



**Modesto Junior College
Student Services Council
November 8, 2013
Student Services 203
10:00 am – 12:00 pm**

MEMBERS	Representing	Present	Absent
Brenda Thames	VP of Student Services/Chair		✓
Francisco Banuelos	Associate Dean, Special Programs	✓	
Lorena Dorn	Dean, Counseling & Student Services	✓	
Peggy Fikse	Student Financial Aid	✓	
Brian Greene	YFA	✓	
Abigail Heras	ASMJC		✓
Lisa Husman	Recorder	✓	
Bryan Justin Marks	CSAC		✓
Ross McKenzie	Academic Senate	✓	
Pedro Mendez	Dean, Technical Education & WFT		✓
Christian Ochoa	ASMJC		✓
Kathie Ratto	CSEA	✓	
Martha Robles	Dean, Enrollment Services		✓
Layla Spain	Academic Senate	✓	
Araceli Zarate	CSEA	✓	

Vacant Position
2 Academic Senate Seats

1. Review of Agenda

Agenda approved with no changes.

2. Review of Minutes

Kathie Ratto mentioned that in the October 25, 2013 minutes, it states that she would be following up on the “Early Alert” system. The minutes should state that Martha Robles would be following up on “Early Alert” although Lorena Dorn will be addressing that at today’s meeting. That change will be made to the October 25, 2013 minutes.

3. Data & Info Links on Student Services Council Webpage

Lorena reminded Student Services Council that we had talked about SLOs for our division and having links on the Student Services webpage. She advised that we already have links in place where everyone can access them from curricUNET. There was input from the council to be able to drill down directly to the link on curricUNET and our learning outcomes if possible. It was also mentioned that having two drop downs on curricUNET to go directly to AUOs and SUOs would be helpful. Lorena relayed that the Student Services page currently includes the following: minutes/agendas, our charge, vision, core values and members. The council agreed that no additional links are needed at this time.

4. Follow up from last meeting:

a. Early Alert

Lorena advised that our Early Alert system is functional. It is accessible from the MJC homepage under “Faculty & Staff Support” then “Early Alert Referral System” under “Programs”. Lorena stated you can send a message to a student that you have a concern about or directly to an office such as counseling. There was discussion that the system is not used often due to the fact that there is a lack of follow up or feedback to the instructor.

Lorena advised that she and Martha Robles would work with Molly Boyatt who handles the SARS software which is part of Early Alert. They will work together to come up with a solution in “closing the loop” and getting a response back to the instructor. Kathie Ratto added that there are approximately 3 other projects that will be taking priority over Early Alert so it may be spring of 2014 or late summer before this project is looked at. There was further discussion regarding prioritization of IT projects and we may be able to contact Brian DeMoss or Margo Guzman for an actual IT project list.

b. Are colleges utilizing “Roadmap Project Pathway” also open access?

**Brenda will address at SSC on Dec. 13th*

c. Foster Youth Legislation

**Brenda will address at SSC on Dec. 13th*

d. Is “Success Navigator” available in other languages?

**Martha will address at SSC on Dec. 13th*

e. What is the actual percentage of new students coming to MJC directly after graduating high school?

**Martha will address at SSC on Dec. 13th*

5. Exemptions policy/Mandated SSSP Services

**Martha will address at SSC on Dec. 13th*

6. Standing Reports

Lorena reported that there has been further work on the faculty hiring prioritization including details of the process and the sequence of how it should unfold although there is no date attached yet. The two processes will work side by side for replacement and growth positions. Each division would identify up to five growth positions and any replacement positions/retirements. The positions would be ranked, submitted to Instructional Council, shared with Academic Senate and Deans Cabinet. Instructional Council would have positions identified and ranked by the divisions with written documentation for the opportunity to present their positions. The members would take the proposals, score and bring back for an official ranking. The ranking list would be sent to College Council.

6. Public Comments

No public comments at this meeting.

7. Announcements (Discussion)

- Layla advised that James Todd has asked for 2 Academic Senate volunteers for Student Services Council.
- There was discussion regarding blocks or holds put on PERC without sufficient explanation.
- An alternative way to correspond with students; possibly linking student email to personal email since there is an overwhelming response that students don't check their student email.
- Concern that the current system does not allow students to drop classes during registration.
 - Why would a student have to come in person to drop classes if they owed fees rather than being able to drop online?
 - A student would have to pay fees, drop classes, then be credited or reimbursed for payment.
 - If a student is BOG eligible, why wouldn't the system allow the drop when it allows for classes to not be dropped on the 10 day rule because of their eligibility?
- There was discussion regarding the concern of students registering for summer/fall at the same time. It was mentioned; it's not "if" summer/fall registration would happen simultaneously but "when".

Concerns included:

 - Not having a timeline to inform students and staff
 - It was mentioned that Columbia College registers students for summer then waits a month to register them for fall.
 - Students incurring the cost of both semesters at one time.
 - How are other colleges that have switched to simultaneous registration handling student fees?

The positive reasons highlighted were:

 - Students could finish and/or graduate their program early
 - While students are still in high school, they could lock in a plan
 - As far as enrollment management, we would know what fall enrollment looks like earlier than with the current registration process.
- Lorena relayed that the Student Services work group is working on a SSSP with a goal date of April 14, 2014 and hopefully to Student Services Council by the end of the 2014 year. They would like more people from campus to be involved. It will be concentrated on:
 - Orientation
 - Assessment
 - Counseling & Ed Plan
 - Follow Up
 - Professional Development
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8. Adjournment

Next Meeting: December 13, 2013 at 10:00 am, Student Services, Room 203.