WEST VALLEY COLLEGE
STUDENT SERVICES COUNCIL
October 21, 2014 Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Present/Absent</th>
<th>Title</th>
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<tbody>
<tr>
<td>Angelica Bangle</td>
<td>Present</td>
<td>Co-Chair, Counseling</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>Division Chair, Student Services</td>
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<tr>
<td>Cheryl Miller</td>
<td>Absent</td>
<td>Director, DESP</td>
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<tr>
<td>Daisy Stoddard</td>
<td>Present</td>
<td>Representative, Student Senate</td>
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<tr>
<td>Elise Johnson</td>
<td>Absent</td>
<td>Director, TRiO</td>
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<tr>
<td>Herlisa Hamp</td>
<td>Present</td>
<td>Director, Student Equity &amp; Success</td>
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<tr>
<td>Irene Serna</td>
<td>Present</td>
<td>Director, Outreach</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>Maritza Cantarero</td>
<td>Present</td>
<td>Director, Admissions &amp; Records &amp; 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>Pauline Clark</td>
<td>Present</td>
<td>Co-Chair, Counseling &amp; Rep., Academic Senate</td>
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<tr>
<td>Sharon Heimbaugh</td>
<td>Absent</td>
<td>Director, Health Services</td>
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<tr>
<td>Susan Wolfe</td>
<td>Absent</td>
<td>Manager, Barnes and Noble</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>Absent</td>
<td>Representative, College Council</td>
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<tr>
<td>Whitney Clay</td>
<td>Present</td>
<td>Coordinator, Student Success</td>
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<tr>
<td>George Mageles</td>
<td>Present</td>
<td>Guest</td>
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<tr>
<td>Nichola Gutierrez</td>
<td>Present</td>
<td>Guest</td>
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I. SLO Representative – Carol Pavan and Victoria Hindes
   ☑ Elise Johnson volunteered to be the representative for Student Services.
   ☑ Motion to appoint Elise Johnson – Carol, Second- Irene. All approved.

II. Emergency Phone Tree – Victoria Hindes
   ☑ Only the leads of the programs will receive a copy of the phone tree.
   ☑ Please send any corrections to Bev.

III. Campus SaVE Act documents and AP – Victoria Hindes
   ☑ This information was sent to the group via email. It included AP 3540 re: Sexual and other assaults, the 2013 Violence Against Women Act Amendments to Clery, the Powerpoint with the Basic Training 101, the Campus Save Act compliance tracking of activities, and the training questionnaire.
     ☑ Please share this information with all students as per the requirement states.
     ☑ The orientation curriculum will be updated to add this component.
     ☑ Please review the questionnaire and send any recommendations or corrections and updates to Victoria.
     ☑ Information on VAWA Instituted in 2013 indicates that non-compliance will disable federal financial aid. Violation while receiving federal financial aid will equal $40k fine to the district/college.
     ☑ Within the 2014 -2015 they will develop a district plan.
IV. Mini Presentation: EOPS PAL Program – Irene Serna
   - EOPS has been at WVC for about 30 – 40 years.
   - Practices Vincent Tinto’s philosophy of student support.
   - PAL Academy – Peer Assisted Learning, is modeled from various college programs cited for best practices noted in the ‘Basic Skills Foundation’ report, July 2007.
   - The program was developed with support from Gretchen Ehlers of the math department.
   - It supports students in math 103, 106 and 10. Students are required to sign a contract stating that they will attend supplemental instruction and tutoring sessions.
   - Faun Maddux and EOPS tutors work with a group of up to 10 students in the PAL computer for 1 hour/week. The students are required to meet with a peer tutor at least 2 hours/week.
   - Students need to apply for the programs and needs to be admitted. The program will buy the math text for the student.
   - An average of 30 – 35 students utilizes the service each semester.

V. Student Success Committee – Whitney Clay
   - Currently, working on classroom collaboration opportunities where faculty can sign up to visit classes outside of their discipline. On-Course will be offered to staff and faculty.
   - In the process of developing a West Valley book club.
   - Workshops are offered in the Writing Center for APA citations.
   - Brainstorming ideas on ways to revitalize tutorial services.
   - Creating more opportunities for ASO involvement around campus.
   - Please provide feedback on how to better utilize the StepForward campaign developed by the state chancellor’s office. Some ideas thus far: encourage instructors to show the 1 minute video in their classes, use the video in EA, share the link on the WVC website, and stream it on the Campus Center info screens. Some members felt that the video was a good idea but since the Steps were slightly different than the steps create by the college it could cause confusion for students. At WVC students are encouraged to apply, assess, complete orientation, and then complete an educational plan.

VI. Standing Report
   a. College Council
      - Did not meet due to water main break which closed the campus.
   b. Division Chair
      - Faculty hire request is due Oct. 28th
      - Counseling will be requesting a 50% Vets Counselor.
      - Late-start efficiency rate is very good but our overall efficiency is down to 550 from 569. Working on a process on how to address concerns regarding programs that aren’t meeting their efficiency numbers and whose job is to manage these types of awkward discussions.
      - Discussing the changes of Divisions and Departments structures.
Future creation of the School of Arts and Design which will encompass Architecture, and Art. This new division will have a Dean and Division Chair.

Business and AAS will combine to form Professional Studies Division which will hold - Business, AJ, CIS, Court Reporting, and Engineering

Health and Human Services Division will hold PE and Healthcare Technologies.

c. Academic Senate

   There was a presentation regarding SSSP by Victoria Hindes which was well received.
   They are in search of a new senate president, and faculty who are interested are quested to submit their names for the upcoming election.
   Holding a serious discussion on +/- grades for the future.

d. Classified Senate

   Used book sale is tomorrow and Thursday in the Campus Center, Lower Lounge from 9:00am – 6:00pm.
   Banner pens are available for staff (blue) and students (green). The pens have important phone numbers that are pertinent to students and staff.

e. BRAC

   Discussed the accreditation recommendations
   List of items that you can ask for will be provided in January.
   Please ask Herlisa regarding any budget request questions.

f. Student Senate

   Yalem is scheduled take a few of the senators to CCSSSP Conference.
   5 ASO students will participate in the Breast Cancer Awareness Walk.

g. Misc. Updates

   Ryan Flannigan is selected for the facilities rental position pending Board approval.
   Rosa Coronado at EOPS is going to be on medical leave for 3 months and Adriana Lopez will be filling during her absence.