SAN DIEGO MIRAMAR COLLEGE

Student Services Committee

Wednesday, May 3, 2017
3:00 – 4:30p.m.
K1-302

Minutes

Attendees: Gerald Ramsey, Naomi Grisham, Kandice Brandt, Rick Cassar, Molly Fassler, Dana Stack, Ryan Moore, Judy Patacsil, Joan Thompson, Vincent Ngo, Kirk Webley, Martin Moss, Mona Patel, Neil Alcantara,

Absent: Lezlie Allen, Kare Furman, Joseph Hankinson, Alice Nelson, Sonny Nguyen, Cheryl Vallejo, MaryAnn Guevarra, Adela Jacobson, Jacqueline Honda

Call to Order: 3:15p.m.

A. Approval of the Agenda: Ramsey motions to approve agenda, Cassar seconds. Motion passes.

B. Approval of Previous Minutes: Postposed for next meeting, 6/7/17

Goals

1. **Integration Planning** **1, 2, 3**
   - SSSP/SEP/BSI Integration of plans forces us to deliberately coordinate activities and ensure there is no overlap
   - PIEC charged with the planning process for this task
   - Plans are due to the State Chancellor's office, first week of December 2017
   - Needs to have two confirmed readings by the Senate before being able to send it forward
   - Referenced 2 documents(distributed at meeting):
     1. Activity B: Review research data collected for/related to each plan and summarize major trends (Indicates goals /activities/progress)
     2. Integration Worksheet
     Noting, both are working documents, asked committee to review and address any questions they may have to G. Ramsey or J. Honda
   - Concern was expressed regarding the context , document needs more information
   - Clarification needed for the following terms - *retention rates*: Student passes a course and goes on and enrolls in courses the next semester vs. *course completion rates*: student failing or dropping out of courses- second page of documents
   - Concern was expressed for information under SSSP data results "A large percentage of students are missing ed plans, orientation and /or assessment -Forth page of document. Counseling faculty members expressed that it seems as though the information is not "rolling over" each semester in ISIS for some students, this is a major concern since they are not able to complete all of their data input without the information being correctly reflected for each student. Confusion as to which screen SQSS or DQSE screen the information should be pulled from. The concern will be taken to Student Services Council Meeting (SSC) on 05/04/17
   - Inconstancy in the reports at District and on our campus with the number of students reported taking the assessment test. Clarification regarding terminology was shared with the committee: *New students*: has never attended college vs. *continuing student*: Taken classes within our district in the past

2. **Accreditation Recommendation Follow Up** **1, 2, 3**
   - Approximately 7-8 recommendations from Accreditation
   - College has to come together as a unit to create response
   - September 16, 2017 deadline to complete work
   - No recommendations for compliance

- G. Ramsey allowed group to take a few minutes to review the 2017 Accreditation Recommendations for Improvement Chart, goal of document being presented to committee is for everyone to have the opportunity to review, support the approach and acknowledge that the document was presented to them. Reminder was given for group to share with their departments. Everyone will have the opportunity to review the information early Fall 2017. The President will then send the information to the Chancellor before sending it forward to the State Chancellor's office
- Mission Statement Alignment document created to support the first recommendation listed on the Accreditation Recommendations form: Engage administrative, instructional and student services divisions in program review to address how well program missions align with the College Mission.
- Each unit (Administration, Instruction and Student Services) on campus using the same approach to align with the College Mission
- Student Services Department Leaders created the 5 components that are mapped below:
  I. Prepare students to succeed in a complex and dynamic world
  II. Provide quality instruction and services
  III. Support and promote diversity, equity and success
  IV. Emphasize innovation programs and partnerships to facilitate student completion
  V. Support transfer, workforce trainings, and/or career advancement
- Committee had opportunity to review, would like to get consensus that the approach is supported and acknowledge that the document was presented
- Various edits were pointed out by committee, document will be revised and sent out electronically

3. Mission Statement Revisions **1, 2, 3**

- No information to report – will postpone for A. Jacobson the present information

4. Program Review **1, 2, 3**

- No information to report at this time, will move to the following meeting
- May 12th deadline to input the assessment of SLOs

5. Roundtable

- Commencement: 1,000 students graduating
- Jets Send Off Event: May 4, 11:30 – 1:00p.m.

Student Services Committee meetings are scheduled the first Wednesdays 3:00 – 4:30 p.m. in K1-302. Next meeting scheduled for June 7, 2017.

Previous Agendas may be found at http://www.sdmiramar.edu/faculty/governance
/erp

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Strategic Goals

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.