

Student Success & Support Council Meeting Minutes
 November 11, 2016
 EW207 Admin Conference Room
 12:30 – 2:30 PM
MINUTES

Charge of the Committee:

Through the integrated efforts of academic and student services, the Student Success and Support Council reviews and recommends strategies and initiatives designed to help students achieve success. The committee engages in research, analysis, and dialogue to guide implementation of initiatives to ensure college access and improve student success and equity.

Present: Heather Ostash, Caroline Sanderson, Christine Small, Corey Marvin, Deanna Campbell, Julie Cornett, Lisa Fuller, Nikki Gardepe, Pamela Campbell, Rebecca Pang, Steve Rogers, Missy Gross, Jan Moline, Jennifer San Nicolas, Laura Vasquez, Paula Suarez and Katie Coffman.

Absent: Blaine Simmons, Tyson Huffman

Guests: None

Materials: Equity Initiatives-Unit Plans; Initiative-Chart; Initiatives-Lands-AUPS; Student Support Redefined Action Guide; and Trends

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash			
2. Approval of Agenda	All	Agenda was approved as presented.		
3. Approval of Minutes and Review of Previous Action Items	All	Minutes approved and no previous action items.		
4. Upcoming Conferences:	Heather	Upcoming Conference: a. League for innovations conference in March 12-14 in San Francisco. B. Dream Conference in San Francisco February 21-24. Action Item: Email to SSSP with link for both conferences-Katie.(email sent) Need to provide interest if would like go.		
5. Faculty Chair Report:	Corey	Discussion about direction in terms of where the college may be going and where its focus may be in the coming year. In the next year, here is the data and the best practices to do that and then left up to the department to assess the information and determine the initiatives. What group determines the planning priorities for the upcoming year? The thought was having SSSP evaluate this information. Time line for spring and a theme is needed, possibly directed and focused themes for the		

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		<p>year. Sub group to develop a handful of items related to focused and directed. One an individual person can do to keep students directed and then as a department. All units and college wide will be involved in this implementation. There needs to be support and information provided, but ultimately needs to be the individual and the department to implement this change with the college. A clear plan needs to be developed first prior to implementation. Develop best practices. Possibly provide this information during Faculty Flex day in the spring. General resources can be provided. Faculty chair meeting in the spring can also be a platform for information being provided about the implementation of a change in the next year.</p>		
<p>6. Adjunct Professional Day:</p>	<p>Corey</p>	<p>Corey. 6 tables set up for the 6 success factors. General opening. Paul Wheeler will talk about Active Shooter for 30 minutes. Lisa Fuller will be a facilitator during the meeting. Each topic will be discussed for a few minutes and then there can be a time for a reporting and ideas. Thoughts for questions for Saturday? Email will be sent out asking for specific question. Afternoon is department meetings. Handouts will be provided</p>		
<p>7. Communication Plan For Students:</p>	<p>Heather</p>	<p>Communication plan for students: Attrition workshop thoughts-All staff enjoyed being there. Very good information was provided. Attrition data information was very informative. Possibly start the conversation on how to better improve communication for students. The college needs to think about doing more milestone achievements for students.</p> <p>Application:</p> <ul style="list-style-type: none"> -Started-never finished -Report available and calling. -Applied –not registered -Report available and calling. -Student Id and welcome letter. -Directed to Navigate 		

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		<p>-Applied Registered.</p> <p>Missed opportunity in not having any communication after students have registered. Promote information about the college. Send out to students on a regular basis. Text messages to students reminding them to check their student assigned email.</p> <p>10 day drop-report available. A&R will call and email students regarding non-payment. Also the self- drop, there is no follow-up after they have dropped the class. Talk about a cooling off period before the drop goes through. Or having pop-up to the student so resources can be provided to the student before they drop the course.</p> <p>Make a distinction between new students and continuing students when messaging students about specific college information. Also creating a list for returning students and how to get information out to these students as well.</p> <p>Wait list notification-No information is provided to the students when they gain access into the class.</p> <p>Work on an ODS report on wait listed students and then create a notification to wait listed students.</p>		
8. Other		None		
9. Action Items		<p>Action item: add information to the welcome letter regarding Navigate.</p> <p>Action Item: Copy of all the communication to all the students in this process (registration).</p>		
10. Adjourned		<p><u>2:30PM</u></p> <p>Next Meeting on November 9, 2016</p>		

○ Open/C Closed

Title Heather Ostash
Person in charge of meeting

Recorder Katie Coffman
Person responsible for recording meeting

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