



**JOINT MEETING OF**  
**STUDENT SERVICES AND INSTRUCTION COUNCILS**  
**February 16, 2016**

<b>Members, Instruction Council</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Brenda Thames, VP Instruction	Chair		√
Curtis Martin, Academic Senate President	Co-Chair	√	
Michael Adams, Professor, Mathematics	Academic Senate	√	
Don Borges, Dean, Agriculture & Environmental Sciences	Dean	√	
Jillian Daly, Dean, Literature & Language Arts; Library & Learning Center	Dean		√
Kathleen Ennis, Professor – Librarian	Academic Senate	√	
Eric Fischer, Professor, Physical Education	Academic Senate		√
Kimberly Kennard, Professor, Human Services	Academic Senate		√
Deborah Laffranchini, Professor, Child Development/Family Life	Academic Senate		√
Wendy Long, Administrative Specialist	CSEA		√
John Mendes, Professor, Plant Science	Academic Senate		√
Ariana Ramirez, Student	ASMJC		√
Martha Robles, Dean, Counseling and Matriculation	Dean		√
Al Smith, Professor, History	Academic Senate	√	
Michael Sundquist, Dean, Arts, Humanities and Communications	Dean	√	
Paige Tengeluck, Student	ASMJC		√
Santiago Uvina, Program Specialist	CSEA	√	
Timothy Vaughn, Professor, Electronics & Industrial Tech	Academic Senate		√
Julie Trejo, Financial Aid Technician	CSEA		√
Vacant	Academic Senate		
Vacant	Academic Senate		
<b>Members, Student Services Council</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
James Todd, Interim VP Student Services	Chair	√	
Flerida Arias, Dean	Student Services	√	
Francisco Banuelos, Dean	Dean Rep		√
Peggy Fikse, Director	Student Financial Services	√	
Michael Girardi, Professor, Physical/Health Education	Academic Senate	√	
Brian Greene, Librarian	Yosemite Faculty Association	√	
Bradley Machado, ASMJC Senator	ASMJC		√
Ross McKenzie, Professor, Mathematics	Academic Senate	√	
Clorinda Otte, Instructional Support Assistant	CSEA	√	
Stephanie Pierce, ASMJC Senator	ASMJC		√
Martha Robles, Dean	Dean Rep		√
Al Smith, Professor, History	Academic Senate	√	
Donna Yarnal, Administrative Secretary	CSAC	√	
Araceli Zarate, Program Specialist	CSEA		√
Vacant	Academic Senate		
<b>Guests</b>			
Scott Kerlin, Director of College Research		√	
Michelle Vidaurri, Interim Director of Student Access, Retention and Support Services		√	
Nita Gopal, Professor, English		√	
Pat Wallace, Executive Secretary	Recorder	√	

- I. The Student Services/Instruction Councils joint meeting was called to order at 3:15 pm by Curtis Martin. **Quorum could not be declared; therefore, it conducted several informal discussions on the following:**
  - a. **Consent Agenda**

Institutional Review Board Handbook (IRB)  
Due to no quorum, no vote or consensus was taken on this item.
  - b. **Accreditation Standard II Presentation**

Brian Greene (Faculty Accreditation Chair) presented an overview of Standard II: Student Learning Programs and Support Services. This standard has been aligned to Student Services and Instruction Councils to assist in developing the institution self-study for this standard. Need to identify a group to do the work on the templates, collect relevant evidence and information and input short narratives into the template. It was determined that the following group would meet to work on the template: Brenda Thames, James Todd, Curtis Martin, Santiago Uvina, Mike Smedshammer and Nita Gopal.
  - c. **Program Review**

It is due in CurricUNET on March 30, 2016. It is a refresh. Update the data and make sure the information is current. There is a need for a Program Review work group committee to work on transitioning program review to eLumen.
  - d. **eLumen & SLO Assessment**

In a joint resolution with Columbia College's Academic Senate, Academic Senate is setting its position on assessment, the assessment tool and what assessment should or should not be used for.
  - e. **Review of Campus Initiatives**

James Todd reviewed several campus initiatives. Scott Kerlin provided a draft of the goals for the 2015-16 Institutional Effectiveness Partnership Initiative (IEPI). At this time, data is incomplete until the Scorecard data is available from the CCCC at the end of March. Scott will return to present on the Scorecard data at a later meeting.
  - f. **Enrollment Prioritization Requests**

For the February 26<sup>th</sup> meeting of the Student Services Council, applications for enrollment prioritization will be sent to Student Services Council members.
  - g. **Enrollment Management**

Enrollment management is under the purview of Instruction Council. Should we return to the previous enrollment management committee under Susan Kincade and begin again? The retention piece is a very important piece to the health of the institution. An exit survey for student withdrawal from college is important. Data is needed on the reasons students drop classes. Dr. Robert Johnstone encourages the use of structured pathways. These pathways encourage student success while simplifying choices.

The meeting adjourned at 5:20 PM.