria.
 - A&R - Summer/Fall Applications have opened. Mid March/Early April schedule should be released. Priority registration April 22nd. Finishing up transfer degrees will be submitted by March 15. Graduation petitions can be submitted online. Must be submitted by deadline of April 15 to be included in the program. Form did not have a question whether student attended another school. Program of study needs to be updated through Admissions & Records. A&R follows up through image to check for other colleges especially when there are multiple courses

missing. Change of program needs to be advertised to students.

- Update on class schedules. Hard push from Phillip and Dr. White to have published online by March 25th and to work toward YC ready to publish by same date.
- EOPS - wrapping up recruitment, hit numbers. Doing progress reports next. Working on workshop series. Lucy is doing a workshop for UC Davis financial aid.
- Colusa - yesterday was the scholarship workshop approximately 50 students. Started their application. Another workshop will be held prior to the deadline to review personal statements, references, etc. CCC Apply workshops at the high schools next week. Career fair on April 11th at the Educational Village approximately 15-20 local companies and businesses. Planning "Get Ready to Graduate" workshop bringing in counselors and having onsite petition completion. Student Ambassadors to help make appointments. Women's history month will be planning an event.
- Counseling - Career & Financial Aid Fair on March 28th. This year is happening early. Working on new student orientations specifically for outreach to the high schools. Taking longer to do orientations with AB 705 component, figuring out ways to shorten time by cutting down number of students. Working on outreach to high schools. Interest in training for part time counselors prior to registration.

V. AB 705 Implementation

- Brief conversation with Monica who is on the local team said Math was fairly set. English is still going back and forth between required and recommended and working on automated form from Yuba to give students results right away. Hard copies will be used for time being.

VI. Student Equity Plan

- Data dashboard the Chancellor's office created. Calpassplus.org Similar to MIS data mart but very visual and easy to use. Will be pulling this data to determine disproportionately impacted groups. Once this data has come through we will be looking at goals. Suspect that DI populations will be the same. Will take a look at current goals and realign. Will be brought to next SSC meeting.

VII. Student Services Team Professional Development

- What professional development needs do we have personally or for our teams.
 - FERPA
 - Customer Service
 - Student training - how to work with student workers
 - Understanding processes within different departments (FAQs)
- Council goal to provide a plan or professional development for the team.
 - 2-3 days to experience other offices at different campuses. Valuable to learn

VIII. Action Plan Review

- Outreach and Recruitment - how do we communicate with the community and build bridges, we did a sponsorship package at woodland, local communities were hesitant to collaborate with the college. Promoting the college through Pulpito that sent out communications through social media, focused on geo filters, Joann Ramirez and Sonia were working on this.
- Reaching out to community events, library, city events, etc.
- Transfer initiatives - student services communication plan & momentum point, student email campaign. Programming will be leveraged through directors and filter down. TRiO does do a lot with their program and getting students to transfer. Preparing students with tools prior to

- transfer to reduce drop-out rates. Talking about transition and the fifth pillar of guided pathways. Connecting both outward and inward with institutions and transfer counselor.
- How do we scale outside of the programs? Special programs have a lot of success stories, how do we extend outside of the program. Conceptualize further.
 - Graduation workshop have an overarching graduation campaign to include ways we communicate, transfer/graduation workshops how to finish, how to complete, how to move on. Every year when planning for commencement, petitions, graduation workshops, invites.
 - Articulation officer coming to the campus, TBD, part of the hang up is on strategy. Initial discussions built into an existing position. No resources are coming our way, how do we work with what we have.
 - Add to dreamers table - collecting data on estimated projection on what classes are needed. Extracting ed plan data to show what classes are needed as a college. Tailored communications to students.
 - Not a final draft, will need to be run by PIE.

IX. Emerging Interests

VI. **Next Meeting:** Wednesday, March 20, 10:30am-12pm