

Student Affairs Council
Minutes: February 16, 2018
1:00-3:00pm in the 3/216 (Boardroom)

Attending: Leanne Guthrie, Kyle Schmidt, Kerry Levett, Sue Norton, Carl Yeh, Rosa Maria Banuelos-Uribe, Casey Reid and Kevin Steeves
Excused: Christina Walsh
Recorder: Leanne Guthrie
Quorum: 8 / 11

Agenda Item	Notes	Actions
Past meeting minutes	<ul style="list-style-type: none"> ● Minutes from December 1st, 2017 meeting ● No minutes from January 19, 2017 meeting - no quorum ● No minutes from February 2, 2017 meeting - no quorum 	<ul style="list-style-type: none"> ● Minutes were reviewed and a motion to approve was made by Kerry and 2nd by Carl. ● Minutes were approved unanimously
Agenda Changes		<ul style="list-style-type: none"> ● No agenda changes
Strategic Plan Revisions	<ul style="list-style-type: none"> ● Should we extend the SEM plan a year, as our strategic plan, and redevelop a new SEM plan next year? 	<ul style="list-style-type: none"> ● SEM plan aligned itself with Student Affairs Council but the SEM plan expires this year. ● Student Affairs Council is about the people that do Student Affairs work. ● Council's do not have any authority to move work. They have no way of holding anyone accountable. ● Our Councils are about Strategic Planning and Policy, not about operationalizing anything. ● Council can make recommendations to College Council about policy. ● Strategic Plans need to be aligned with Core Themes ● Review of both SEM and SAC Strategic Plans was done. ● Kerry motioned to adopt the SEM Strategic Enrollment Plan as the SAC Strategic Plan. ● Kyle 2nd the motion and asked for further discussion. ● Most of the goals of the Strategic Enrollment Plan have been met. Is there enough work left to call this a Strategic Plan for SAC? ● Discussion continued and Kerry amended the motion to say our recommendation is to extend the Enrollment Management Plan through the next academic year. Next year would be the year we draft a new Strategic Enrollment Management Plan.

CCSSE Fest

- Should we have a CCSSE fest, similar to the ATD Data Summits, to get people involved? CCSSE is Community College Survey of Student Engagement.

- CCSSE is a national data collection tool
- Discussion on the history of CCSSE and how there is not a lot of movement across benchmarks.
- It is supposed to target 1st year students but the classes chosen to be surveyed are not always 1st year students
- We have not used the CCSSE data broadly across campus.
- Part of SAC Work Plan is to make the CCSSE data more available to the campus community. The information is informative.
- We are thinking about mirroring some of ATD's Data summits.
- Some of our strategies could be
 - We could put a CCSSE data fact in the weekly or have data tips or discussion groups.
- Some vital requirements are missing to collect the data that will map to student services, like L#'s
- Kyle express concern about doing a "fest" since we do not have trend information and the benchmarks aren't comparable over several years.

- Continued discussion around enrollment and retention was done.
- A weekly enrollment report would be helpful
- Kyle asked if there were still parts of the plan that needed to be operationalized for next year.
- Council reviewed the goals of the SEM plan and it was decided that there was enough work that still needed to be done.
- Carl called to question that we adopt the amended motion which consists of the 3 SEM goals as the SAC Strategic Plan. We will extend it 1 year with SAC having oversight of the development of the next plan.
- **Kyle called the Motion, Kerry 1st and Kyle 2nd, Carl called the question**
- **Motion was approved unanimously**
- The Strategic Plan group will now be in charge of coming up with a plan of developing a new Strategic Enrollment Plan.

Student Email

- Students aren't reading their email. What can we do?

- Doing something with graphics similar to "Tips" would probably be more successful.
- Kerry thought we might be able to take some of the CCSSE data points and put them in the "Tips" Que.
- CCSSEE is not a trending tool, it's a slice in a moment of time.
- Without having the trending ability it's hard to know whether we have made improvement or gains. We don't have another tool.
- Kyle asked if we could call a Motion to asked Casey to look into the ATD que and see if they are receptive to adding visual things that might be slightly different from their core work. The existing CCSSE group will try to prepare some sort of "Tips" like email to see what we would like to send out.
- Kerry called the motion and Kevin 2nd Motion was approved.
- Kevin agreed it's a thing of the past.
- We don't have an anecdotal account but we do know students are not getting the messages the college is sending.
- Can we notify students of how many new messages they might have when they visit other areas of lane on line?
- Kerry let SAC know that the SAM's managers talked about doing a "did you know" campaign.
- SAM is in hopes to shift the narrative and encourage behavior where students will check their email.
- Financial Aid will start their campaign in Spring term to get students to complete the financial aid process before the new academic year.
- The overall believe is that students are checking email, just not their Lane account.
- We don't want to encourage student to transfer email to a non-Lane account because of FERPA violations.
- We are in the process of getting the email account claims moved up in the enrollment process.

		<ul style="list-style-type: none"> • How much of this is just campus culture and will it decrease once it becomes part of campus culture? • Is it the medium (platform) or the behavior? • Can we use multi methods of communication? Can faculty add it to their syllabus? • Until we find another solution. Email should continue to be the college's way to contact students. • Kyle and Kevin will create a focus group to investigate why students are not opening their emails. • Kerry will talk with Andy and SAM's to put together what our communications campaign should say.
Sub Group Reporting	<ul style="list-style-type: none"> • Need Status Updates from everyone 	<ul style="list-style-type: none"> • Policy group is still working on the Travel policy. • We will do a general review and update the last review date.
Information Sharing	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • N/A
Work session time	<ul style="list-style-type: none"> • Remaining meeting time usable by teams to work on their three areas: Policy Review, Strategic Plan, and CCSSE 	<ul style="list-style-type: none"> • N/A

Membership 2016/2017	<ul style="list-style-type: none"> • VP Academic and Student Affairs 1 – Jane Harmon • Executive Dean of Academic & Student Affairs 1 – Kerry Levett • Classified 2 –Rosa Maria Bañuelos-Urbe, Kyle Schmidt • Faculty 2 - Casey Reid, Kevin Steeves • Managers 2 – Sue Norton, Carl Yeh • Students 2 – Shane Williams • Additional members by position 0-4 – Christina Walsh, Leanne Guthrie
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Adjourned at: 2.35 pm

Next Workgroup Meeting: March 16, 2018

Next Council Meeting: March 2, 2018