MINUTES

Attending: Jason Allen, Caroline Althaus, Thomas Armstrong, Wayne Branker, Patrice Braswell, James Canady, Mario Chacon, Martha Clavelle, Barbara Gallego, Gabrielle Gosselin, Tate Hurvitz, Karolia Macias, Sarah Moore, Renee Nasori, Natalie Ray, Juan Reyna, Lida Rafia, Matthew Ring, Aaron Starck, Chris Tarman, Sara Varghese, Heriberto Vasquez, Courtney Williams, Dianne Woodson

Not Attending: MariaDenise Aceves, Susan Berry, Michael Copenhaver, Daniel Hernandez, Pearl Lopez, Luma Shamon, Michele Toral

Recorder: Graylin Clavell

Aaron Starck called the meeting to order at 1:40pm.

1. VPSS Updates and Agenda Items

   a. Technology Updates – Chris Tarman, Associate Vice Chancellor, RPIE: The student information system needs attention. The two options that has become apparent are upgrade/fix our current software or get something new. Colleague has a current gap of what it can do and what it is currently doing. Negative reviews on WebAdvisor, need for ed planning software as we move into the era of Guided Pathways, enrollment management, and outreach have played a part in the forthcoming changes. The decision made was to upgrade current Colleague software in multiple phases.

   Phase 1 of the changes will involve purchasing and implementing new software modules of Colleague that will include Student Planning, Self-Service, Ellucian Mobile, CRM Recruit, & CRM Advice.

      Self-Service is the new wrapping/front end with a nicer and updated look. Student Planning is an ed planning and registration module which would allow counselors to see plans by semester when meeting with students as well as having sections populated during live registration periods which would allow students to register for courses based off their ed plan. The product still allows search for sections like normal, but it is a more interactive menu including OER class searches. The system
would also allow course searches by typing in the general name instead of course number.

_Ellucian Mobile_ is the mobile module that will work seamlessly with the other features. _CRM Recruit_ is an outreach module that will provide a portal for prospective students. This module allows communicating with students, alert them to certain milestones reached, milestones not reached, and all steps the student has taken through their time here at Grossmont. It also has a feature to populate all Grossmont Union High School District information that would enable tracking of the students from freshman through completion at Grossmont. _CRM Advise_ module that will be implemented later in the fall, which is the retention software, which could do appointments and give a success profiles of each student that would track grades and events/workshops attended as well as risk factors.

Phase 1 will also involve utilizing contract services through Colleague to assess how the college can use Colleague and all it features/modules that are currently not being used as well as coding issues, data governance, and other services.

The final leg of Phase 1 will upgrading the backend data systems in IT. Phase 1 will continue through June 2019. The consultant who will come on site will be here on May 15th and June 4th is the deadline date for Fall 2018 registration on the _Student Planning_ module. If not there is still and updated version of WebAdvisor that the school can use.

Installing the first module will be taking place the first week of April. The final couple of weeks of April will be used for preliminary configurations and collecting decision points.

The next step will be working on identifying configuration and design teams, and then have them meet in early April. It will be important to identify people from IT, A&R, Counseling, Instruction, and students to be a part of these teams. Once the teams have been identified, that is when information of training will be announced and feedback data will be collected. The timeline can be found on the

Mr. Tarman believes that all of the new software is ADA compliant.

Mr. Tarman addressed a question from Dianne Woodson regarding other department tech needs by stating that these changes are only focusing on student registration and planning right now, and that if a department has a technological need to please go through the appropriate channels to do so which is: SSC, to Cabinet, and then TCC. Aaron Starck alerted Dianne to have a representative at the next Student Services Technology Taskforce meeting and that he would have April Holman email her with the information the meeting.
Aaron Starck and Wayne Branker informed the council the importance to alert all student services departments of the changes coming, become prepared and knowledgeable on the new software, and to be flexible with training due to the tight deadlines. It is imperative that all departments market the new software in a positive manner. We are heading in a new direction that is going to be better for the students and those working with the software.

b. **Civility and March 5th Meeting:** Dr. Gable reminded the council regarding concerns about personnel, forms, or specific areas to please civilly converse one-on-one. It is inappropriate to bring the issue(s) to this body unless the council needs to collectively work on something. Grossmont has a District Code of Conduct that states, “The District is committed to maintaining a positive, healthy, and mutually respectful environment for everyone creating a climate of stability, mutual respect, and trust. It is a responsibility shared by all. Embrace and reflect this code, and not point fingers and keep it civil. We are SSC and we do great things together.

c. **Public Records Requests (Dr. Gable):** Public records, including emails, can be requested and it is important that all employees be careful and sensitive of what is disclosed in emails.

d. All Classified Staff will participate in the **2018 Classified Professionals Day on Monday, March 26th from 8:00am-4:30pm in the Grossmont College Gymnasium (Building 43).** Offices will be closed and all classified staff will be present. If you are a classified staff employee and are not attending you must use vacation for the day.

e. **CESCA Information Sessions (Dr. Gable):** Sessions will be taking place on Wednesday, March 21st from 9:30am-10:30am, and then again from 10:30am-11:30am for classified staff regarding the settlement on the longevity issue. The meetings will take place in the Distance Learning Room (70-066).

2. **Program Review Update**

a. **Division SSO and applying it to program review (Natalie Ray):** Discussed the SSO and dissected certain sections a little further. In regards to the section of **Access** and “turning away students”, the intent here is to illustrate the department(s) need, or needs, and to effectively see/assist more students. This is an opportunity to address needed resources and explain why.

In regards to determining **Quality of Information**, Natalie rephrased it as “How are we ensuring that everyone in our department is updated to the highest level with the information appropriate to our programs.”
Natalie mentioned a possible workshop in April with Joan Ahrens leading the workshop for new and current writers to refine their ideas regarding the SSO. The purpose of the SSO is to utilize some common language in addressing specific areas of each department.

b. **Group Two Training – Thursday, April 5th, 2018, 9:00am-2:30pm, Griffin Gate (morning refreshments and lunch will be provided) (Aaron Starck):** The training is to give the writers in **Group 2 (A&R, CALWORKS, Career Services, Counseling, Outreach, Student Affairs, Student Engagement, Title V, & Veterans)** a head start on what to expect and what is required.

3. **Discussion/Action Items**

   a. **CCCO Vision for Success (Natalie Ray):** These are reflective questions to take under consideration with your services/departments in mind. This is an opportunity to reflect and review who we serve, what resources we have, how we are delivering it, what do we need, and are our students needs being met.

   b. **Athletics Summer Orientation Day; and ASGC Beach Volleyball Event (Thomas Armstrong):** Best approach to have an Athletics Summer Orientation is to piggyback off a Super Saturday’s program since all the logistics are already set up. Athletics is fixing the issue of not having an Athletics Counselor to assist in this process going further. Thomas acknowledged the need of a bigger space for this orientation, preferably Griffin Gate. This orientation’s purpose is to grab new student athletes and onboard them.

   Courtney Williams addressed the assessments and alternative measures by informing the council that students who want to bypass the assessment test overall they can use exemptions that are on the back of the sheet that was passed out (attached to this email). For the self-reported GPA option, all students will need to take the assessment test as the GPA was built in Accuplacer. Essentially the students will receive the placement that will place them the highest. If the GPA places them higher then they will receive that placement. If they did really well on the assessment and that placement will place them better than the self-reported GPA they will receive that. Multiple Measures will be in place and is built into Accuplacer. Student athletes should bring a copy of their unofficial transcript to assist in determining their placement levels.

   Courtney briefly spoke about the possibility/next route down the road would be for students to self-report and automatically placed without having to take the assessment.

   Thomas suggested a possible 2nd date for nonparticipating programs at orientation so that 1/3 of the student athletes are able to receive the same orientation services.
c. **Wednesday, March 21st is the ASGC Beach Volleyball Event:** Please come out, have some food, and watch the games!

d. **Meal Ticket Access for Students (Lida Rafia):** Meal ticket distribution is Equity funded and is available through the following programs: **PUENTE, UMOJA, Dream Center, Guardian Scholars, Summer Institute, Transitions to Success** (same thing with emergency bus passes). Equity dollars are there to provide for those underserved students who need it the most. Each Equity funded dollar is accounted for and tracked. Meal tickets are given through each particular program’s coordinator. With the Basic Needs Taskforce in place, and having homelessness liaisons, it would be a good opportunity to reexamine this process of only the program coordinators handing out meal tickets.

Aaron addressed the council on if there is a process the Basic Needs Taskforce would like to develop to assist **ALL** students. Some students in need do not qualify for some of the resources that other students qualify for and vice versa. If so, how is the Basic Needs Taskforce going to figure out how to fund it?

Dr. Gable notified the council that we have received one-time funding from the state to replenish pop-top type of foods for our students as well as receiving funding through the San Diego Food Bank to purchase certain foods. Also on Dr. Gable’s list is to seek a larger facility for the Gizmo’s Kitchen/food pantry. Palomar College recently broke ground on a new food pantry and nutrition center. This would be a good place to research better practices regarding the food pantry as Grossmont can learn a lot from our neighboring schools. The topic of food vouchers/meal tickets and funding processes will be moved to the Basic Needs Taskforce for further consideration. Please note that meal tickets should not be the first avenue to take, Gizmo’s Food pantry should be.

Jason Allen informed the council of how big the responsibility meal tickets are for each program. Assisting a student in need usually involves collecting data, walking them over to the Career Center to assist in document review and to examine the employability of the student, not to mention taking the student over to Financial Aid to see if the student’s FASFA is up to date, and/or if they can qualify for work study.

James Canady mentioned that this is a good opportunity to have continuous dialogue with other departments on this matter to move forward and focusing on the assistance of the students.

Renee Nasori asked that those that come in touch with students in need please send them to the Career Center, and to utilize external resources and not feel that each program needs to assist the students on their own.
Sara Varghese reminded the council that Gizmo’s Kitchen has been funded by donations to this point, and employees setting up donations on the Foundation website. Also, there is the Student Health Services that have social workers and therapists in place to address mental care as well. There are lists in there that give additional food options in the community. Call 211 and operators will notify those in need of nearby food pantries.

Dr. Gable suggested a fancy brochure to hand out to faculty and staff to notify them of information on this subject. This suggestion will be added to the Basic Needs Taskforce agenda.

4. Standing Agenda Items

a. Committee/Council/Taskforce Updates (All)
   a. New student brochure for high school students, if any department needs any please contact Karolia.
   b. Super Saturday events in April 7th and June 2nd (9:00am-2:00pm): These SSSP events will assist onboarding for all students in one day and receive priority registration.
   b. Upcoming Important Events:
      a. **ATD Coaches Visit – Tuesday, April 17th (last coaches visit):** Tate Hurvitz gave a brief overview and that it will be kept to a small group instead of a campus-wide forum event this time. Focus on Guided Pathways!

5. General Department Updates (All)

Next meeting: **Monday, April 2nd**
Grossmont College
Distance Learning Room 70-066
1:30 pm -3:30 pm