

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**

Wednesday, April 5, 2017

3:00 – 4:30p.m.

K1-302

## Minutes

**Attendees:** Gerald Ramsey, Naomi Grisham, Kandice Brandt, Rick Cassar, Adela Jacobson, Dana Stack, Joan Thompson, Alice Nelson, Sonny Nguyen, Kirk Webley, Mona Patel, Cheryl Vallejo

**Absent:** Molly Fassler, MaryAnn Guevarra, Ryan Moore, Judy Patacsil, Jacqueline Honda, Lezlie Allen, Kare Furman, Joseph Hankinson, Vincent Ngo

**Called to Order:** 3:13p.m.

### Goals

#### 1. Report from SSSP & Student Equity Advisory Group

1, 2, 3

- Advisory Group has been meeting regularly. Working on rubric that is agreed upon by group.
- RP proposal template and rubric sent out to campus (needing clarification from G. Ramsey and J. Honda)
- Last update J. Honda was working out some components of rubric
- Timeline for deadlines to campus needed, will be sent out to Advisory Group and Student Services Committee
- The idea of providing FLEX hours for faculty was presented by SSSP & SE Advisory group. R. Martinez will follow up if scheduled
- G. Ramsey will provide more updates to Student Services Committee
  - a. Revised 2015-16 Student Equity Plan
  - b. 2017-18 Integrated SSSP, SEP and BSI Plan
    - A “super” plan to integrate programs together
    - Final plan due to Chancellor’s office December 1, 2017
    - Allows us to identify what the common goals are and align with instructional priorities. Currently in phase I, will move into phase II next week, April 10, 2017).
  - c. Student Equity RFP Review
  - d. Modification of Meeting Schedule
    - Meeting for Advisory group were agreed upon in November 2016 meeting to be the 4<sup>th</sup> Friday of each month at 12:00 – 1:00p.m. At the February 2017 meeting, committee changed the meeting time to 12:30 – 1:30p.m. to accommodate members schedules.

#### 2. Accreditation Recommendation Follow Up

1, 2, 3

- Preliminary grid developed for Student Services Division
- This allows us to look at mission statements to see if there is an alignment
- Our mission statement is very intricate, therefore includes a good amount of work to dissect.
- Looking to show evidence of meeting mission
- Break mission statement into components to show the degree of alignment
- PR/SLO group address this at their last meeting
- R. Cassar provided a working draft of chart created to show mission statements and strategic goals
- Currently in year 2, going into year 3
- Quality of assessments: All use for Student Learning Outcomes.
- Idea was presented for everyone to bring their assessment tools to a meeting to review and compare
- Suggestion was made for Xi Zhang, Research Analyst to attend a meeting to present how to develop an assessment tool and how to bench mark

- A. Jacobson mentioned to refer to outline created and sent out by K. Brandt
- Question to take into consideration when looking at SLOs: How are our assessments working?
  - Year 1: Identify goal
  - Year 2: Assess
  - Year 3: Look at data, analyze if hitting bench mark?
- General input from the group was that newer format makes sense and is helpful
- Benefit=Give us time to think, give consideration and allows time for collaboration

### 3. Update regarding Dean, Matriculation & Student Development

- Position closed on April 3<sup>rd</sup>
- Hopeful start date of July 1, 2017

### 4. Roundtable

- J. Thompson:
  - April 20<sup>th</sup>: CARE/CalWORKs Advisory Board Meeting and Honors Reception
  - Started accepting applications for fall 2017. Returning students need to reapply
  - May 4<sup>th</sup>: Graduation event for EOPS students
- N. Grisham:
  - Currently assisting students with appeals
  - Content on the website has been updated to be more student friendly/useful. Now incorporated the use of google forms
  - April 19<sup>th</sup>: Runways to Your Future - Transfer Options Fair
- S. Nguyen:
  - May 3<sup>rd</sup>: New Student/Parent Open house event
  - Currently assisting high schools students with matriculation services
  - New proctoring services
  - For online courses
  - Working on details for website
  - Closing out this year's Promise Program
  - Transitioning to JetSTREAM
- K. Brandt:
  - April 17<sup>th</sup>: Teaching & Supporting event
  - Loss of Student Services Assistant, currently looking for additional hourlies
  - SDSU & UCSD DSPS representatives will be on campus provided information about their services and serve as a good connection for students
- M. Martin:
  - First meeting, excited about direction of committee
- D. Stack:
  - Evaluations: New employee: Eileen Fuerte
  - Admissions: Summer class schedule comes out April 11<sup>th</sup>
  - International: May 15<sup>th</sup>, deadline for international students
- K. Webley:
  - May 3<sup>rd</sup>: District Honors luncheon reception at Prado
- M. Patel:
  - Job / internship database working, free services, just need CSID #
  - G. Ramsey asked M. Patel to contact Briele to give President a presentation
  - April 19<sup>th</sup>: Runways to Your Future, 25 employers will be attending.
  - G. Ramsey made suggestion to consider not charging vendors (employers) to attend event in the future
  - Have been conducting classroom presentations
    - AOJ/SOC : during Spring semester
    - Summer bridge program: Summer semester

- G. Ramsey asked for department to create bi-monthly updates/ newsletter to campus. Department already starting process
- R. Cassar:
  - Anticipating to serve 200 students during SEP sessions in high schools, will have 2-3 counselors on hand for each event
  - R. Claros will do the introductions for SEP sessions
  - High school classes, Personal Growth 120 and 140
  - C. Vallego requested more information regarding outcomes. G. Ramsey, stated there need to conduct 2 separate orientations for instructors teaching courses on the high school campuses. These will assist them in getting to know the logistics of the campus as well as procedures regarding admissions process to the college and unit credit.
  - VPIs office will work on evaluation for faculty members
  - Mira Mesa High: Personal Growth 120 class will be a 4 week session
  - FYE Program name of program changed to JetSTREAM
  - Phasing in the new elected department chair: Martin Moss, effective July 1, 2017
  - Busy time in Counseling office. Starting April 17 – the 2<sup>nd</sup> week of the fall semester= walk-ins only
  - Counselor Charles Alexander at MCAS
  - Commencement participation: 23 of 28 counselors will be attending
- A. Jacobson:
  - Encourages VPI faculty to participate in commencement
  - Civility training for students Friday, April 7<sup>th</sup>
  - Civility training for faculty Friday, April 14<sup>th</sup>. Spots still available
- A. Jacobson for V. Ngo:
  - Scholarship Award Ceremony, April 12<sup>th</sup>
- G. Ramsey:
  - 6 month to get the work done after Accreditation visit.

Adjourned: 4:11p.m.

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

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

SAN DIEGO MIRAMAR COLLEGE

**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.