AGENDA
January 22, 2014
10:00 AM, SSA 214

1. Approval of Agenda

2. Approval of Minutes – November 20, 2013

3. Cluster Plan / Prioritization of Positions

4. SLO Assessment and Evaluation (E. Reigadas)

5. Student Success (M. Yanez & B. Villalobos)

6. Items from the Floor
Student Services Cluster Meeting  
January 22, 2014  
SSA 214

Members Present:

Co-Chair  
Elena Reigadas  
Abbie Patterson

Faculty  
Nabeel Barakat  
Elizabeth Colocho  
Sue Steele  
Gretchen Hayes  
Amaryllis Hall

Administration  
Mercy Yanez

Classified Staff  
Brian Henderson  
Peggy Loewy Wellisch  
Robbie Barker

Students  
None

Resource  
None

Minutes:  
Meeting called to order at 10:06 AM. Chaired by Abbie Patterson.

1. Approval of Agenda  
N. Barakat moved to approve. Second by M. Yanez. Agenda approved as written.

2. Approval of Minutes – October 16, 2013  
Two typographical errors were corrected. N. Barakat moved to approve as amended. Second by M. Yanez. Minutes approved as amended.

3. Vice President’s Report  
a. Introduction of Peggy Loewy Wellisch. She will be managing the Financial Aid Department until interviews are held for a permanent manager position.  
b. The new library is expected to open next week.  
c. LAHC employees should consider attending the upcoming Partnership for Peace and Wellness Workshop which will be held at CSU Dominguez Hills. The workshop will cover issues relating to student mental health and school violence, and was organized by Dr. Deborah Tull, Dr. Bonnie Burstein and the LAHC Life Skills Center.  
d. The next Budget Committee meeting will be held on January 29th at 10AM.  
e. The next Human Resources Committee meeting will be held on January 29th at 11:30 AM.  
f. All of the unit plans for Student Services have been submitted.

4. Cluster Plan / Prioritization of Positions  
a. We utilized the Student Services Division unit plans to identify what positions had been requested for hiring. Based off of that information, a ballot was prepared.  
b. A. Patterson explained the voting process.  
c. A discussion took place regarding which positions are required or mandated by law.  
d. Identified which positions had already begun the hiring process.  
e. Meeting attendees provided input about which positions are most urgently needed.
f. Brian Henderson will distribute the ballot via email today. The submission deadline will be the end of the day tomorrow (January 23rd).

5. SLO Assessment and Evaluation (E. Reigadas)
   a. Since our last meeting, two additional departments completed their assessments: Financial Aid and the Transfer Center.
   b. The two remaining departments are the Life Skills Center and Special Programs & Services. Dr. Reigadas would like to meet with the managers of these programs to review the available data. Once these have been finished, the Student Services Cluster will have completed 100% of the assessments.
   c. A brief discussion took place regarding the campus website. It is currently difficult to locate the SAOs online. Staff and faculty raised the issue when they had been unable to locate the SAOs on the campus website. The website will be updated so that it's easier to locate that information in the future.

6. Student Success (M. Yanez)
   a. Last Tuesday, the District SSSP Committee held a retreat at East Los Angeles College. The committee is reviewing which Board Rules and E-Regs need to be revised. A document was forwarded to the CSSO Council, including a timeline and a proposal of what changes need to be made. Challenges include the large size of our district, the upcoming rollout of the SIS system and the limited functionality of DEC.
   b. There will be a joint Student Success Umbrella and SSSP meeting today at 2:00 PM.
   c. Described changes and updates in the Assessment Center. Goal of communicating more clearly with our students and simplifying communications with them.
   d. We will have a pilot group of high school students for registration.
   e. Students will need to complete an assessment test, orientation, and an abbreviated educational plan before they are given a priority date for registration. Because we need a way of notifying new students of this requirement, we are developing a statement that the students will see during the online application process.
   f. Ensuring that every department with counseling faculty uses the SARS software. Doing so will allow us to capture whether the student has an SEP on file.
   g. We need to identify which students have exceeded the unit limit. They will have least priority for registration.
   h. How do we notify students of their priority date? We need to come up with a method for information sharing between departments. (One example is alerting Admissions and Records once the student has completed an orientation so that their registration date can be manually issued.)

7. Items from the Floor
   a. None.

Meeting adjourned at 10:52 AM.