WEST VALLEY COLLEGE
STUDENT SERVICES COUNCIL
May 6, 2014 Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Present/Absent</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Ogilvie</td>
<td>Absent</td>
<td>Supervisor, A&amp;R</td>
</tr>
<tr>
<td>Berni Walker</td>
<td>Present</td>
<td>Coordinator, Veterans Support</td>
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<tr>
<td>Carol Pavan</td>
<td>Absent</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>Absent</td>
<td>Director, Admissions &amp; Records</td>
</tr>
<tr>
<td>Inge Bond</td>
<td>Present</td>
<td>Research Analyst</td>
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<tr>
<td>Irene Serna</td>
<td>Present</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>Absent</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>Present</td>
<td>CalWorks</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>Absent</td>
<td>ASO Representative</td>
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<tr>
<td>Sharon Heimbaugh</td>
<td>Present</td>
<td>Director, Health Services</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>Victoria Hindes</td>
<td>Present</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Wanda Wong</td>
<td>Present</td>
<td>Department Chair, Counseling</td>
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<tr>
<td>Whitney Clay</td>
<td>Present</td>
<td>Coordinator, Student Success</td>
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I. Select College Council Representative
   - SSC approved to elect Wanda Wong as College Council Representative.

II. Select SLO/Program Review Representative
   - Will open to all Student Services Division and defer the voting till fall 2014.

III. First Year Experience – Gretchen Ehlers
   - This is the 6th year of First Year Experience (FYE) at West Valley College
   - Student took Reading 961 only if they placed in it, this was not a program requirement.
   - Two cohorts this fall of 35 students each. They will take English 905, Counseling 5, and Math 106S in fall; English 1A, Counseling 12C, and Math 10 in spring.
   - FYE instructors are selected by the departments in collaboration with the coordinator.
   - The faculty and coordinator meet at least once a month to discuss individual student support.
The last two years all the instructors were full-time to provide more availability to students.

In previous years students were recruited via phone calls and counselor referrals.

Last two years students are recruited through EA orientations, summer orientations, and counselor referrals.

For the first time FYE has a waiting list of students who would like to get into the program.

This year there are five ‘recruitment leaders’ that are FYE students who will provide information at the orientation events.

FYE students mentor program will be re-evaluated. This program will not be utilized this year till it is revamped.

The group is planning a field trip to Santa Clara University.

This program supports many of the SSTF recommendations such as ed-planning and assessment.

One of the statements from the student survey – “A nice way to ease into college life with just the right amount of support.”

IV. Report From Student Success Committee – Whitney Clay

This committee is charged with implement the required elements of the Student Success Act of 2012.

Current projects:

a. Leading from the Middle Academy.

b. Leadership is looking into how to create change and develop a supportive community.

c. The project focus is on 1st year basic skills, no special program outreach to these students at the moment.

d. Community plan is to push the 5 Easy Steps to Success at WVC. (attend every class, know where your instructor’s office is, complete an ed-plan, complete an orientation, and engage in campus activities/services.)

e. Create a faculty feedback survey for On-Course workshop from January.

f. Student Equity Plan- revision is in progress.

g. Crosswalk was introduced to Academic Senate.

V. Bullying Policy – Victoria Hindes

Will adapt the CCLC definition of bullying

Will meet with Mission Colleagues to flesh it out since this will be a district policy.

Any situation which involves an employee is always reported to HR.

IF SSC approves the draft of the Board Policy today it will be taken to Mission College for collaboration. Wanda motioned to approve, LeAnn seconded and all approved the motion to approve the Bullying Policy.

VI. Student Success Initiative Tracking – Victoria Hindes

Kuni Hay added the Desirable Goals/Outcomes column, please review.

Please review and make comments, corrections, and additions before June 6th.
Victoria will present to the Board the current progress of implementation.

VII. Campus SAVE Act – Victoria Hindes
   ❖ New students are mandated to receive information of the Campus Save Act. It would be ideal to integrate this into the current orientations. Please provide feedback by May 23rd.

VIII. Standing Report
   a. College Council
      ❖ Approved the 4014-2015 goals
      ❖ There was a presentation by Chief Ken Tanaka regarding security cameras on key locations on campus.
      ❖ Brad Davis is seeking close IS support to meet the accreditation recommendations.
   b. Academic Senate
      ❖ Freba Cognetta did a presentation on AP, International Baccalaureate, and CLEP. The Senate approved the adaption of these tests.
      ❖ Academic Senate passed a motion regarding the rewording of the Board Policy about basic aid. Mission College wanted to revision which West Valley did not support. The motion reads: We do not support any revision of BP 6240 allocation of Basic Aid Funds to include the Academic Senate to the exclusion of all other constituencies.
      ❖ The also supported a motion for release time for the SLO coordinator.
   c. Classified Senate
      ❖ BBQ for classified on May 28th.
   d. Student Senate
   e. BRAC
      ❖ Herlisa was absent.
   f. DCC
      ❖ Carol was absent.

IV. Program Updates
   ❖ DESP open house this Thursday, all day.
   ❖ EOPS achievement dinner with Success and Puente on May 15th.
   ❖ Financial Aid Scholarship Reception this Thursday, May 8th.