

Student Services Leads Meeting

Tuesday, February 4, 2014

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

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

Guests: James Carranza, Teeka James, Tim Tulloch, Jon Kitamura

The meeting was called to order at 2:20 p.m.

Writing in the End Zone (WITEZ)

The program was formed in 2002 to focus on the lowest achieving students in CSM. WITEZ, which requires collaboration between the English and athletic departments, aims to assist the African-American and Pacific Islander students groups in developing English writing and math skills by creating a supportive and engaging learning environment, using learning materials that students can relate to, and focusing on process and applied skills. Admission and Records also assists the program by helping students with registration and transfer requirements. (See program handout)

Program Review

Report deadline is March 25. There are new forms to be used and reports are to be submitted online. Forms, directions, and the report submission link are available in the PRIE website.

Accreditation Update

The ACCJC took action on the report written by the external evaluation team and will be sending its recommendation to CSM soon. President Claire visited the ACCJC commission on January 2014 to discuss the report. Positive results are expected.

Student Success and Support Program Update

The Registrars Semi-Annual Meeting minutes were provided and discussed. The document includes priority registration groupings, attendance/statistical reporting, grade processing, MIS-NSC-NSC Degree Verify reporting, SARS extracts deadline and scheduled processes for Summer 2014. There will be GWAMAIL messaging and FAQs developed. Please see attached copy of handout.

Other items:

Board of Governor's Grant

Effective Spring 2014, all students applying to qualify or who have been approved to receive a BOGG and have no more than 90 units will need to have a 2.0 GPA with a good academic completion rate.

Program Announcements flyers attached

Next meeting: March 4, 2014
Room 10-468

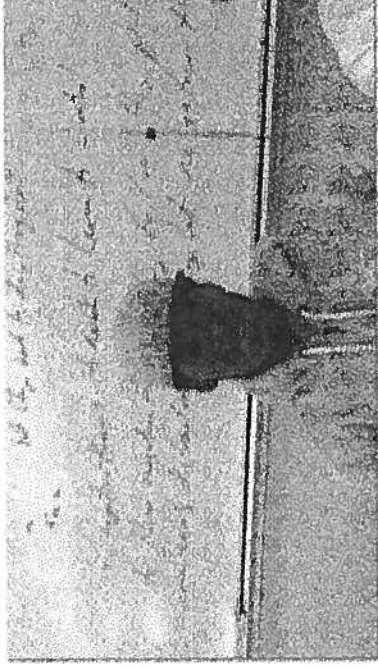
College of San Mateo's

Writing in the End Zone

Creating a Reality of Success for
Student-Athletes

James Carranza Teeka James Jon Kitamura
Bret Pollack Anne Stafford Tim Tulloch

Devontae Young, Anthony Hines, Tajah Childs,
Alafou "Fo" Polataivao, Lonnie Jackson

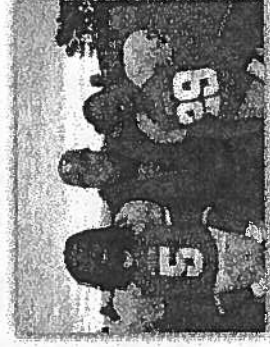


The Problem

- > African American and Pacific Islander male students, under 22, were the lowest achieving students on campus.
- > They arrived at CSM with poor reading, writing, and study skills and immediately faced English and transfer-level courses without support.

The Concept

- > Create a learning community to address the problem and ensure success
- > Why football?
 - African American and Pacific Islander males make up just over 80% of CSM's football team.

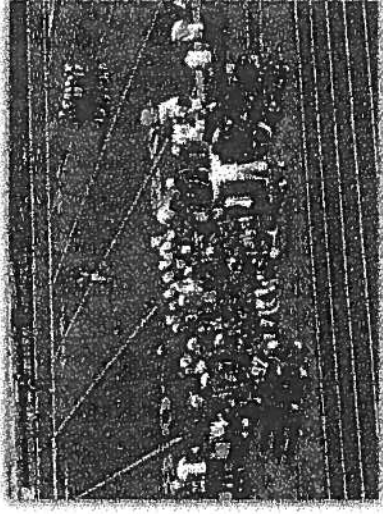


The Basics

- Create a positive, dynamic learning environment
- Use culturally relevant, sports related material, initially
- Focus on *process* and *applied* skills



Teamwork and Collaboration



Teamwork and Collaboration

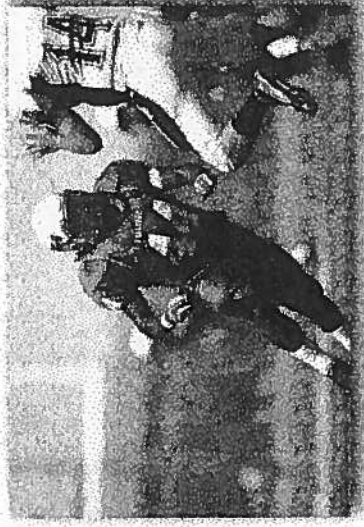


The Structure

English Composition/Reading and Athletic Course Combinations

- Fall Semester: Developmental Composition
- ENGL 838 + VARS 220: Weight Conditioning
- Spring Semester: Transfer-level, 1A
- ENGL 100 + VARS 130: Varsity Football

Who are our Students?



Linebacker - Andre Portis

The First Writing Assignment ENGL 828

NAME: ANDRE PORTIS

QUESTION. Write an essay in which you explain why you are going to college. Use specific examples and details to clearly explain your reasoning to your reader. This essay should be well-organized and reflect your best writing skills.

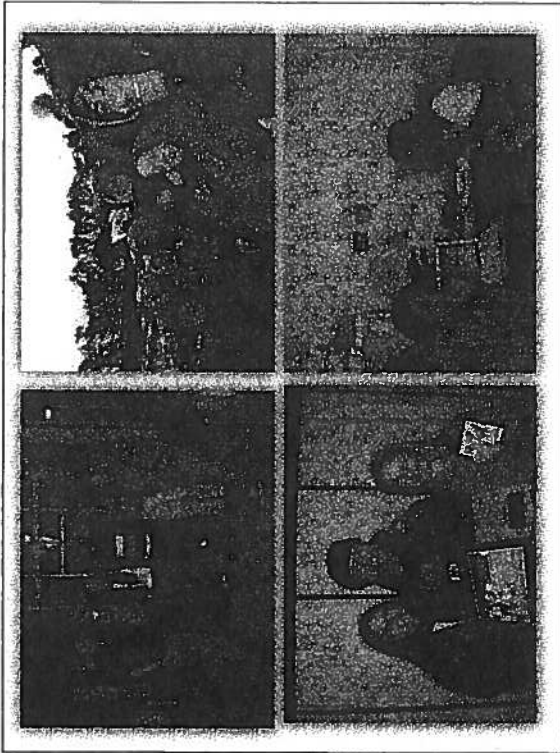
The First Writing Assignment

"The reason I am in college is to play football that is my dream and also my life I love the game and if it was not for football I do not know what I would be doing right now football keeps my head on my shoulders and keep me out of trouble. I first started to play football in OHIO because of my cozens they got me in to it and I am happy they did since I started I have never looked back.

I think with me going to college and also playing football I will have a lot of choices in my life and I plan to make the best of them. My mom always tolled me to never say u can't do something and I plan to never say I can't do something if u put your mind to it u will make it."

Support System

- > **Instructors and coaches/advisors share a unified vision of academic and athletic achievement.**
- > **Instructors and coaches/advisors communicate regularly.**
- > **Administrators acknowledge and support WEZ.**



The Objective: Academic Acculturation

- Facilitate the transformation from athlete-student to student-athlete
- Acknowledge challenges that student-athletes face
- Encourage student-athletes to recognize that they belong in the academy

Where it Begins...



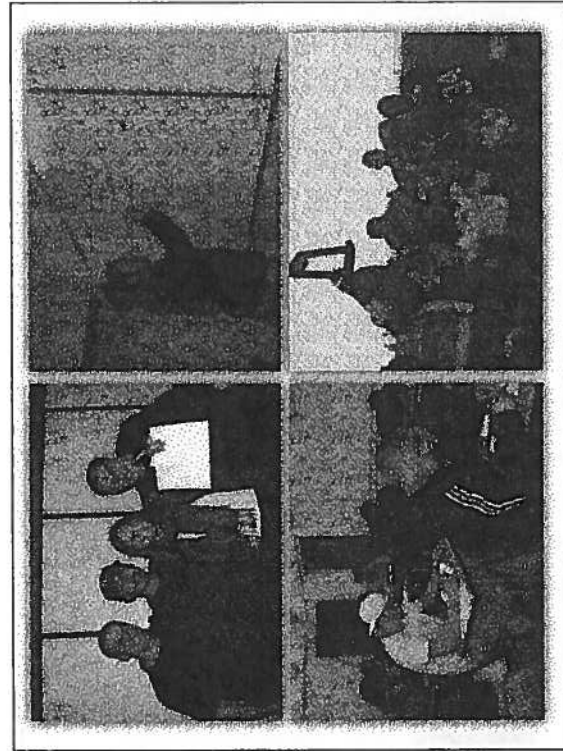
The Objective, cont.

- Provide opportunities for these students to have a "voice" in the academy
- Create assignments, initially, that enable student-athletes to draw upon personal knowledge and expertise
- Develop productive academic "habits" in conjunction with reading, writing, and critical thinking skills



Ownership of Achievement

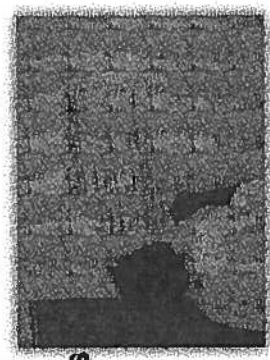
- Use a holistic, community approach via "The Bulldog Family": student-athletes, coaches, and faculty join in a common purpose.
- Connect students' performance on the field and in the classroom
- Develop students' pride in their academic work



Transformation from Athlete to . . .

Student-Athlete

- Academic and athletic achievement
- Successful transfers to four-year institutions
- Athletic scholarships



WEZ 838 Success and Withdrawals
Composition and Reading, One Level Below Transfer

ENCL 838 One Level Below Transfer	WEZ 838 Fall 04 – Spring 13 (n=158)	Pre-WEZ 838 Fall 1996 – Spring 04 (n=205)	CSM 838 Fall 04 – Spring 12 (n=2,856)
FIRST ATTEMPT SUCCESS	71.5%	51.9%	59.2%
TOTAL SUCCESS	71.5%	50.9%	57.3%
SUCCESS < 22 YEARS	70.9%	52.4%	57.4%

WEZ 838 Success and Withdrawals
Composition and Reading, One Level Below Transfer

ENCL 838 One Level Below Transfer	WEZ 838 Fall 04 – Spring 12 (n=158)	Pre-WEZ 838 Fall 1996 – Spring 04 (n=205)	CSM 838 Fall 04 – Spring 12 (n=2,856)
TOTAL WITHDRAWALS	9.1%	23.3%	19.4%
AFRICAN AMERICAN WITHDRAWALS	12.7%	27.8%	23.1%
PACIFIC ISLANDER WITHDRAWALS	6.9%	27.9%	19.2%

WEZ 838 Success and Withdrawals
Composition and Reading, One Level Below Transfer

ENCL 838 One Level Below Transfer	WEZ 838 Fall 04 – Spring 12 (n=158)	Pre-WEZ 838 Fall 1996 – Spring 04 (n=205)	CSM 838 Fall 04 – Spring 12 (n=2,856)
AFRICAN AMERICAN SUCCESS	71.8% (51)	44.4% (40)	44.1% (86)
PACIFIC ISLANDER SUCCESS	69% (40)	42.6% (26)	53.8% (84)



WEZ 838 Success and Withdrawals Composition and Reading, One Level Below Transfer

AF Am African American Pac Isl Pacific Islander	WEZ 838 Fall 04 - Spring 12 (n=196)	Pre-WEZ 838 Fall 1996 - Spring 04 (n=205)	CSM 838 Fall 04 - Spring 12 (n=2,856)
FIRST ATTEMPT	71.5%	49.2%	59.2%
TOTAL SUCCESS	71.5%	47.8%	57.3%
< 22 SUCCESS	70.9%	49.2%	57.4%
AF AM SUCCESS	71.8% (51)	44.4% (40)	44.1% (86)
PAC ISL SUCCESS	69% (40)	42.6% (26)	53.8% (84)
TOTAL W'S < 22	9.1%	23.3%	19.4%
AF AM W'S	12.7%	27.8%	23.1%
PAC ISL W'S	6.9%	27.9%	19.2%

WEZ 100 Success and Withdrawals Transfer Composition and Reading

AF Am African American Pac Isl Pacific Islander	WEZ 100 Fall 04 - Spring 12 (n=120)	Pre-WEZ 100 Fall 1996 - Spring 04 (n=218)	CSM 100 Fall 04 - Spring 12 (n=1,753)
FIRST ATTEMPT	70%	54.4%	66.7%
TOTAL SUCCESS	73.6%	52.4%	63.3%
< 22 SUCCESS	75%	55.4%	62.9%
AF AM SUCCESS	73.2% (41)	48.8% (41)	52.2% (235)
PAC ISL SUCCESS	75.8% (25)	46.8% (22)	49.3% (199)
TOTAL W'S < 22	4.5%	24.7%	21.1%
AF AM W'S	3.6%	26.2%	26%
PAC ISL W'S	6.1%	27.7%	26.2%

Bulldog Athletic Snapshot

	1999	2012
WIN/LOSS RECORD	7-year losing streak	12-year winning streak
STATE/NATIONAL RANKINGS	C program; no ranking	Top 10 Nationally
SCHOLARSHIPS	2	33 \$2.7 million
# OF STUDENT-ATHLETES	50	110+ (Whatever we want it to be)

Bulldog Academic Snapshot

	1999	2012
TEAM GPA (CORE COURSES)	1.58	2.58
TOTAL COURSE COMPLETION (A, B, C, D)	81%	98%
A.A. DEGRESS	2	29
MID-YEAR TRANSFERS	0	13

Implementation

- Daily attendance checks
- Football coaches as academic advisors
- Highly structured and coordinated grayshirt program
- Regimented study skills program
- Collaboration with faculty — WEZ

Recent Transfers

Arizona State
Cal Poly
Colorado State
Kansas State
Louisiana State University



Menlo College
Marshall University
Northern Arizona
Oregon State
Portland State
San Jose State
Southeastern Louisiana
Texas College
UC Berkeley
University of Hawaii
University of Oregon
University of Massachusetts
University of Southern California
Washington State

Remember Andre?

Writing in the End Zone 100, English 1A
Essay 3 of 5: *Lessons for Living: Paulo Coelho's The Alchemist*

[Coelho writes,] "We are afraid of losing what we have, whether it's our life possessions or property. But the fear evaporates when we understand that our life stories and the history of the world are written by the same hand" (76). As we live life we gain valuable memories and relationships, but when bad things happen, we try to protect what we cherish the most. Santiago experiences this with Fatima, the desert girl, the girl who convinced him to leave and return after finding his treasure. To Santiago, Fatima is his treasure because she has taught him what it means to be in love. Going through life we experience tragic times and events that change our outlook and perspective, but it is also these events that teach us how to become stronger mentally and physically.

Remember Andre and our students like him

- Mid-year transfer to Marshall University
- Full-ride scholarship



Any Questions?



For further information or if you would like a copy of this presentation,
please contact us: [Bret Pollack, pollack@smccd.edu](mailto:Bret.Pollack@smccd.edu)
[Teeka James, james@smccd.edu](mailto:Teeka.James@smccd.edu)
[James Carranza, carranza@smccd.edu](mailto:James.Carranza@smccd.edu)

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGISTRARS SEMI-ANNUAL MEETING MINUTES
JANUARY 24, 2014
11:00 – 12:00
ITS CONFERENCE ROOM**

I. Registration Preparation/Processing – Summer 2014

Attendees: Sue Lorenzo, Niruba Srinivasan, Henry Villareal, Joyce Feimer

- A. Important System Dates: Banner upgrade in either March or April – will notify you when dates are firm.
- B. CCC Apply access for Summer 2014 applications: **Already open** (GTVSDAX)
- C. Verify fees for Summer 2014: **Non-resident fees increased to \$219 (\$210 & \$9)**
- D. Open SFAREGS access for Summer 2014: **Already open**
- E. Run job to delete unpaid donations to the Spring 2014 Student Tuition Assistance Program (TAP): **April 17, 2014**
- F. Produce appointment notices : **April 18, 2014** (GTVSDAX)
-- Important Reminder: Use SPAAPIN form to assign appointments to register.
- G. Produce report to identify invalid Summer 2014 registrations: **April 17, 2014**
- H. Registration dates for Summer 2014: (Administrative Procedure No. 7.38.1)

Cutoff date to enter SEPs	April 18, 2014 (noon)
Produce appointment dates for continuing students. All students will receive email notifications	April 18, 2014 (afternoon)

Ed Code Group	Regist. Day	Description	Regist. Dates 2014
1 & 2	1	Students who have completed orientation, assessment, developed student education plans, and are in good standing (defined as not on academic or progress probation for two consecutive terms and have not earned 100 degree-applicable units) are eligible as a member of the armed forces or a veteran pursuant to Ed Code section 66025.8 or as a foster youth or former foster youth pursuant to Ed Code section 66025.9 or are eligible and receiving services through DSPS, EOPS or CalWORKS.	April 28

3	2	Continuing student athletes, honor program students, members of the Associated Students, and international students who have completed orientation, assessment and developed student education plans and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units).	April 29
4	3 - 5	Continuing students, including continuing Middle College High School students and Priority Enrollment Program (PEP) students who have completed orientation, assessment, and developed student education plans (Except Middle College High School students who do not complete a college student education plan) and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree-applicable units). <u>Continuing Middle College and PEP students registration dates will be manually assigned a date of May 02, 2014.</u>	April 30 – May 02
5	6	New students who have completed orientation, assessment and developed student education plans.	May 03
6	7 - 9	All other continuing students, including continuing concurrent enrollment students. <u>Continuing concurrent enrollment and new middle college students will be manually assigned a date of May 06, 2014</u>	May 04 – 06
7	10 - 13	All other students, new and returning, those greater than 100 units and those on probation. <u>New concurrent enrollment students will be manually assigned a date of May 10, 2014</u>	May 07 – 10

I. Fee flag updates run nightly. Summer 2014 fees will not be included in the calculation to place holds on students' records until:

- FD hold (holds transcripts and graduation but does not hold registration and drop/withdrawal from courses): **Aug. 12, 2014** (one day prior to Summer grade roll)
- FH hold (holds registration, transcripts, graduation, grades): **Oct. 24, 2014** (tentative date that Spring 2015 priority registration dates will be assigned). Students wishing to withdraw from classes after that date must go to Admissions and Records.

J. Temporary Roll Sheets:

Instructors can access temporary class rosters and authorization codes via Websmart and print them locally.

Authorization codes will be produced for sections with all parts of term codes except those sections that the Instruction Office has identified on SSASECT that should not have authorization codes.

Jun. 09, 2014 (SVPAUTG)

Additional authorization codes may be generated for a CRN by using SVAAUTC.

Instructor lists and labels will be produced: **Jun. 09, 2014** (SQRILBL)

<u>College</u>	<u>List/labels</u>
Skyline	List
Canada	None
CSM	None

II. Attendance and Statistical Reporting:

- A. First Census: Will be entered by instructors via WebSmart.
No instructor lists and labels will be produced.
- B. Census Statistics Report: **Aug. 15, 2014**
- C. First Period Positive Attendance:
Produce instructor lists daily in Appworx to track missing positive attendance:
(SYQPOSA)
- Daily runs start **Aug. 04, 2014**
- Use SYQPOSA to monitor missing positive attendance hours.*

III. Grade Processing:

Final Grade Reporting:

Produce instructor lists daily in Appworx to track missing final grades:

(SYQWEBC)

- Daily runs start **Aug. 04, 2014**

- A. Last day instructors can enter final grades via WebSmart:

Instructor cut-off date/time: **Aug. 13, 2014 - 4:00 PM**

Actual Cut-off date: **Aug. 13, 2014 – midnight** (GTVSDAX)

- B. Incomplete Grades Report for Summer 201~~3~~⁴: (SQRIGRD) **Aug. 12, 2014 AM**
- C. Insert Summer 201~~3~~⁴ default grade **Aug. 12, 2014**
- D. Grade roll begins: **Aug. 14, 2014 00:01 am**
- E. Grades available on WebSmart: **Aug. 14, 2014**
- F. Grade Books (emailed) **Aug. 14, 2014**
- G. Misc. Grade reports produced: (emailed) **Aug. 14, 2014**

Note: A request was made to have the program automatically send emails to the students notifying them that their incomplete grades have been changed to the default grade. ITS will look into this to see if it is possible.

IV. Management Information System (MIS) Reporting – Summer 2014:

- | | |
|----------------------------------|----------------------|
| A. Preliminary MIS extracts: | Aug. 14, 2014 |
| B. Work Error Reports: | Aug. 21, 2014 |
| C. Final MIS extracts for State: | Sep. 15, 2014 |

V. National Student Clearing House (NSC) Reporting – Summer 2014:

- | | |
|------------------|----------------------|
| A. NSC extracts: | Jun. 16, 2014 |
| B. NSC extracts: | Jul. 09, 2014 |
| C. NSC extracts: | Jul. 23, 2014 |
| D. NSC extracts: | Aug. 09, 2014 |

VI. National Student Clearing House (NSC) Degree Verify Reporting – Summer 2014:

- | | |
|-------------------------------|----------------------|
| A. NSC degree verify extract: | Oct. 21, 2014 |
|-------------------------------|----------------------|

VII. Last day for Spring 2014 SARS Extracts: **May 31, 2014**

VIII. Scheduled Processes for Summer 2014 (201405):

- | | |
|---------------------------------|----------------------------------|
| SWBSARS (SARS GRID) | START DATE: Jun. 01, 2014 |
| SQRTRCK (SARS TRACK) | START DATE: Jun. 01, 2014 |
| SQRMODU (Moodle) | START DATE: Jun. 01, 2014 |
| SFRBWLP | START DATE: Apr. 28, 2014 |
| WAITLIST Removal – chain | START DATE: Apr. 28, 2014 |
| SQRCFIL (Filled Classes Report) | START DATE: Apr. 28, 2014 |
| SYAEARL | START DATE: Jun. 16, 2014 |

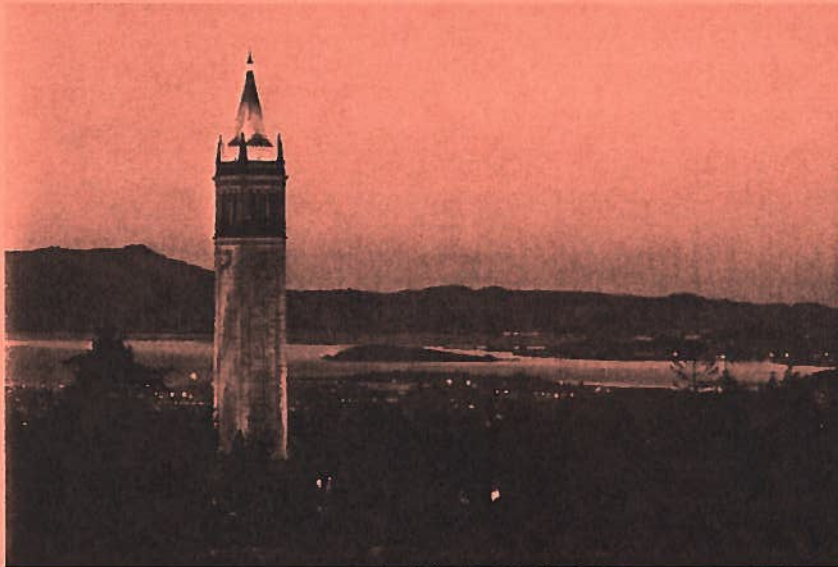


UC BERKELEY



TOUR

CSM Transfer Club, in cooperation with the Associated Students at College of San Mateo, is hosting a Campus Tour, Admissions Information Session, and Student Panel.



Wednesday, March 5, 2014

8:00 AM – 3:00 PM

SIGN UP IN TRANSFER SERVICES IN BLDG 10-340H

Sponsored by CSM Transfer Club & Associated Students of College of San Mateo (ASCSM)

DISCOVER **UC DAVIS** 2014

Friday, February 28

9:00 a.m. to 3:30 p.m.

Visit the UC Davis campus and begin cultivating your dream career. Find out how you can transfer and earn a degree that will help you transform into a successful career professional.

This free program includes:

- ▶ Continental breakfast and lunch
- ▶ Transfer student panel discussion
- ▶ Admission information
- ▶ Campus walking tour

Meet UC Davis representatives from:

- ▶ Academic colleges
- ▶ Financial Aid
- ▶ Pre-professional programs (Health Services & Law)
- ▶ Transfer Reentry Veterans Center
- ▶ Undergraduate Admissions
- ▶ Undergraduate Research Center

Advance registration is required.
This event fills quickly, so don't miss out.

Visit **CSM Transfer Services** located in the **College Center BLDG. 10 ROOM 340** to find out how you can register today!

UC DAVIS
UNDERGRADUATE ADMISSIONS

Sponsored by the UC Davis
Transfer Opportunity Program (TOP).



CA DREAM ACT Workshop

AB540 STUDENTS:

Learn the facts about the California DREAM Act
AND receive help on completing the application!

IMPORTANT NOTE:

Cal Grant is only available to those who are eligible and
apply by *March 2nd*. Attend one of these workshops to
meet the deadline!



February 12th & 21st

1:15 - 3:00 pm



College Center (Bldg. 10), Rm. 161

For more information, contact Lorena Gonzalez at 650.574.6226
or Sylvia Aguirre-Alberto at 650.574.6154.

Visit: collegeofsanmateo.edu/financial/dreamact.asp

Sponsored by CSM Financial Aid, Multicultural Counseling Center (MCC),
Extended Opportunity Programs & Services (EOPS), & the CSM PUENTE Project.

San Mateo County Behavioral Health & Recovery Services Youth Mental Health First Aid



Join us for a
FREE training!

When and Where

Saturday,
March 15th, 2014
8:30 am- 5:00 pm

College of San Mateo
Building 10 (College Center)
Room 468
1700 W. Hillsdale Blvd.
San Mateo, Ca.

Please register by March 3rd

*Maximum class size is
30 participants

To register, please go to:
<http://bit.ly/1f4fWZ9>

If you have registration
questions, please contact:
Karen Williams
at kwilliams@smcoe.org

**Lunch and
materials will be
provided**

Part of the CSM Mental Health Spring Conference



Did you know
that as many as
1 in 5 youth
in the U. S. suffers
from a mental health
disorder or challenge?

Learn how you can help a young person in emotional distress!

A young person you know could be experiencing a mental illness or crisis. YOU can help them. Take this 8-hour training workshop and become certified as a Youth Mental Health First Aider.

What you will learn:

Potential Risks

The potential risks factors for youth (ages 12-24) to develop a mental illness or challenge

Recognize Symptoms

How to recognize signs and symptoms of common mental illnesses among young people

5 Step Action Plan

A step-by-step plan to help a young person

Who should attend?

Educators, Administrators, Parents, Sch. Nurses and Health Aides, Librarians, Special Education Administrators and Teachers, Student Leaders, Sch. Safety Advocates, Sch. Resource Officers, Sch. Office Personnel and other supportive adults within the school community

College of San Mateo



This class is sponsored by San Mateo County's Office of Diversity and Equity Behavioral Health and Recovery Services, San Mateo County Office of Education, Respect! 24/7, the CSM Mental Health Spring Conference and is funded through Measure A.

College of San Mateo

Scholarship Application Workshops

Need help filling out your scholarship application? Workshops held:

Day Workshops	Time	Location
Friday, 1/31	10:00-12:00pm	Building 10, Room 161
Monday, 2/3	2:00-3:30pm	Building 10, Room 161
Wednesday, 2/5	2:00-3:30pm	Building 10, Room 161
Thursday, 2/6	3:30-4:30pm	Building 10, Room 161
Friday, 2/7	10:00-12:00pm	Building 10, Room 161
Monday, 2/10	2:00-3:30pm	Building 10, Room 161
Tuesday, 2/11	3:30-4:30pm	Building 10, Room 161
Thursday, 2/13	3:30-4:30pm	Building 10, Room 161
Evening Workshops	Time	Location
Thursday, 2/6	5:00-7:00pm	Building 10, Room 163
Thursday, 2/13	5:00-7:00pm	Building 10, Room 163

DEADLINE TO APPLY: February 13, 2014

For More Information: <http://collegeofsanmateo.edu/scholarships/> or contact Financial Aid (650)574-6146

College of San Mateo

2014-2015 SCHOLARSHIP APPLICATION

APPLICATION AVAILABLE ONLINE

<http://collegeofsanmateo.edu/scholarships/>

Free Money!

Minimum Criteria To Apply:

-Be an incoming or continuing student planning to enroll at College of San Mateo Fall 2014

OR

-Be a current CSM student transferring to a 4-year university Spring 2014 or Fall 2014

A Fully Complete Application Includes:

- -Completed online application
Including online submission of:
 - 1 page Personal Statement (750 words max.)
 - 1 Letter of Recommendation
 - ALL unofficial academic transcripts (including CSM)

SCHOLARSHIPS

for incoming, continuing and transferring students

DEADLINE TO APPLY: February 13, 2014

For More Information: <http://collegeofsanmateo.edu/scholarships/> or contact Financial Aid (650)574-6146