



Student Services Council
Thursday, February 22, 2007
Meeting Notes

Present:

Roxana Ahmadifard, Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Carol Carlson, Kathy Carty, Twylla Corrie, DeJannel Davis, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Joe Hobson, Jason Hosene, Jennifer Knapp, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Therese Montoya, Faye Olason, Sallie Parson, Karla Rivers, Barbara Schoeffler, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present:

Diane Armstead, Scott Dennis, Betty Johnson, Dan Johnson, Nadine Lemmons, Wes McGee, Marleen Musso, Jim Roffler, Kirc Roland, Betty Sjoblom, Darcy Smith, Jenny Smith, Bill Stahley, and ASLCC representative

• **Division Items**

- **Probation Calling** – Margit started this group report with an explanation of this new intercession process that involved calling first quarter students who ended up on academic probation fall quarter 2006. Also participating in the report were Terrence, Roxana, Bunpa, Joe, Jason and Sallie. About one-third of the students who were contacted actually came in and made action plans to improve their academic performance. According the STAMP program in the Tutoring Center, many of those have participated in tutoring already this quarter. Fewer than 25% of the participating students were on the mid-quarter warning list for winter quarter. More follow-up on this group is indicated. Trends reported by students for their poor performance during fall quarter were mostly life issues outside of the classroom, such as work, illness, and poor time management. Recent fall to fall retention data backs up the fact that students persist when they participate in campus clubs and other activities, and their persistence levels drop when they fail MATH their first quarter.
- **Common Course Numbering Update** – Lynn reported that this is still moving ahead and she has a list of 84 courses identified at LCC as being considered to have course content common to other courses throughout the State. These courses will eventually all receive common course numbers and descriptions, along with some designating character (*, @, #, ^, etc.) that will show on transcripts and in our catalog and class schedules to identify them as common courses. An example might be: ENGL*101 – English Composition.

- **Budget Process** – Mary provided a handout delineating the budget development process flow for 2007-08. It is important that staff and supervisors sit down to discuss departmental budgetary needs, prioritize those needs, and get the required forms & priority lists to Mary no later than March 26.
- **I-BEST** - John and Buzz recently attended a meeting of this project (**I**ntegrated **B**asic **E**ducation **S**kills **T**raining) which pairs English as a Second Language/Adult Basic Education instructors with Professional/Technical instructors in the classroom to concurrently provide students with literacy education and workforce skills. By more effectively serving low-income students who are struggling to balance home, work and education, I-BEST helps those students to complete programs and to find family supporting waged careers. Issues for colleges have been how to pay tuition, how to correctly code students and classes, and how to determine pathways. Another issue was that Student Services were not a part of the original planning package. In an effort to develop funding plans, a schematic of how this should work, and the services that need to be provided, a core group will be meeting next week.
- **Document Imaging Update** - Mary, Marisa, and Lynn provided an update on Document Imaging. We have come a long way! Financial aid is no longer keeping paper files. Everything is going directly to the server. They are currently three to five months ahead of the game, according to Marisa. A comment was made that students really appreciate the financial aid packets containing all necessary paperwork in one envelope and the informational welcome letter is also great. We are saving space, reducing “pawing” time, creating faster retrieval time, and creating new & improved office spaces.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - Academic Standards Committee – Mary Harding reported that this group will not meet during winter quarter.
 - Assessment Committee – Wendy Hall reported that the first ever summer assessment will be occurring the week of July 9th as Gen Ed assessment kicks off. The Assessment Committee members are available to help you with your assessment questions.
 - Curriculum Committee – Therese Montoya reported that NURS is adding courses to their RN two-year degree. MATH 130 will be changing course number and description soon. ECED is adding an ECED 210 course, CIS is changing their program to come into line with current technology, and CDS 101 is being removed from the restricted course list to be considered as an elective instead.
 - Diversity Committee – Mary Harding reported that a Diversity Assessment Matrix has been developed and will be used for assessment. It will be presented to the Operations Council and the Diversity Committee.

- Financial Aid Committee – Marissa Greear reported that this committee will be meeting on March 19 and twice during the first week of spring quarter.
- Instructional Council – George Henderson reported. Tutor Madness, which is supported by the ASLCC with pizza and soda, has been very successful. The Art Gallery has had some awesome displays and encouraged everyone to take advantage of this great cultural resource on campus. ANGEL is being strongly pushed as a component in all classes...the recent snow days and the possibility of an epidemic or pandemic are strong factors in this push.
- Student Services ad hoc Social Committee – Twylla Corrie reported that we had great chocolate treats, but were short on walking and attendance at our “Heart Healthy Chocolate Walk” winter social on February 13. A date and theme for the spring social will be discussed at their next meeting.
- **Around the Table**
 - **Eileen Bergeson** – David Mielcarek recently attended recoding training in Seattle on SharePoint. There will be a plagiarism session provided by Title III today at noon. The PowerPoint session will be rescheduled, due to scheduling conflicts.
 - **Pat Boerner** – The ASLCC Hall of Fame committee is moving forward.
 - **Carol Carlson** – We had two great games last night. Both the men’s and women’s basketball teams will be going on to tournament action. They will be leaving next Wednesday and the tournament will be held Thursday, March 1 through Sunday, March 4. If you are anxiously awaiting the start of baseball, it all starts here next Saturday and Sunday!
 - **Twylla Corrie** – Twylla will be teaching the HDEV 075 Journeys class spring quarter. This class was developed for women in transition.
 - **Buzz Gorman** – The President of the United States recently signed approval to raise the PELL maximum to \$4,310. Encourage students to apply now for scholarships. The application deadline is April 16. It is also time to apply for 2007-08 financial aid.
 - **Joe Hobson** – The Career and Employment Fair is scheduled for March 8.
 - **John Krause** – KUDER career planning software is coming soon! It will help to promote career planning in high schools. John and Jennifer will be attending a Tech Prep conference in next week.
 - **Lynn Lawrence** - Priority registration for spring quarter begins on March 5. Schedules should be delivered very shortly.

- **Bunpa Lim** – Multicultural Club students will be assisting with the February 28 Latino conference on campus, where they are expecting about 100 students from local high schools to attend. Alex Perez and Adele Marshall will be the keynote speakers.
- **Therese Montoya** – Running Start information sessions are continuing tonight and April 19. Ed Planners will be busy advising running start students during the next two weeks.
- **Sallie Parson** – The Student Support Services program is in its cultural events season, with participants attending theater productions at the Pepper Theater, preceded by dinner at the Kim Bowl. Workshops on computer basics are being provided to SSS students as a part of Pat's HDEV 127 class. The APR has been turned in! SSS students are being required to complete a project to receive supplemental grant funds.
- **Karla Rivers** – Tomorrow is the last day to withdraw from winter quarter classes.
- **Barbara Schoeffler** – There will be two more career workshops prior to the Career and Employment Fair. This first is on resume writing and second is an employer panel.
- **Mary Stone** – Dependable Strengths will be included in HDEV 101 spring quarter. Staff members are encouraged to attend this Monday/Wednesday class to achieve greater continuity and productivity in the work place.
- **Sandie St. Onge** – There will be a literacy event in the Student Center this Sunday. Bring your kids or grandkids for free books, crafts and entertainment. Through our updated technology, a returning international student from Japan will be able to enroll on-line prior to her arrival for spring quarter. The March 22 meeting of Student Services Council will be held in ADC 143, as the Student Center Conference Rooms are being used for other activities.
- The next Student Services Council meeting is scheduled for **March 22 in ADC 143.**