MINUTES

February 7, 2013
10:00 AM – 12 noon, Room 707

Attendees: Kathleen Allen, Philomena Franco, Sandra Genera, Matthew Kritsch, Paulette Lino, Kathryn Linzmeyer, Roberto Mendez Stacey Moore, Becky Plaza, Gerald Shimada, Ernesto Victoria Jeanne Wilson and Bella Witt

Guest: President Susan Sperling

I. Overview of Student Service Advisory Group (SSAG)

VPSS Gerald Shimada explained that through statewide mandated initiatives and through the work of PRBC, the college is receiving a lot of input on how we can serve our students better. The Student Services Division needs to have its voice heard since the successful implementation of these initiatives will be carried out across many of our departments. Therefore, the Student Services Advisory Group (SSAG) has been established so that we are at the forefront of these discussions. Our role is to provide advice, guidance and recommendations as we respond and/or implement these ideas and initiatives. And if we do come up with or come across an innovative idea, we will vet it within this group prior to presenting the proposal to PRBC. Periodically we will break into subgroups to work on certain projects (i.e., Title 5 changes).

The Student Services Advisory Group will meet weekly, every Thursday, 10am – 12 noon, in room 707 unless otherwise noted. VP Shimada requested that each member take the responsibility of informing their colleagues of the group’s activities.

II. Program Overview

The schedule for the upcoming Flex Days (Feb. 13th & 14th) will set aside time for coordinators/managers to complete the Program Review for their area. Upon completion of your Program Review, please provide the VPSS Office a hard copy and send an electronic copy to VP Shimada and Bella Witt.

On Thursday, counselors from General Counseling and Special Programs are invited to join faculty in their discussion of the discipline schedule.

There is no official activity planned for Classified Staff for these Flex Days, but they are welcome to join the faculty discussion as well. The next Flex Day will be on Feb. 28th, 12 noon at LPC, and is
designated for Classified Staff only as decided by the District. Mileage reimbursement is available for those classified staff that needs to return back to campus.

VP Shimada passed out the *Flex Day Questionnaire* and said the questions are the types that will be asked at the discipline and division level. For counselors who plan to join the division meetings, the questionnaire is homework. The discussion results will shape what type of classes we will offer. Currently he said that our students are not getting through our curriculum as quickly and efficiently as we would like. The discussions are meant to flush out what is contributing to this “bottleneck”. What should we teach? How many sections should we have of what we should teach? Counselors can provide a global perspective and will bring samples of student education plans (SEPs).

VP Shimada requested that Financial Aid and Admission & Records Directors Kathy Linzmeyer and Paulette Lino coordinate with other departments and make the appropriate signage to put up throughout building 700 to inform the public that we will be closed for Flex Days starting Wednesday, 8:00 am – 4:00 pm and then re-open Wednesday evening from 4 - 7pm for counseling appointments; closed all day Thursday. Suggestions were made that the closure notice be noted on the electronic sightboards in appropriate buildings and on the homepage of the College website.

III. **Title 5 Changes**

VP Shimada commernted that the Title V mandated changes are a perfect example of why the *Student Services Advisory Group* is critical and beneficial. By 2014, we have to change our registration process. VP Shimada distributed the following copies:

---An abridged portion of the Board of Governors of the California Community Colleges Revisions to Title 5 Regulations: Enrollment Priorities

---An email from Linde Michalowski, the California Community College Vice Chancellor of Student Services and Special Programs, announcing the Board of Governors adoption of Title 5 regulations to establish system-wide enrollment priorities.

Also distributed was Chabot’s initial response to the proposed registration cycle for Summer and Fall 2013. We decided to prioritize our veterans and our foster youth, providing them 1-day priority registration. Then the next 2-days are designated for Title 5 (EOPS and DSPS). In a nutshell, as long as veterans and foster youths register first, students covered under the Title 5 programs can register with them per college and district. This proposal needs to be vetted district-wide since Chabot and LPC registration process needs to match, but for Summer and Fall 2013, Chabot will implement this registration schedule.

What changes by 2014 are that veterans, foster care youths, EOPS/DSPS students will be required to have completed orientation, assessment and developed an SEP. So Director Lino is working with LPC to draft a letter, to be mailed by June 30th, informing our students of the upcoming changes. The notification letter will note that students will lose their priority registration status if they are on academic or progress probation for two consecutive terms or they have enrolled in 100 or more degree-applicable units.

VP Shimada has asked Dean Kritsch to put together a group, which includes Jeanne Wilson, Kathleen Allen, representatives from assessment and athletic departments, which will work on a game plan on how we are going to process our students so they can take advantage of the mandated priority registration standards by next year. This group will report back to the SSAG periodically to get feedback. Then at some point this plan will be presented to PRBC and it may be wise to include a request for additional resources in our program review reports.
IV. Restructure Model (The Wheel)

Sandra Genera spoke about the Restructure Model she presented to PRBC. The Restructure Model came about from her attending the Hispanic Association of Colleges and Universities (HACU) and STEM (science, technology, engineering, and mathematics) Conferences last November. Chabot’s strategic goal for the next 3 years is to help students achieve their educational goal “in a timely manner”. Many different areas/groups have been thinking how they can pass students through their discipline/majors and the result is this Restructure Model, aka, The Wheel.

Sandra handed out two draft versions of Chabot’s New Pathway Model and explained that the first layer is the “first point of contact for the student” which includes pre-college experience component (Early Decision programs, outreach activities, etc.). Second layer is the first year experience where some students are undecided or undeclared and take General Ed, Intro or Basic Skills classes. Eventually, students gravitate towards 6 possible interest areas as reflected in the first model: STEM, Allied Health, Arts, Humanities & Teaching, Finance & Business, Career/Technical Vocational and Social Science & Social Change. The second model reflects 15 different interest areas as proposed by the State of California which is looking at how we can help students choose a pathway.

According to our Institutional Research Department, only 5% of Chabot students are undeclared. Students come to Chabot undecided as to what their educational goals are..... whether they want to transfer or get their AA or AS Degree or Certificate, but they know they are interested for example in art, nursing, business, photography, etc.

So the conversation continues as to which interest areas or pathway would work best for Chabot. PRBC has established a work group that will look at specific areas. Each area will incorporate a major, Interest Area Faculty, counselor or counselor team, PSCN study courses, learning connections, career counseling, faculty and peer mentors, internship and research opportunities, competitions, clubs and an ASCC senator. And the work group will also look at the roles of counseling faculty and support services. Sandra asked for volunteers if they would like to be part of the PRBC work group for a specific area because currently the Student Services Division has insufficient representation.

V. Dream Act

VP Shimada gave copies of a 2012-09-06 memo from Vice Chancellor Michalowski, her first advisory of the implementation of the California Dream Act of 2011 (Assembly Bills 130 & 131), another mandated initiative that will allow non-California residents of a certain population (as defined by legislation Assembly Bill 540) to be granted some forms of California financial aid.

Director Linzmeyer gave an overview of the Dream Act’s complexities, problems the Financial Aid Department is encountering and grappling with, and what it means for Chabot students.

First she explained that AB 540 is legislation that recognizes two groups of non-California residents. The first group is made up of non-California residents who are U.S. citizens or permanent residents or “not non-immigrant aliens” who have attended a public or private high school in California for three or more years, graduated from a California High School but moved out of state and now is back and want to go to a California college. This group is currently granted non-resident tuition exemptions (only have to pay enrollment fees, not out of state tuition). They are eligible to apply for federal financial aid (must file the FAFSA). Their residency status as determined by A&R is ‘E’ for Exempt.
The second group defined by AB 540 are undocumented students who were brought to the U.S. after birth. They are not here legally, are not Permanent Residents, and do not have a "green card". They attended a California high school for 3 years, and are high school graduates, and are currently attending a California college. This group is currently granted non-resident tuition exemptions (only have to pay enrollment fees, not out of state tuition). They are not eligible to apply for federal financial aid (must file the CA Dream App). Their residency status as determined by A&R is ‘U’ for Undocumented.

Effective January 1, 2013, an AB 540 student could benefit from the BOG Fee Waiver for the Spring 2013 Semester (but not for Fall12). If an AB540 student meets all other criteria and application priorities (application and GPA must be submitted by March 2nd), then the student maybe considered for 2013-14 Cal Grant.

To date, per A&R, Chabot has 53 students enrolled as E (out-of-state exempt) and 350 that are U (undocumented).

For non-California residents who are U.S. citizens or have a green card, they can complete the FAFSA (Free Application for Federal Student Aid) form, and must NOT complete the Dream App.

For undocumented students the process is more complicated. They should not complete FAFSA forms for many reasons. FAFSA goes through multiple federal data base matches (social security administration, selective service, incarceration) and since they are undocumented, these students will never meet these matches. And the students do not want to fill-out the form because they run the risk of deportation.

For the Dream Act, the California Student Aid Commission created an application that closely emulated the questions, procedures and processing of information that FAFSA does. Chabot and other colleges have encountered a host of problems dealing with Dream Act applications which include:

- Multiple applications for the same student
- Students noting they have a social security number, or an Alien Registration number (commonly known as a "green card")
- Applications from students claiming they are undocumented when they have been classified as a California resident or a foreign resident
- Wrong students completing the wrong applications. U.S. citizens and eligible non-citizens are being encouraged by their high schools or Puente Programs or by their family members to apply using the Dream App, when in fact they should complete the FAFSA and be considered for both federal and now some forms of California financial aid.

In addition, Director Linnmeyer said the process was set back because Chabot experienced delays with ITS installing the correct and required financial aid updates in BANNER to allow for processing of the Dream App, and as a result did not have the software in place to download the Dream Act application until January of this year. Once we were able to bring in the applications we encountered additional significant technical problems and spent last month meeting with IT and outside consultants trying to make the system work. As a result, determining eligibility and communicating with students has been greatly delayed.

The Financial Aid Director has designated one staff person, Philomena Franco, to sift thru the applications to work with the variety of problems and different populations that have applied using the Dream App (identify which students need to complete a FAFSA form, or have discrepancy in
residency status between application and A&R, for example.) Philomena will work with students and refer discrepancies in residency to A&R to help resolve.

Some upcoming positive changes as noted by the California Student Aid Commission:
- The 2013-14 Dream Act applications will only ask for the alien registration number and will not ask for the social security number
- Working to prevent multiple transactions
- Chabot FAO is working with CSAC and CCCSFAAA organization to help fine tune the application and processing of Dream App to address problems

Director Linzmeyer spoke about the verification process the Financial Aid Department will need to execute for Dream Apps:
- With regards to verifying income the old federal standards apply.....taxes, household size. However if a student indicates he/she or his/her family has income over the IRS filing requirement, we will have to require them to follow the law and file their income tax if they are going to benefit from the state-funded program
- Will have to verify every male student for selective service (they don’t go through the database match as FAFSA applicants do)
- Will have to verify high school graduation for each student (a diploma or copy of transcript)

Another issue of concern, according to Director Linzmeyer, is that undocumented students may face difficulty in negotiating their financial disbursement funds. Because undocumented students have no social security number, most banks will not allow them to open a checking account. Even cashing checks require appropriate ID. So a lender/representative of CCCSFAAA is looking into Higher One and Sallie Mae options the college can pursue for this population.

Sandra mentioned that undocumented students are also completing the Deferred Action for Childhood Arrivals (DACA). If these students meet the DACA criteria, they will get a federal work ID number (also referred to as a temporary social security number) and are eligible to get a California ID and a waiver for non-deportation for two years. Unfortunately, this temporary SSN will confuse still further the issue of legal status and which application student should complete.

Director Linzmeyer will put together a general training for campus personnel who primarily deal with our student population. And the next goal is to enlighten our high school partners in the hopes of correcting misinformation. She said the most important question to determine with students is what their citizenship status is: status, US citizen, Permanent Resident, or undocumented? The only student who should be filling out the Dream Act application is an undocumented person.

VP Shimada said the topics discussed in the Student Services Advisory Group’s first meeting highlighted the complexities and different initiatives and mandates that are coming down and why we need to come together, from enrollment priorities to the Dream Act, so we can all better serve our students. VP Shimada reiterated the importance of group members communicating with their colleagues on what the Student Services Advisory Group is doing.

Lastly, VP Shimada handed out a copy of another email from Vice Chancellor Linda Michalowski that noted links to the Research and Planning Group results of interviews of college students statewide on what they need to be more successful. He encouraged everyone to check out the links.

President Susan Sperling commented that the Student Services Advisory Group is convening at a fertile time. She said all the data coming out of the work of PRBC points towards how absolutely
crucial the student services aspect of what we are trying to move towards the next two years. She said the college is beginning to recognize that we not only need to enhance resources for the Student Services Division, which has experienced brutal budget cuts over this period of austerity, but that we must also recognize that we are not going to even be able to make "baby steps" in providing the kind of support to our students that we are now understanding they need to succeed and compete, without a whole different way of thinking about the role of student services. Dr. Sperling stated that the role of the Student Services Advisory Group will be a very important one over these next two years.

VI. Other

---The President's Office is hosting a welcome reception for Connie Willis, our new Vice President of Administrative Services today, 12:30 – 2:00 pm, in the lobby of Building 200.

---Tonight, 6:00-8:00 pm, at the Performing Arts Center, Chabot Puente Project and CLEA is hosting guest speaker Dr. David E. Hayes-Bautista who will speak about his latest book, *El Cinco de Mayo: An American Tradition*.

Meeting adjourned at 12:01 p.m.

Next Meeting: February 21, 2013

*BW*

Handouts
---Flex Day Schedule
---Flex Day Discipline Area Questionnaire
---Draft of Chabot New Pathway Model (Restructure Option) and copy of PowerPoint presentation
---Email memo from CCC Vice Chancellor Linda Michalowski regarding Title 5
---Board of Governors of the CCC Revisions to Title 5 Regulations: Enrollment Priorities
---Chabot's Summer/Fal 2013 Registration Dates
---Email from CCC Vice Chancellor Linda Michalowski - First Advisory on Implementation of Dream Act 2011
---Email from CCC Vice Chancellor Linda Michalowski regarding interviews of college students