

EL CAMINO COLLEGE  
Student Services Area Council  
Meeting Minutes  
December 5, 2017

Present: Junnette Fariolen (Counseling), Ross Miyashiro (Vice President/Chair), Lucy Nelson (Recorder), Odinah Angeles-Recio (Admissions & Records), Sabra Sabio (Counselors)

A scheduled meeting of the Student Services Area Council convened at 3:30pm in the VP-SS Conference Room.

Area Council members are usually on the agenda for their respective division council meetings. The Area Council meetings are used for reporting out and receiving updates about Student Services.

Introductions

Area Council members introduced themselves and explained their role within their departments.

Sabra Sabio – has been a general counselor since 2000. Her experience includes high school outreach, learning communities/FYE, and Puente. She has been working on the Ed Planning Initiative (EPI) project (Hobson’s Starfish) for the last two years.

Junnette Fariolen – supports the Transfer Center coordinator in Counseling with transfer fairs and workshops; processes the level and pre-requisite clearance forms completed by the part-time counselors in Express Counseling; and inputs Transfer Center SARS schedules.

Odinah Angeles-Recio – is a graduation evaluator and works on evaluations for degrees, certificates, IGETC and CSU certification, academic renewals, and transfer and course repetitions.

Discussion:

1. Use of adding counseling notes in Colleague, eliminating manual entry of pre-requisite waivers, and course repetition.
2. Reorganization in Student Services – the organization chart was reviewed by the area council members for their input.
  - a. Page 2 – 4<sup>th</sup> column Student Support Services, under ‘Programs’ – cross off and move under Counseling: Academic Counseling, College Planning, FYE/LC, Student Services Transfer and Retention Services-SSTARS (delete- no longer exists), Transfer Center, Student Success *and Support* Programs

- (SSSP), RISE Center and Online Counseling and Orientation. Discussed use of Cranium Café for online counseling.
- b. Page 2 – 2<sup>nd</sup> column Counseling – move Financial Aid to Enrollment Services; delete Human Development Courses, Honors Program and Instructional Services and Special Resource Center Partnership.
  - c. Page 2 – 1<sup>st</sup> column Enrollment Services – move Student Development, Associated Student Government and Clubs to Student Support Services.
  - d. Counseling and introduction to college services are under Counseling. First Year Experience (first year program) will remain with Counseling. Support programs lasting longer than one year until graduation (i.e. EOPS) will be under Student Support Services. Online Counseling could be considered part of Enrollment Services, which provides on-boarding services for incoming students.
  - e. The big change for Institutional Research will be the handling of multiple measures portion of on-boarding services.
  - f. The Promise Program – every student will take an introduction to college or introduction to career class.
  - g. The International Student Program and ECLA may move to Student Support Services. Veterans will move to Student Support Services.
  - h. Currently, there are four graduation evaluators and one transfer evaluator in Admissions & Records.
  - i. Ross will make corrections to the Organizational Chart as discussed and will email to the committee members.

## **TEAM REPORTS**

### Odinah Angeles-Recio – Admissions and Records

- Completed preliminary evaluations for Fall 2017. 828 eligible for degrees and 379 eligible certificates at ECC; 137 degrees and 78 certificates for Compton – all increased numbers from last fall. The next filing period is January 2, 2018-March 2, 2018 for Spring.

### Junnette Fariolen – Counseling Division

- RISE Center stats from July 1 – November 30, 2017: 50 SSSP (probation) workshops with 613 students in attendance; 860 drop-in students (used computers); 724 students received registration help; and 1,709 phone calls answered by RISE Center staff.
- Discussed centralizing services (i.e. all phone inquiries received in one location).

### Sabra Sabio – Counselors

- New student orientation workshops – counselor schedules blocked to help with new incoming students. Faculty are requesting counseling classroom presentations.
- Education Planning Initiative (EPI) meeting today focused on Early Alert and faculty. Just cloned 2016-2017 into degree planner for 2017-2018. From 2015-2016 to 2016-2017, there were 58 changes to programs that need to be tested and spot-checked.

Based on Ed Code and Title V, if a student begins enrollment in 2015-16, they can use any catalog year until graduation as long as the student has not broken enrollment. Currently use either the catalog year students begin with or choose current catalog, but nothing in between.

The SS Area Council will be given more items to review for their input. All classified staff will be brought together next week to help reform thinking of why ECC exists, how we behave and what we do. Will develop programs and initiatives to meet student services goals and objectives.

Next Scheduled Meeting

The next Student Services Area Council Meeting is scheduled Tuesday, February 13, 2018 at 3:30-4:30 in COMM 201.

Adjournment

The meeting adjourned at 4:40pm.