

## Student Services Area Council Meeting Minutes

May 14, 2019, 3:00pm-4:00pm

COMM 201

Attendees: Odinah Angeles-Recio, April Bernabeo, Brian Krause, Cheryl Kroll, Ann Libadisos, Toni Newman, Nina Wong

The meeting began at 3:02 p.m.

### Review of the April 9, 2019 Meeting Minutes

1. Correction: Integrating Police Services into Student Services - Page 1, #2, last sentence – change to “can result in fines.”
2. The minutes were approved as amended.

### Student Services Divisions Council Meeting (Toni Newman)

1. Idania Reyes chaired the May Divisions Council meeting. The committee discussed the meeting format and meeting minutes.
  - a. The meeting minutes will be distributed through email to all division employees and eventually to all Student Services employees.
  - b. The Divisions Council Newsletter contains news and updates from all divisions.
2. Discussed the move-in date to the new Student Services Center. Counseling would like boxes before counselors are off for summer to give them time to pack.
3. Warrior Wednesday – all Student Services departments will take turns sending the Warrior Wednesday reminders to the campus each week.
4. Discussed creating an Outlook calendar for all workshops and events for Student Services staff to refer. Suggested using Campus Calibrate, Workplace and SLACK for notifications.
5. Robin Dreizler offered to train staff to understand the Student Learning Outcomes (SLOs) and Student Area Outcomes (SAOs) process.
6. Discussed funding – SEA Crosswalk of Student Outcomes, Vision for Success, Student Funding Formula, and Student Equity and Achievement.

### Planning Model

1. Every employee should know and understand ECCs planning model. The pyramid model is the most simplistic.
  - a. Mission, Vision, and Values (PRIDE) at the bottom of the pyramid is the foundation of planning.
  - b. The Institutional Goals drive the Strategic Plan & Initiatives and all are derived from the Educational Master Plan, Mission, Vision, and Values. A Vision for Change is a philosophical component. Vision for Success goals are mandated by the State and intersect with ECC's institutional goals.
  - c. Program review – where ranking department/divisions/area priorities takes place.
  - d. Resources are allocated after the program review process.
  - e. Implementing the plan is the next step.

- f. Review outcomes – scale up, eliminate or create based on the success of implementation.
2. People really do not understand the planning process. How can we educate everyone in Student Services on how we plan and how it affects our budget? Recommendations:
  - a. Educate everyone through workshops. A one-day workshop would only cover three levels on the pyramid.
  - b. Provide online workshops and informational videos on the planning model.
  - c. Provide a more hands-on, interactive workshop, not just lecture. Include scenarios and existing program reviews.
  - d. Provide opportunities for staff to be involved in the program review process.
  - e. Managers can involve everyone from their department in the planning process.
3. A problem with planning is most groups do not update their current plans – they just add more to what they already do. They do not change but just ask for more.
4. You need data to evaluate your programs and need to know initiatives to determine the data needed.
5. Student Area Outcomes (SAOs) review outcomes of the implemented plan from collected data. SAOs evaluates the plan. Need rubrics and criteria that takes place during the strategic plan and initiatives stage where the real planning happens. Collecting data is hard. Institutional Research needs content for collecting data – qualitative and quantitative.
6. Internal and external variables affecting planning. SWOT analysis is needed: Strengths, Weaknesses, Opportunities and Threats.
7. Guided Pathways tie into a Vision for Change and Vision for Success Goals. Student Success Metrics and Goals for Vision for Success are outcomes for Guided Pathways. In Program Review, evaluate if the program is contributing to Guided Pathways.
8. Hopefully, by Spring 2020 – during the preliminary budget stage – everyone will see that budget allocations are tied to planning.
9. Evaluate resource allocation through the program review process. The Student Services process will change to involve everyone in program review. The best way to get buy-in is through participation.
10. Will continue discussion at the next meeting. Will figure how to integrate planning from the ground up and not from the top down.

#### New Student Services Center

1. The planned move-in date for Student Services is mid-July.
2. Will plan another tour of the building when disabled access is available.
3. Concerned with the concrete ramp near the plaza when the fence was removed. There is a sizeable drop where people can trip and fall. Suggest blocking the area or adding rails but this may not happen until after construction completed. Brian will take photos and send to Ross.

The meeting adjourned at 4:07 p.m.