

Modesto Junior College
Student Services Council
 February 28, 2014

Members	Representing	Present	Absent
Brenda Thames, VP of Student Services	Chair	√	
Francisco Banuelos, Dean, of Special Programs	Dean Rep	√	
Arnold Chavez, Bookstore Operations Coordinator	CSEA	√	
Lorena Dorn, Dean, Counseling & Student Services	Dean Rep	√	
Peggy Fikse, Director, Student Financial Services	Student Financial Aid		√
Brian Greene, Librarian	YFA	√	
Abigail Heras, Student	ASMJC		√
Manny Walsh, Administrative Secretary	Recorder Substitute	√	
Bryan Justin Marks, Program Specialist EOP&S	CSAC		√
Ross McKenzie, Professor Mathematics	Academic Senate	√	
Pedro Mendez, Dean, Technical Education	Dean Rep	√	
Christian Ochoa, Student	ASMJC	√	
Kathie Ratto, Admissions & Records Technician	CSEA		√
Martha Robles, Dean, Enrollment Services	Dean Rep		√
Layla Spain, TRIO Counselor	Academic Senate	√	
Araceli Zarate, Program Specialist, Tech Ed & WFT	CSEA appointee	√	

Vacant position
2 Academic Senate Seats

- I. Call to Order**
 Brenda Thames called the meeting to order at 10:09 am.

Action Item

- II. Action Items**
 a. **Approval of Agenda**

Action Item:

Pedro Mendez moved to approve agenda of February 28, 2014
Seconded by Arnold Chavez
10 ayes, 0 nays, 0 abstentions
Result: Motion passed

- b. Approval of Minutes**
 Ross McKenzie made note that the agenda and minutes were less detailed. Brenda stated that council minutes will now conform to a new format suggested by the college president based upon current standards and accreditation team visit feedback.

Action Item:

Araceli Zarate moved to approve minutes of January 24, 2014
Seconded by Lorena Dorn
10 ayes, 0 nays, 0 abstentions
Result: Motion passed

Business

III. Follow-up from last meeting

a. Are colleges utilizing "Roadmap Project Pathway" also open access?

Francisco Banuelos responded they are and that many are on the Aspen (Institute) list to potential colleges. Lorena stated that on a recent best practice visit to Pasadena College, she learned that they were now grouping their 16 FTE areas into 8 and are now referring to their pathways as "meta majors". Lorena further stated that she found Valencia College to have best practice solutions to presenting structured pathways to students. Pedro voiced his interest in this information. Lorena instructed members to contact Linda Bird, CTE coordinator at Pasadena City College with further questions.

Action Items:

Lisa Husman to highlight colleges, put on one list, and e-mail to council members.

Pedro and Lorena to update council members of any information obtained from contact with best practice colleges.

IV. SSSP Planning update

The faculty advisement portion of the Student Success and Support Program (SSSP) remains in the discussion stage. The Academic Senate is currently awaiting a response from counseling faculty. Once a response is received, it will be taken to instructional faculty for input. Brenda informed council members that a final draft must to be completed by April, in order to be reviewed at Institute Day and submitted to the state by October 19, 2014.

Layla informed members that during the last Academic Senate meeting, James Todd, Academic Senate president, suggested having a success group workshop whereby 500 students would be seen by a counselor, a librarian, and a faculty member. The workshop would focus on educational plans, advise students on careers available under their major, and offer guidance in obtaining library assistance and services. Layla suggested the counselors be separated into two groups, one for comprehensive educational plan advising and the other for abbreviated plans. Brian Greene voiced his concern that faculty advising occurs during regular office hours. Brenda confirmed that the Yosemite Faculty Association (YFA) states advising is to occur during "posted office hours," but that further clarification is being sought from instructional faculty. Once a faculty advisement draft is in place, the differentiation in office hours will need to be made.

The SSSP and pertinent legislation will be reviewed at the next council meeting.

Action Items:

Brenda will locate and e-mail council members the taskforce's vision, pertinent legislation, President Obama's college completion goals, and other initiatives that feed into the thinking of this group (SSSP) to aid in next meetings' walkthrough.

V. FTES Update

A handout distributed by Susan Kincaid at the most recent District Council meeting, indicated the college is approximately 460 FTES (full-time equivalent students; 15 units = 1 FTES) below target. Ross asked how many FTES have been gained, Brenda responded approximately 100. Pedro stated that the college should be close to reaching the target once the FTES for summer session have been calculated. There are approximately 10-12 classes each summer segment. The college is also offering a 5-week rotational schedule for working adults which consists of a Friday/Saturday class sequence. Students may attend either day, or both. Brenda reminded council members that the college is in a process of restoration and not growth.

Araceli inquired as to which student services will be available after hours and on weekends; she is being asked by students. The need to have some type of food service available from 2pm-10pm (maybe 8pm) was voiced. Arnold informed members that the convenience store closes at 8:30 pm, food services at 2 pm. Prepackaged and microwaveable foods are available until 8:30 pm. Brenda suggested members review other school's models and that the topic is still under discussion.

Ross asked how we are to respond to after-hours health emergencies without nurse presence on campus. Brenda responded that we need to clarify to students what the health services fee covers and that the college is not a medical service provider. Brenda further stated that the college needs to further clarify what services are available, and at what times. Services do not need to be provided 24 hours a day, just available to students at some point during the instructional day.

VI. Open Discussion

The retreat is on hold pending confirmation from the Senate.

Brenda asked for input on the five policies being updated (3501, 5140, 6300, 7250, and 3440.) Francisco reported the policies have gone through college council for a second reading and consent. Brenda informed members to send their feedback within the next week or so.

Action Items:

Lisa will resend policies for review. Council members to contact Lisa with any concerns before the finalized policies are brought forth to District Council at their next meeting.

Lorena informed members that Columbia College is now using COMEVO software for online orientations and that MJC is reviewing the product as well. The product offers discount packaging, video streaming, and the ability to be tailored to client need. Brenda confirmed the product satisfies the orientation requirement and, that tests/quizzes and video streams (building tours, interviews with professors, etc.) may be added to the content as well. Council members voiced interest and approval to a visual guidance component being added to the online orientation. It was noted that the software must be compatible with datatel in order to log results for MIS reporting. Enrollment Services is currently responsible for the college's online orientation, but other departments and programs have their own mini orientations as well. (State

and federally funded programs require orientations cover specific topics.) Pedro voiced his concern that if the college is moving to a web based interface, they still stay connected with the MJC website. COMEVO is offering a webinar on March 15th for those interested.

Action Items:

Webinar information will be sent to members for review.

VII. Standing Reports

Christian reported that he recently met with Florida Arias to discuss the new student workshop day. ASMJC representatives will be made available to print IDs for students who have completed the workshop. There are plans to have various club representatives available to answer questions, a "get excited about higher education" cheer team, a BBQ, and possibly a band. Christian hopes to have 100 student volunteers available to assist.

Christian updated members on the status of having mtvU (Music Television's college channel) available on campus. The station is university/student created, has new content playing every 20 minutes, and contains no commercials. Christian stated that the company (Viacom International Inc.) will allow MJC to add advertisements to the content. The flat-panel displays are installed for free, but it is uncertain as to who will be responsible for maintenance or replacement costs due to damage. The monitors will be located in lounge areas, not along travel routes (e.g. hallways). Francisco informed members that the contracts are currently being reviewed at the district level. Brenda inquired as to its availability on Direct TV. Christian stated that will look into it and forward the link.

Araceli asked whether the college had plans to hire additional faculty due to the increase in student population gained from the new Saturday outreach efforts. Brenda responded that the college is approaching the 50% law and that there are no plans to hire faculty at this time. Araceli inquired as to the possible date when additional faculty would be hired; Brenda responded she would have to report the stats at a later time.

VIII. Public Comments

No public comments expressed.

IX. Announcements

Columbia College is having a Distance Ed Summit on Wednesday, March 5, 2014. Brenda informed members they should attend if possible and that she would like the entire group to visit the campus this coming Fall.

X. Adjournment

Meeting adjourned at 11:45 a.m.

Next meeting (tentative): March 21, 2014 10:00 am – 12:00 pm, location TBD