Student Services Leadership Team

November 2, 2021

10:00am – 11:30am

 **Participants:** Clinton Slaughter, Donald McArthur, Heidi Bareilles, Tiffany Schmitcke, Colin Trujillo, Jordan Walsh, Darren Turpin, Katy Keyser, Rory Johnson, Bob Brown, Alia Dunphy, Stephanie Freyermuth

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| Old Business |
| 1. Program Review - Extensions
 | * Group discussed resource requests for student services areas.
* Bob is waiting on some information form IR that hasn’t been completed yet, so there review will be delayed. Some other areas are waiting for data as well and will have late staffing submissions.
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| 1. Tech Prioritization
 | * Please send your prioritizations to Stephanie by the end of the week so that we can discuss the results at our next meeting.
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| New Business |
| 1. Education Master Plan
 | * Clinton shared the EMP draft with the group. There are 5 goals outlined in the plan. There is one specifically related to student services.
* Clinton would like each area to think about how their area contributes to each of the goals.
* This document will shape a lot of our planning and initiatives moving forward.
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| 1. In Person Advising
 | * We are moving forward with in person advising meetings.
* There are some differences in criteria being put forth from the CSEA versus CRFO.
* We are still working out the logistics for meeting with students and identifying larger spaces.
* Items for all counseling meetings:
1. Bring in someone to train on statewide transfer counseling website
2. Training on the specific needs athletics
3. Kelly Carbone has put together a handbook for new counselors. Clinton also has a manual he would like to share from Butte.
4. Guided Pathways tools
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| 1. Retention Alert/Institutional Effectiveness Report
 | * The Institutional Effectiveness plan has some data on retention alert that Clinton would like members to review.
* The data shows that the use of RE virtually stopped last year. We are working on implementing retention alert.
* Clinton has noted an uptick in BIT referrals that are more retention related. So that might be a result of retention alerts decline.
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| 1. Departmental Updates
 | * None at this time.
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