MINUTES

March 14, 2013
10:00 AM – 12 noon, Room 707

Attendees: Kathleen Allen, ValJean Dale, Katrin Field, Sandra Genera, Matt Krtischer, Paulette Lino, Kathryn Linzmeyer, Roberto Mendez, Stacey Moore, Becky Plaza, Gerald Shimada, Ernesto Victoria, and Bella Witt

Meeting started: 10:06 a.m.

I. General Updates from VP Shimada

---Each of the TRIO Programs (Aspire, ETS and Excel) has to take a 5% budget reduction starting this September. On a positive note, our TRIO Aspire group had a banner year with upwards of 50 students matriculating this year onto 4-year schools.

Roberto Mendez said the California Workforce Investment Board will have level funding so the budget for our WIA program will not change.

---At tomorrow’s DBSG meeting, the Chancellor would like to have a consensus on the final allocation model which distributes money among the three units (District, Chabot & LPC). Our current model does a reasonably good job in awarding revenue when the budget is flush, but does not equitably spread the pain during lean times. VP Shimada encouraged everyone to attend.

---Director of Financial Aid Kathryn Linzmeyer has been unanimously voted to be the next president of the District Administrators Association.

---Admissions & Records Director Paulette Lino, Dean of Counseling Matt Krtischer, Counselor Lani Wilson and Veterans Specialist Rozen Bondoc accepted on behalf of the college a proclamation from the City of Hayward for honoring Women Veterans on March 12th.

---Preparations for Commencement are going well. VP Shimada said he is looking for volunteers for marshals from faculty who do not have to march and from classified staff.

---The college is very close to installing the Banner Document Management System (BDMS) program which will be the central database for maintaining all official academic records. A&R has been working diligently to reconcile the last 4,000 transcripts. Admissions documents will
be scanned and stored and be available for viewing by approved personnel in A&R, Counseling and Financial Aid.

---The college has revisited *DegreeWorks* “a web-based tool to help students and counselors monitor progress toward degree and certificate completion”. Our MESA (Mathematics Engineering Science Achievement) counselor group will pilot the *DegreeWorks* program. We are currently trying to find a way to “script” our current catalog onto the platform for *DegreeWorks*. Once done we will re-introduce it to all our counselors. The Student Education Plans (SEPs) will then be available for viewing by A&R and Financial Aid staff.

II. **Priority Registration Workgroup Update**

Dean Kritscher said the workgroup that is dealing with priority registration, one of the elements of *Student Success Force* that will take effect Fall 2014, met yesterday to address issues associated with upcoming changes:

- All students including those in all Special Programs will be required to go through assessment, orientation and develop an SEP in order to maintain their priority registration.
- All student groups must be in good standing (above 2.0 GPA) and not be in academic progress probation.
- Students cannot exceed 100 units.

Dean Kritscher and Director Lino are working with IT to map the changes into our priority registration system since the programming will be fairly complex because of the variety of variables IT has to plug-in. Director Kathryn Linzmeyer shared what is currently done for Financial Aid evaluations. She mentioned that at the end of every semester, F/A runs a Satisfactory Academic Progress (SAP) report using Banner’s screen “SHATERM” to determine each student’s attempted and earned units (total and cumulative), as well as external units taken, and GPA. Every term there is a previous calculation. She said that if the previous term shows that the student was in academic progress probation and the current calculation states the student did not meet progress in the current term, the student will get a warning, or get disqualified or continue on academic probation. She said the systems are well in place to do what the state will require. Director Linzmeyer cautioned that we need to be careful when coming up with acronyms; that we keep the state and federal SAPs separate so not to confuse students with all the different criteria and purposes.

Another critical area is our communications plan to students about the coming changes. We will communicate via email, by updating our catalog, schedule of classes and website, and through in-person interactions. The deadline is June 30th, but we want to do it earlier, the goal is send notification by the beginning of May while students are still in session. Counselor Carey Harbin created a brochure that defines the following:

- What does the priority registration criteria changes mean to students?
- What does it mean to be fully matriculated?
- What does it mean to be in good standing?
- What to do if one loses one’s priority registration?
- When will the changes be implemented?

In addition an insert was created to inform students as to how to best utilize our counseling services.
Sandra Genera asked if the online orientation will stay the same. Becky Plaza said that at the state level they are still defining what orientation, assessment and SEPs are going to be.

Dean Kritscher said we need to get athletics and categorical groups on board. He said we have some decisions to make such as “Are we going to count other institutions’ units toward the 100 units cap?” Non-degree courses such as Basic Skills or remedial courses are not counted.

III. Update on Counseling Retreat

**River Flow Model**
The counseling retreat yielded the *River Flow Model* which was originally conceived by Carey Harbin and refined by the counselors. Becky Plaza explained that the idea of this model is that all students must start with assessment, orientation and counseling. Students must take PSCN 25 to get their first semester plan.

PSCN 22 will be set up as a series of workshop classes and will be divided into 4 components so that students are given just the information they need at each specific time:

- pre-start of the semester
- first 3-weeks of class
- middle of the semester
- end of semester

With this model, Becky said we can align with some of the proposals offered by faculty (homeroom and Chabot Up) because PSCN 22 can be “tailored to the informational and social needs of students”. After students complete assessment, orientation and the PSCN 22& 25 classes, they fall into 4 different categories or River Channels:

- Career & Technical Education
- Transfer Bound
- Lifelong Learner
- Undecided

Students can move between channels and the PSCN 22 class will help them flow smoothly. The model is still in the draft stage and Becky requested input from the group. Once model is finalized, VP Shimada would like it to be presented to the PRBC workgroup and then eventually at the general PRBC meeting.

**Open House**
There is a plan to have a Counseling Open House on April 17th to help the campus community understand the work of counselors. Kathleen Allen suggested that Flex Day would be a good time to have a Counseling Open House. Ernesto Victoria also suggested that the Open House include A&R and Financial Aid departments.

Valjean Dale said we can invite faculty to come and watch how counselors provide a transcript evaluation and develop a student education plan. Or she said Student Services could make a presentation at Convocation that demonstrates what A&R, counseling and financial aid deal with.

Another suggestion is to do a tour on college/division day where we can see all the remodeled areas.
VP Shimada will ask President Sperling what her plans are for college day.

IV. Comments on Webinar – None

V. Other

**UPDATE ON EARLY DECISION PROGRAM**
Katrin Field said today is the last day for high school students to apply for the *Early Decision Program*. The college reached its goal of 500 students, but can still add 50 more. There will be two more assessments next week. Katrin estimates the college will have 650 students enrolled which is the number the college anticipated.

**ADVERTISEMENT FOR SUMMER SESSION**
Since there is not much budget for advertising, Dean Kritscher proposed that we publicize our summer classes in the Community Ed schedule. Sandra said another way to get free advertisement is through the Hayward and San Leandro City Councils.

**PROGRAM REVIEW**
VP Shimada thanked the group members for their diligence and timeliness in completing their program review. He said he will read the program reviews and will pay close attention to additional FTE or resources requests.

Meeting Adjourned: 11:51 a.m.

Next Meeting: March 28, 2013

*BW*

Handouts
---River Flow Student Model
---Priority Registration Criteria Changes brochure
---Seeking Counseling Services brochure