WEST VALLEY COLLEGE
STUDENT SERVICES COUNCIL
October 15, 2013 Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Present/Absent</th>
<th>Title</th>
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<tbody>
<tr>
<td>Victoria Hindes</td>
<td>Present</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Becky Perelli</td>
<td>Present</td>
<td>Director, Health Services</td>
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<tr>
<td>Berni Walker</td>
<td>Present</td>
<td>Coordinator, Veterans Support</td>
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<tr>
<td>Carol Pavan</td>
<td>Present</td>
<td>Stu. Serv. Division Chair, Academic Senate</td>
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<tr>
<td>Cheryl Miller</td>
<td>Present</td>
<td>Director, DESP</td>
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<tr>
<td>Elise Johnson</td>
<td>Absent</td>
<td>Director, TRiO</td>
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<tr>
<td>Freba Cognetta</td>
<td>Absent</td>
<td>Articulation Officer</td>
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<tr>
<td>Gretchen Ehlers</td>
<td>Present</td>
<td>Coordinator, First Year Experience</td>
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<tr>
<td>Herlisa Hamp</td>
<td>Present</td>
<td>Director, Admissions &amp; Records</td>
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<tr>
<td>Inge Bond</td>
<td>Absent</td>
<td>Research Analyst</td>
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<tr>
<td>Irene Serna</td>
<td>Absent</td>
<td>Director, EOPs</td>
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<tr>
<td>Jean Finch</td>
<td>Present</td>
<td>College Council Representative</td>
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<tr>
<td>Joe McDevitt</td>
<td>Present</td>
<td>Director, Outreach</td>
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<tr>
<td>LeAnn McGinley</td>
<td>Present</td>
<td>Assessment/Curriculum</td>
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<tr>
<td>Maria Lopez</td>
<td>Absent</td>
<td>Classified Senate Representative</td>
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<tr>
<td>Maritza Cantarero</td>
<td>Present</td>
<td>Director, Financial Aid</td>
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<tr>
<td>Marta Mora-Evans</td>
<td>Absent</td>
<td>CalWorks</td>
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<tr>
<td>Maryanne Mills</td>
<td>Present</td>
<td>Faculty Representative, Library</td>
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<tr>
<td>Melissa Salcido</td>
<td>Absent</td>
<td>Department Chair, Counseling</td>
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<tr>
<td>Michelle Donohue-Mendoza</td>
<td>Present</td>
<td>Director, Student Development</td>
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<tr>
<td>Sara Patterson</td>
<td>Present</td>
<td>ASO Representative</td>
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<tr>
<td>Stephanie Kashima</td>
<td>Present</td>
<td>Dean, Instruction and Student Success</td>
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<tr>
<td>Susan Wolfe</td>
<td>Present</td>
<td>Barnes and Noble Representative</td>
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<tr>
<td>Barbara Ogilvie</td>
<td>Absent</td>
<td>Supervisor, A&amp;R</td>
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<tr>
<td>Bev Harp</td>
<td>Present</td>
<td>Guest</td>
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<tr>
<td>Sandy Dinh</td>
<td>Present</td>
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<tr>
<td>Elizabeth Maciel</td>
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I. Standing Reports
   a) College Council
      ▶ College restructuring process has been the focus of the last few meetings.
      ▶ Please encourage everyone to attend the town hall meetings.
      ▶ Will post interim position for Dean of Workforce Development
      ▶ After evaluation it was concluded that it will be less expensive to build a new
         planetarium than to refurbish the existing building. The old planetarium will be
         converted into a classroom.
      ▶ College Council Retreat is scheduled for Friday, November 8 from 9:00am –
         4:00pm
   b) Division Chair Council
      ▶ Planning summer/fall class offerings at the moment, currently short of goal on
         enrollment.
      ▶ Looking at new ways to streamline the scheduling process.
PGC will be chaired by Chris Cryer.

Working on faculty hire list. The dates and info will be sent out.

Discussing department chair release time, the College requested to have it reduced by 12% (The release time amount is currently higher than what is contracted).

If there is a structural change to release time then the Academic Senate would need to be involved in the discussion.

c) Academic Senate
   - Please encourage members to attend the senate meetings
   - The Chancellor would like to do a teaching and learning conference at West Valley College. Other colleges would be invited to listen to presentations created by West Valley faculty.
     - Some members felt that this would stretch the limited resources the campus had at a time when the focus should be internal. Would there be a stipend for faculty to prepare and do these presentations? What is the timeline to complete these presentations for the conference?
   - There is a concern regarding workload vs. time in the discussion of reallocation of release time for department chairs
   - Had the first reading of the West Valley’s self-study (draft). Feedback is encouraged and it is anonymous. You don’t have to read the entire document but maybe just the sections that pertain to Student Services
   - Faculty hiring form was amended per the Student Success Act and now the non-instructional faculty hiring form will need to be updated as well.
   - ADC (Academic Directions Committee) were approved to continue to meet for the purpose of rejuvenation and revitalization of academic programs.

d) Classified Senate
   - The group had their fall retreat and updated the Mission Statement.
   - The used book sale is scheduled for October 23 and 24.

e) Student Senate
   - CSI event scheduled in the Baltic Room for Halloween.
   - Had discussion on football program being cut and Joan Worley presented budget data which was different than the one presented by the District.
   - Successfully passed the Campus Center fee increase and was sent to the President’s office so it will now go on the Board agenda for approval.

f) Stephanie Kashima
   - The white copy of the schedule was sent out so please review and provide updates.

g) Student Success Team Coordinator position has been drafted and will be sent out to faculty.

II. Thanking Sandy Dinh
   - SSC took a moment to thank Sandy Dinh for her support of Student Services. She will be moving to work in the District Finance Office.

III. Update on Enrollment Priorities and SS Act Implementation – Hamp, Hindes, and Pavan
   - Gave out drafted handouts to SSC which outlined the enrollment priorities.
   - Please let Herlisa know if there are errors or if there is anything missing from the draft.
She shared a copy of the pamphlet that the state Chancellor’s office sent to the college.

Included in the handouts is the timeline for the college to inform students of the priority enrollment chance and implementation of these changes.

She also provided two sample letters that will be sent to the students.

The term “Priority” for the mandated groups, “Early” for the college selected groups, and “Registration” for the regular students will be utilized to distinguish each cohort.

Unit overages will be calculated using only work completed at the district and does not include units transferred.

All students should receive their registration email first week of November.

The next workgroup meeting will be sent out to the members so feedback will be welcomed in preparation for the meeting.

Please send any updates and changes to Herlisa.

Updated Counseling A to be distance learning, Lisa Kaaz will need to approve, once that is complete then it should be available for fall 2014.

Still having a discussion on whether the “online orientation” should be eliminated once the distance learning class is approved.

It is difficult to track student data for workshops and they do not receive apportionment. Also they do not provide the same level of information to the students as the classes.

Some recommended creation of not-for-credit courses through Angel to provide data tracking for workshops.

Few cautioned the use of the word ‘orientation’ when referring to ‘workshops’. It is important to distinguish the two so that students know when they have met the orientation completion requirement.

IV. District Policies – Hindes

Chapter 4 and 5 were reviewed. SSC members were requested to review and familiarize themselves of the Board Policies that concerned their area.

Title 5 citations will be updated to include Student Success Act.

The burden of responsibility is on the group to update the policies and reflect title 5 regulations.

Will check-in with Albert Moore for the timeline to update policies.

Please know the ed-codes, many know the policies but few know the policy number.

Please learn BP5300, Student Equity.

The directors should learn the Board Policy numbers for their area.

BP5500 is for Student Conduct.

Dr. Hindes went through all the different Board Policy numbers with the SSC members and will continue to review them so that they are familiar with the BP numbers and what it states.

Stephanie Kashima suggested a retreat activity that will allow the members to learn the BP numbers.