

SSEC 09/15/2023

Present: Heather Ostash, Franki Gregor, Katie Bachman, Victoria Koiyan, John McHenry, Jessica Krall, Betzabel Martinez, Christine Small, Henry Covarrubias, Tanner Barnett (Staff)

Absent: Jessica Kawelmacher

1. Minutes
 - a. Will be perpetual in Teams coming soon.
2. Meetings to Schedule
 - a. Requests all calendars be updated
 - b. SS Athletics – HO, KB, CS, David Mossberg, JM, VK
 - c. SS ISEP – Karee
 - d. Promise/Finish Line – Katie, Victoria, Ian, Heather
 - e. Transfer Articulation/Curriculum – CS, HO, KB, Missy, Corey
 - f. Basic Needs Workflow – KB, HC, FG, Ivan, VK, BM, Kimberly
 - g. **Heather and Tanner to work on meeting dates.**
3. Affirmed Name Workflow
 - a. We are legislatively required to collect and reflect affirmed names for students. The website has been updated. There is a district group working on this process. There is a document outlining the workflow in the Teams. We are currently keeping the Formstack front-facing and submissions will be manually reviewed. Admissions departments are working together for shared students, SPAIDEN will show the preferred name, Sylvia will receive a notification as well for Canvas changes. Email name changes will need a helpdesk ticket.
 - b. **This will be a topic at the All Staff on October 4.**
 - c. **Need to update the welcome letter to include affirmed name form link.**
4. Ocelot Training- October 23rd
 - a. The chatbot was taken down from the website after change as links no longer work. We are working with Ocelot and will have personalized support over the next year with a banner integration coming soon. Data shows it is frequently used by students, and we want to reduce the number of ask a question interactions and increase the number of answers it can provide.
 - b. **Katie is working with managers to identify staff to help maintain their department's information in the chatbot system.**
5. October 4th Agenda
 - i. Heather would like to see community building/appreciation activities built into the day. Would like to see the day broken up by departments and explore topics the managers view useful for the division to hear.
 1. Staff need to understand how a student goes through the registration process and paying for courses. We are caught between EAB and Ellucian's willingness to work together to restore 1-click registration.
 2. FAFSA is being updated, so a process walkthrough, there is a dummy account we can use.
 3. Enrollment process for the CDC.
 4. Overview of Athletics and coming launch of Cerro Coso Recreation and Fitness Center.
 5. Victoria suggests, for a future meeting, DISC workplace personality tests.

- 6. Professional development needs.
 - 7. First generation student initiatives.
 - b. Likely will have PowerPoint template in Teams that everyone can update.
 - c. **Heather asks managers to think of ways for community building/appreciation activities.**
 - d. **Heather and Tanner to explore options for Kahoot/Quick polling**
 - 6. Cerro Coso Recreation & Fitness Center
 - a. Email to go out early next week regarding this. The website for student IDs has incorrect information, and anyone who got an ID at CC Rocks it says 2022-23, looking into stickers to update the date on those cards. ID cards are necessary for access to the fitness center. Current times will be 3:30-8:30PM M-TR, Friday more flexible. All currently registered students and employees would have access. The center will always have one staff and one student worker.
 - b. **Tanner is working with HR to update the wellness activity form (CSEA/HR collaboration)**
 - 7. Indigenous Peoples' recognition
 - a. No official event will occur, but there will be a social media campaign, an email, and a recorded message from the President. Banners will be created for the campuses, working with the Bishop Paiute Tribe to verify the banner is appropriate.
 - 8. Transfer Day
 - a. Topic not yet discussed.
 - 9. ESP
 - a. Topic not yet discussed.
 - 10. Other
 - a. Certree
 - i. Certree wanted to start charging students a high fee whether they use the service or not, we have pushed back on this. We are also not interested in the fraud product they are offering as we are rolling out the Okta verification for students. Okta will be turned on for student double authentication to use any district service, including BanWeb or Canvas.
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SSEC Retreat
July 2, 2024
9am-2pm

1. Check-in

a. Christine

- i. Requests update on Access positions*
 - 1. DA II two candidates were interviewed, not sure where that process is.*
 - 2. Alternate Media Specialist going away in favor of Web Developer who is focused on Accessibility. Heather is creating a job description that is focused on the student aspect of the high-tech center. Meantime will be a temp agreement as a program coordinator.*

b. Katie

- i. Franki is on vacation. Two recent events were done, one at Desert Brews and one on Juneteenth, were well attended.*
- ii. CC Scholars program has been updated and information sheets are available.*
- iii. Hard to have materials created through the graphic designer, departments are doing their own thing. Will probably have to continue for now as we have but will likely see change with the new PIO Director.*
- iv. Canvas course shells now available for CC Scholars and Finish Line Scholars*
- v. Basic Needs*
 - 1. Website update is ongoing.*
- vi. Mobile health clinic coming soon, Athletes and CDCs*
- vii. Kern Dept of Health doing a vaccine clinic for K12s*
- viii. Sexual health awareness happening all the time*
- ix. CalFresh activities coming soon. Lorena will be doing undocumented CalFresh support. Shirts for the student workers coming soon.*
- x. Basic Needs process has not changed, students still need to apply for FA, see if they qualify for Access, BN is the last step after all other areas have been exhausted.*
- xi. Supporting students via salvation army, adding*

c. Jessica

- i. A&R is surviving. Grad evals done by 7/15*
- ii. Identity verifications*
- iii. Working with HR for a temp, waiting for HR to progress the process.*

d. Victoria

- i. Much change in Financial Aid with the new FAFSA process and new legislation.*

- ii. *SB789 Satisfactory Academic Progress changes to be somewhat more lenient (staying within the Federal guidelines).*
- iii. *Working with faculty to have information added to syllabi, website updates to be more informative.*
- iv. *Previously, students could not appeal past Director, but now can appeal to a secondary administrator, Dean of Enrollment & Retention. Previously used FATV, but now offering on SAP Workshop*
- v. *Suicide prevention. September is suicide prevention/awareness month. Base has options for a 2 day training, \$48 per person.*
- vi. *Pell is awarded based on units enrolled in, so students in 8 would receive more than 6 (for instance), where 6 is 50%, 9 75% etc. This will impact lifetime eligibility.*
- vii. *Scholarship Recipients will be identified by the end of July so they can be awarded in the Fall.*
- viii. *One day per week, FA will be virtually available up to 8PM.*
- ix. *Corrections cannot be made for 24-25 because DOE is not ready to accept corrections. They originally said would be by 6/30, but still not available. Presently cannot complete verifications. Will not be able to accept changes via CampusLogic until at least August.*
- x. *Payment plans are available and on-going. Currently making exceptions for students who are making an effort or are enrolled currently.*
- xi. *No more emergency funding available.*

e. Jessica

- i. *Staff is back, one still out on medical.*
- ii. *Teacher position is still out, 2 years on*
- iii. *Send information and dates to Jessica and she can provide to those who come to CDC.*
- iv. *New reporting methods from the state.*
- v. *Working toward norming processes for the KCCD CDCs*

f. Betzabel

- i. *Finishing up doctorate*
- ii. *Umoja*
 - 1. *Have about 750 Black/African American students, just need more engagement. Following SLI, will start an opt-out model for all first-time, first-enrolled Black/African American students will be enrolled in Umoja from the start. Only requirements are that students meet with Nakysa/Tyrone or a counselor (any). Pushing for an additional adjunct counselor, can be funded by program – Devin could be 100% per Christine.*
 - 2. *Students who are not first-time, first-enrolled will have to engage in order to become part of Umoja.*
 - 3. *Professional Development opportunities*

- a. *Will be pushing out a call for attendees for some Umoja conferences. One is first week of November.*
 - 4. *Spring will have a trip to the East Coast for an HBCU Tour.*
- iii. *NASSSP*
 - 1. *Leticia is back from leave.*
 - 2. *Working on land acknowledgement for each of the campuses.*
 - 3. *Has identified an individual who can help support the program either as adjunct counselor or professional expert*
- iv. *Undocumented Student Success*
 - 1. *Working with HR*

2. Chancellor Priorities

- a. Future casting
- b. VRI-AI
- c. Retention
- d. Focus groups
 - i. Chancellor coming 7/15 for focus groups. Class 11-12, Lunch, Admin 1-2

3. Communication Mapping/Coordination-

- a. Students
 - i. What needs to go to all students?
 - ii. What are more targeted or individualized communications?
 - iii. What communications could be combined with other department?
 - iv. Are there gaps in communication and, if so, where?
 - v. What would be some coordinated campaigns we could prioritize this semester/year?
 - vi. What mode of communication is being used for the various communications?
- b. Faculty
- c. College-wide

2. Calendar Planning- please bring:

- a. Any dates you already have
- b. A list of annual activities for your department that we do not have dates for yet
- c. A list of events or activities that are not necessarily annual, but you would like to plan for next year
- d. Site:
 - 1. Need to get dates in a more timely manner from the sites in order to better support from our end.

3. Curriculum

- a. Follow-up
- b. New degree requirements
- c. AB928
- d. Catalog/Long Term Schedule/Website

1. All information will now come from a single source so Matt/Steven can make whatever changes they need to make from the same starting source.
2. Major sheets: Not sure, will follow-up with Steven
- e. Certificate Eligibility for Financial Aid
 1. Victoria asks how programs go from eligible to ineligible
 2. When program is developed, information needs to go to Victoria to update the PPA
 3. Victoria can be added to the notifications of program approval.

4. Athletics agenda

5. Accreditation

- a. Finalizing draft
- b. Evidence
 1. Corey would like to do a pass through for editing before we begin the evidence gathering.
 2. Store evidence in a teams folder
 3. Find and identify, gather PDFs later. If evidence is part of larger doc, just taking the relevant pages and highlighting areas of relevance

6. Lunch and Learns/Trainings/Professional Development

- a. Lunch and Learns
 1. Perhaps each unit should do one to help inform what services are being provided
 2. Training on IGETC/CSU Guidelines etc for Faculty/Chairs
- b. Trainings
 1. All Staff is 10/2
 2. Access Programs
 3. Financial Aid
- c. Professional Development
 1. DEIA
 2. Strengthening Student Success
 3. CSSO
 - 4.

7. Other?

- a. Accessibility Follow-Up
 1. Ensure we have one trained, designated person in each unit to ensure forms/flyers are accessible
- b. Translation Services
 1. Could potentially purchase translation devices
 2. There are some options like Propio, but need more investigation
- c. SIG
 1. Data entry will be with A&R, Counseling still performing base transcript evaluations.
- d. AI

1. Corey suggests training an AI to help students generate a path and not use the pathways.
 2. Not as simple as we may think. No way to have as many options as we would need. Christine indicates that this may be best as an advisor tool.
- e. Long Term Schedule
1. To-do is to have LTS on the website this summer
 2. Attributes (HSCI C101 didn't have all the transferability listed for instance) but needs to be there for DegreeWorks. Effectively need to audit courses to see what is reflected in Banner of needed attributes.
 1. Universally absent from areas Jessica looked at.