**Student Development Leadership Group**

November 28, 2017  
12:00 – 1:00 pm  
SS-104

**Minutes**

**Preparation Required:**Discuss Student Services Position Requests and Self-Assessment for Guided Pathways

**Present:** Angelina Hill, Trish Blair, Brady Reed, Rianne Connor, Joe Hash, Kelly Carbone (telepresence), Rory Johnson (telepresence), Stephanie Burres (support)

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| 1.0 | Review SDLG personnel rankings | Discuss rankings, and forward to President for determination | * DSPS ISS II position ranked first, followed by SSS III for Pelican Bay, SS II Pelican Bay, DSPS Assistance, ISS II .6 FTE (DN Library), and Assistant Athletic Trainer. * The process this year did not go as smoothly as last year. We are exploring the option of eliminating the need for a separate form for staff and faculty requests. Departments and Divisions will just submit the request in the program review template. * There may be a need to have a meeting prior to the ranking process where the departments and division answer question and provide information about their request. * Another option is to bring requests prior to the program review deadline to be discussed and evaluated. * Enrollment Services has an immediate need for electronic forms implementation, but it isn’t a request that ranks high. * Is there a better process to rank the items in terms of possible funding sources and available funds? * This group should be utilized to find solutions to staffing shortages and funding new positions collaboratively. The meeting to discuss these staffing issues will occur 2 weeks prior to the deadline for program review and be included in the institutional effectiveness calendar |
| 2.0 | Gain familiarity with Guided Pathways | Discuss Self-Assessments and next steps. Identify how SDLG can contribute to the initiative. | * Scale of adoption plan for Guided Pathways was submitted to the Academic Senate. It is tied to integrated planning and collaboration between different groups. * We have to develop meta-majors and find ways to get students into them. * Guided pathways is a mandate that has to be implemented. We already have many pieces of the program already in place. * The next steps are to submit a self-assessment and then a plan. Once the plan is developed we will start putting faculty on release to begin implementing the program. * Senate is in discussion regarding the OEI online course exchange. The online course exchange will create significant problems for financial aid and student services. |
| 3.0 | CCCapply Interest E-mails | Discuss Angelina’s mess-up (I can’t find our edits from meeting) and how to move forward most effectively. | * Emails will be sent to the individual departments and programs to update their form email. Please send revisions to Rianne. |
| 4.0 | Info Sharing | Share pertinent information with the group about your program, and identify information to share with your areas | * We are exploring funding for texting solutions to contact students. Mailchimp provides this service, but we are open to other options. * There is an online program that is used in DN that is free, but students have to opt-in. * eLumen has been purchased for curriculum, we would like to implement it for assessments in the future. eLumen also has an online catalogue feature. |