AGENDA
September 18, 2013
2:00 PM, SSA 214

1. Approval of Agenda

2. Approval of Minutes – May 23, 2013

3. Vice President’s Report (A. Patterson)

4. SLO Assessment and Evaluation (E. Reigadas)

5. Department organization for Personal Development Courses (S. Steele)

6. Items from the Floor
Student Services Cluster Meeting  
September 18, 2013  
SSA 214

Members Present:

Co-Chair:  
Abbie Patterson  
Elena Reigadas

Faculty:  
Sue Steele  
Delores Hudson  
Elizabeth Colocho

Administration:  
Mercy Yanez  
Bobbi Villalobos  
David Ching

Bill Loiterman  
Gary Gonzales  
Dan Ruiz

Classified Staff:  
Brian Henderson  
Sheila Millman  
Tim Mariner

Students:  
None

Resource:  
None

Minutes:
Meeting called to order at 2:08PM. Chaired by A. Patterson.

1. Approval of Agenda  
   a. Add Bobbi Villalobos to speak on Student Success Umbrella  
   b. M. Yanez moves to approve agenda as amended. Second by S. Millman. Motion approved.

2. Approval of Minutes - May 23, 2013  
   a. M. Yanez moves to approve minutes. Second by S. Steele. Motion approved.

3. Vice President's Report (A. Patterson)  
   a. Budget – The Board approved all of the college budgets. Because of our large debt payments, upcoming salary increases and other expenses, President Herzek hopes that our allocation will be adjusted. We are likely starting the year over 2 million dollars in deficit.  
   b. Hiring – Student Service Positions.  
      i. Interviews were conducted for the Career Counselor position. We are waiting for final approval from the District Office.  
      ii. Gretchen Hayes was hired as the new CDC Director. She will start working this month.  
      iii. There are upcoming interviews for the SPS Counselor and the Licensed Clinical Psychologist positions.  
      iv. Scheduling a new round of interviews for the provisional Financial Aid Assistant.
c. **Accreditation** – Next accreditation visit will occur in 2015. Campus accreditation forum scheduled for September 30th. All are encouraged to attend. Lunch provided.

d. **Senate Summit** – Sixteen employees from each college will attend the District-wide senate summit this Friday. Eight faculty and eight administrators will represent LAHC. The keynote speaker will discuss accreditation. Other speakers will provide information on assessment practices, curriculum, SLOs, and student success.

e. **Student Success Conference** – Five people will attend the Student Success Conference in Sacramento. The conference was organized by the State Chancellor's office. Information will be provided that will assist us in implementing our student success plans.

f. **New SIS System** – The new SIS system will eventually replace our DEC software. Betsy Regalado has asked each college to select a date for an update/presentation meeting. We hope to have at least 30 people in attendance. It’s especially important for classified staff to attend, especially those who use DEC regularly. A date and time will be announced soon.

g. **LACCD Transcript Changes**
   i. *FW Grade* – LACCD is introducing a new "FW" grade. This grade will be given to students who quit participating in a class after the final drop deadline. This improve our reporting for Financial Aid.
   ii. *District-wide Transcripts* – LACCD is implementing a district-wide official transcript, which includes every class taken within our district, regardless of campus. The transcript will automatically display whether IGETC and CSU certification requirements were met.

h. **Waitlist Policy** – LACCD is working on a new policy for waitlists of closed classes. Under the proposal, a student will be notified and have 72 to add the class if an enrolled student drops the course.

i. **Fee Policy** – LACCD is implementing a policy on paying fees. Under the proposal, students must pay enrollment fees within 3 days of enrollment or 3 days before the beginning of the semester. This may be implemented as early as Fall 2014.

j. **District-wide HR Committee** –
   i. The administrator selection process has finally been approved.
   ii. Policy on community volunteers has been clarified. If volunteering for more than one day, volunteers must be fingerprinted and fill out paperwork.
   iii. Actions constituting nepotism have been clarified.
   iv. Due to the Affordable Care Act, there has been a change in health care benefits. Anyone working over 30 hours per week, including unclassified employees, will now receive full benefits. Program directors will need to either reduce unclassified hours or set aside benefits their budgets.

k. **Bond Program** – President Herzek would like VP Patterson to work with the ASO in order to improve the Seahawk Center. It will be several years before their new location is built. New furniture can make the space more attractive and may
also be moved to the new Student Union building after construction is complete.

4. **Student Success Umbrella (Bobbi Villalobos)**
   a. The new Student Success Umbrella Committee brings together various existing committees to plan innovative ideas for meeting student needs, and to develop a college plan for student success. Meetings will take place on the 1st and 3rd Mondays of each month. Shazia Kahn and Bobbi Villalobos are co-chairing the committee.

5. **SLO Assessment and Evaluation (E. Reigadas)**
   a. Based on the documents posted online, only 53% of SLOs are fully assessed. 20% percent of assessments are missing. 27% are only partially assessed.
   b. Just because something has been assessed, doesn’t mean the process is complete. We then must begin a new cycle of assessment.
   c. Dr. Reigadas is always available to help program managers. She's working closely with Dean Atkinson to develop an SLO party to get faculty and administrators to come together and work on their SLOs. Details will be announced soon.

6. **Department Organization for Personal Development Courses (S. Steele)**
   a. The Counseling Division asked her to discuss Personal Development courses. The classes are currently organized under the Social & Behavioral Sciences Division. The counselors believe that they should be re-categorized as Counseling classes, as has happened at most of the other colleges in the District. The ATD Coaches had also made this suggestion during one of their visits.
   b. The issue was discussed last year at the Student Services Cluster Committee meeting (April and May 2012). It was also discussed in the Academic Senate meeting (May 2012), but was never voted on.
   c. Requesting to proceed with the petition to change Personal Development classes to Counseling classes. Asking for the support of the cluster.
   d. VP Patterson had taken this proposal to CPC last year. At the meeting, they found that there is an existing campus policy for how to request a change in supervision of an academic discipline.
   e. The Counseling Division was encouraged to follow the existing process if they would like to proceed. VP Patterson said that a meeting with President Herzek and the other appropriate individuals may take place.

7. **Items from the Floor**
   a. Bill Loiterman –
      i. Commended Gary Gonzales and all of the students who are taking part in student government. He helped them with Constitution Day, which was celebrated with crossword puzzles and a game of Jeopardy. There was a very good turnout for the event.
      ii. Discussion of an IT problem. The current system doesn’t keep adequate records of a student’s selected major. In a conference call, District IT personnel said that it would be too costly to change the programming of
the existing system because the new SIS system will be launched soon. Currently, there is no permanent record of a student’s major selection. Our data often shows educational goals, but not student majors. Under the new SSSP guidelines, it’s critical that we collect this information. Vice President Patterson will explore what our current options are.

b. Gary Gonzales

i. On Wednesday, September 25, there will be a Birthday Bash to celebrate LA Harbor College’s 64th birthday. The event will take place from 11:30am – 1:00pm in front of the cafeteria. Cake will be served. A DJ and the LAHC mascots will be present.

ii. The ASO just inducted 36 students, and there are already more than twenty campus clubs. There is a very large and active student body this year.


Meeting adjourned at 3:31pm.