

Student Services Leads Meeting

Tuesday, September 3, 2013

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

Jennifer Hughes	X	Patty Kwok		Aaron Schaefer	
Sylvia Aguirre-Alberto	X	Claudia Menjivar	X	Laura Skaff	X
Sharon Bartels	X	Michael Mitchell		Dennis Tordesillas	X
Karen Chadwick		Eileen O'Brien	X	Ruth Turner	X
Gloria D'Ambra	X	Charles Phan		Makiko Ueda	X
Catherine Firpo	X	Louise Piper	X	Carol Ullrich	X
Alex Guiriba		Marsha Ramezane	X	Henry Villareal	X
Amanda Governale	X	Paula Reyes		Brian Tupper	
Fauzi Hamadeh	X	Krystal Romero	X		

The meeting was called to order at 2:25 p.m.

Welcome New Members

Jennifer welcomed Amanda Governale, ASCSM representative to the Council replacing Hayley Sharpe, and Carol Ullrich, Assessment Center program services coordinator replacing Christopher Rico.

Program Review Survey – Due September 13, 2013

The Academic Senate's Program Review Revision Group is currently in the process of improving program review (PR) forms for Instruction, Learning Support Centers, and Student Services. A survey was sent out to all primary contacts to provide feedback and identify parts of the PR forms which are problematic. Suggestions received will help guide the PR Revision Group revise the form. The survey is due September 13.

Student Services Retreat – October 25, 2013 - Proposed Dates and Agenda Ideas

The 2013-2014 Student Services Retreat is proposed to be held on Friday, October 25 from 12:30 p.m. to 4:30 p.m. Location is to be determined. All agenda items are to be forwarded to Student Services Administrators.

Online Orientation, Advising, and Financial Literacy Software – Update

Accreditation requires that an online version of orientation, advising, and financial literacy information be provided to students as a complimentary resource to in-person orientation. The District Office is currently in the process of selecting the software that will deliver the web-based information to students. Once the software is purchased a team will be created to undertake the implementation process.

Orientation Handbook – Draft of Tear Out Card (Krystal)

Handout: (Draft) Potential EOPS Student Information Card

Krystal made available to the Council the draft of the EOPS tear-out-card which will be published in the orientation handbook. Suggestions are to be written on the back of the card and sent to Krystal.

The Student Services Council also discussed services-list questionnaires that are being made available to students. The questionnaire, which is provided after completion of an application, placement testing or orientation, allows a student to request additional information about programs and services offered by the college. The questionnaire is then forwarded to the department(s) which provides the program and service selected, and contacts the student. It was determined that there are several services-list questionnaires that are being circulated to students from CCCApply, English placement testing, in-person orientation, etc. The Student Services Council will be conducting an “end-to-end process review” of all the services-list questionnaires to streamline the process and ensure that the questionnaires are being received by college departments and students are receiving the information they requested.

Accreditation Update

The *Accreditation: 2013 Institutional Self Evaluation* document is now posted in the college’s Accreditation webpage. The external Accreditation Team (AT) has received copies of the four-volume document in preparation for their October 21 through October 24 visit. The AT will be stationed at 18-206 and may attend some meetings on campus like IPC, College Council, etc. but will not be visiting individual offices. If a faculty or staff member is selected for an interview, the college’s Accreditation Office will make all the arrangements. The AT will also be holding an All-College meeting to hear opinions about CSM.

Update on Open CCCApply

Henry Villareal announced that District colleges will transition to Open CCCApply, which is a web-based, user-friendly application. District IT is currently making adjustments to the application in preparation for implementation on October 2013. The online resource comes to SMCCCD at no-cost and there will also be a Spanish version available. Any applicant who uses the application will be provided a statewide ID number so that all information entered will be available in case the applicant would like to reapply to a different college. Every college will still be able to issue their own student ID numbers.

Program Updates Handouts

Announcements flyers from Student Life, Health Center, Counseling, and CSM CARES are attached.

Next meeting: October 1, Room 10-468

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Program Updates Handouts

Announcements flyers attached are:

Student Life and Leadership Office

The 3rd Annual Student Leadership Conference

CSM CARE Program

At-Risk for University and College Faculty

Playback Theater Ticket

Health Center

Protect Your Health Sign-up for Health Insurance card

Counseling

Student Connections Fair

EOPS

Student Information Card

Next meeting: October 1, Room 10-468



The 3rd Annual Student Leadership Conference



A FREE 3-DAY/2-NIGHT LEADERSHIP CONFERENCE

NOVEMBER ~~12-14~~¹⁵⁻¹⁷, 2013



- Develop leadership skills
- Learn conflict resolution techniques
- Improve communication skills
- Network with other active students

APPLY NOW!!!
Applications are due:
October 25, 2013 at 12:00 pm

For more information, please attend one of our informational meetings at the Center for Student Life (Building 17, 112)

Wednesday, October 9th, 1:00 pm
Thursday, October 10th, 1:00 pm
Friday, October 11th, 11:00 pm *per Ann*
Wednesday, October 16th, 3:00 pm
Thursday, October 17th, 3:00 pm

at-risk for University & College Faculty

Identify and Refer Students in Psychological Distress

Welcome Community! Visit our CSM's Online Training for Helping Students in Distress.

At-Risk for Faculty & Staff is an online, interactive gatekeeper training simulation used at more than 200 campuses nationwide. Learn to **identify and talk to students** exhibiting signs of psychological distress and motivate them to seek appropriate help. Possible signs of distress include depression, anxiety, and thoughts of suicide.

FACULTY/STAFF LOGIN
<http://kognitocampus.com/faculty/ccc>
 Enrollment Key: ccc8752

STUDENT LOGIN
<http://kognitocampus.com/student/ccc>
 Enrollment Key: ccc6445

VETERANS ON CAMPUS LOGIN
<http://kognitocampus.com/vet/ccc>
 Enrollment Key: ccc4554

In this **innovative online simulation**, community, faculty, staff and administrators enhance their skills through direct practice in a risk-free environment with student avatars. The training covers identification of students experiencing various types of distress along with practice conversations to **motivate those students to seek help**.



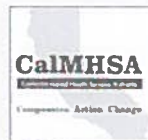
Five virtual students are presented for evaluation; however, only three are in need of professional help. Information is provided to assess each student and hone in on observable clues and patterns associated with psychological distress.

Unique among online gatekeeper trainings, *At-Risk* engages learners in conversations with emotionally responsive student avatars. In this process, they practice and learn to use open-ended questions, reflective listening and other motivational interviewing techniques.



Please take advantage of the availability of this training to help safeguard our community and students, and, to support mental and behavioral health in the Bay Area. For more information, contact: Catherine Firpo, Ph.D. – Faculty Liaison CSM Cares Mental Health Grant at firmoc@smccd.edu
[www.http://www.collegeofsanmateo.edu/csmcares](http://www.collegeofsanmateo.edu/csmcares)
 Under Link: Kognito Online Avatars

This training is made available to all California community colleges through the **CCC Student Mental Health Program**, a partnership between the **Chancellor's Office** and the Foundation for California Community Colleges (FCCC) funded through a grant from the California Mental Health Services Authority (CalMHSA). **CalMHSA** is an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the voter approved Mental Health Services Act (Prop. 63) on a statewide, regional and local basis.



Student Connections Fair

Wednesday, Sept. 4th

10:00am-1:00pm

WORKSHOP SCHEDULE

Preparing to Transfer

Presenter: Mike Mitchell

Location: Bay View Dining Alcove, College Center

Times: 10:15am, 11:15am, 12:15pm

What is a Student Educational Plan and Why Do You Need One

Presenter: Kathy Sammut

Location: Learning Center, Back of Speech Lab

Times: 10:15am, 11:15am, 12:15pm

Careers and the Importance of Career Planning While in School

Presenter: Eileen O'Brien

Location: Learning Center Classroom 10-220M

Times: 10:15am, 11:15am

Choosing a College Major

Presenter: Martin Bednarek

Location: Learning Center Classroom 10-220M

Time: 12:15pm

Balancing Work & Play: A Skill for Success and Mental

Well-Being Hosted by the CSM Peer Educators

Location: College Center Quad

Times: 10:15am, 11:15am, 12:15pm

Date: _____

College of San Mateo
Extended Opportunity Programs & Services (EOPS)
Potential EOPS Student Information Card-CSM

Name: _____ Gender: M F G00- _____ - _____
Last First

Phone: (____) _____ - _____ Email: _____

Address: _____
Street City Zip Code

Ethnicity: _____ How many units completed? _____ Number of semesters? _____

Are you (or were you until age 18) a foster youth or ward of court? Y N

Did one or both of your parents complete college? Y N

Have you completed the BOGW Fee Waiver? Y N Have you taken the CSM Placement Test? Y N

Have you attended any other college? Y N If yes, which college? _____

What is your major? _____



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*OBAMA CARE..Affordable Health
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Enrollment Starts Oct. 1, 2013

www.coveredca.com

**CSM CARES PRESENTS
AN EVENING OF FOOD, FUN, & IMPROV**



**PLAYBACK
THEATER**

THU SEPT 12TH 6-9PM
CSM Bldg 10 | Bayview Dining Room

MUSIC | FREE BBQ | IMPROV

**COMPLIMENTARY
ADMISSION TICKET**

for CSM Students, Faculty, & Staff

