

Student Services Leads Meeting

Tuesday, September 2, 2014

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

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

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

Accreditation Follow-up Report

Documents provided: Student Services SLO Alignment to General Education SLO's Summary Data, Student Services Name-Outcome-GE SLOs, PRIE – Student Services SLOs

The 2013 External Evaluation team recommended that all CSM courses, programs, certificates and degrees SLOs be assessed and linked to the college's Institutional Learning Outcomes. A follow-up report based on the team's recommendations is due to the ACCJC by October 25. On November 12, select members of the team will return to CSM to determine if the college acted on their recommendations. The team will send their final report to the ACCJC and CSM will receive the results on January 2015.

Jennifer discussed the SLO handouts provided at the meeting as they pertain to Course to GE alignment and Program to GE alignment.

In addition, it was emphasized that CSM would like to create a broader definition for GE SLO - Quantitative Skills in order to improve alignment.

Beginning fall 2014, CSM will adopt the Skyline College model for "multiple modes" program SLO assessment.

Changes in Student Employment Regulations

Effective spring 2015 and in accordance with the law, all student assistants employed by SMCCCD must only be enrolled within the district. During summer terms student assistants must be enrolled in at least three units and can only work a maximum of twenty hours per week.

Student Success and Support Program Plan

A draft of the report will be made available to everyone in Student Services for review and feedback. The final report will be sent to the college academic senate and ASCSM before submission to the state chancellor's office by October 17.

Student Equity Plan

The Student Equity Plan is a report on how the college will address gaps in student achievement divided among populations such as age, ethnicity, gender, income status, disability status, probation status, veterans and Foster Youth.

A draft will be sent out to the college community for review and feedback.

40 percent of student equity funding from the state is based on student enrollment (FTES).

Program Updates

See attached documents

Student Services SLO Alignment to General Education SLOs Summary Data



All 16 Student Services program SLOs have been aligned with General Education SLOs and assessed.

Data Included:

- Student Services SLO Alignment to GE SLOs by GE SLO
- Number of GE SLOs to which Student Service SLOs Are Aligned
- Student Services, SLO Alignment to GE SLO: Sorted by Program

Student Services SLO Alignment to GE SLOs by GE SLO

GE SLO	Total Student Services with at least 1 Aligned SLO	
	Count	Percent
Effective Communication	13	81.3
Quantitative Skills	0	0.0
Critical Thinking	10	62.5
Social Awareness and Diversity	7	43.8
Ethical Responsibility/Effective Citizenship	7	43.8
Total Student Services	16	

Number of GE SLOs to which Student Service SLOs Are Aligned

SS SLO Alignment to GE SLO	Student Services with 1 or More Aligned SLOs	
	Count	Percent
Aligned with 0 GE SLOs	0	0.0
" " " 1 GE SLO	7	43.8
" " " 2 GE SLOs	2	12.5
" " " 3 GE SLOs	2	12.5
" " " 4 GE SLOs	5	31.3
" " " 5 GE SLOs	0	0.0
Total	16	

Student Services SLO Alignment to GE SLOs: Sorted by Program

Student Service	Total SLOs	Count of SS SLOs Aligned to GE SLOs					Total GE SLOs to which Student Service SLOs Are Aligned	Program Assessment
		Effective Communication	Quantitative Skills	Critical Thinking	Social Awareness and Diversity	Ethical Responsibility/Effective Citizenship		
Admissions & Records	2	2	0	0	0	0	1	Y
Assessment	2	0	0	2	0	0	1	Y
CalWorks	2	1	0	1	2	2	4	Y
Career Services	1	1	0	0	0	0	1	Y
Child Development Center	5	5	0	5	3	5	4	Y
Counseling	2	0	0	2	0	0	1	Y
DSPS	2	2	0	0	2	2	3	Y
EOPS/CARE	2	1	0	2	0	0	2	Y
Financial Aid/Scholarship	2	2	0	0	0	0	1	Y
Health Center	2	0	0	2	2	2	3	Y
International Students	2	2	0	0	0	0	1	Y
Multicultural Center	2	1	0	1	1	1	4	Y
Psychological Services	1	1	0	1	0	0	2	Y
Student Life	3	1	0	1	3	3	4	Y
Transfer Services	4	4	0	4	4	4	4	Y
Veteran's Services	2	2	0	0	0	0	1	Y
Total	36	25	0	21	17	19	4	100%

Student Services Name	Student Services Outcomes	GE SLOs				
		Effective Communication	Quantitative Skills	Critical Thinking	Social Awareness and Diversity	Ethical Responsibility/Effective Citizenship
Admissions & Records	Fifty percent of nursing students graduating in Spring 2014 will request their official transcript online.	1	0	0	0	0
Admissions & Records	Ninety percent of graduating nursing students during 2014-2015 academic year will use WebSMART to submit their official transcript request.	1	0	0	0	0
Assessment	Upon receiving placement results, and having a discussion with the Placement staff, students will be able to read and identify the recommended English, reading and math courses; locate the classes online or in the Schedule of Classes.	0	0	1	0	0
Assessment	Upon receiving placement results, and having a discussion with the Placement staff, students will be able to read and identify the recommended ESL reading, conversation and writing courses; locate the classes online or in the Schedule of Classes.	0	0	1	0	0
CalWorks	Students will be knowledgeable of campus and community support services	1	0	0	1	1
CalWorks	The CalWORKs program will provide information to help CalWORKs students manage stress. Students will learn how to manage the stress of being parents while attending CSM and having limited financial resources.	0	0	1	1	1
Career Services	Students will be able to accurately identify key services offered by the Career Services Center.	1	0	0	0	0
Child Development Center	Students-parents will learn to make healthy nutrition and physical activity choices for their families.	1	0	1	1	1
Child Development Center	Student-parents will learn to access campus and community resources in order to succeed.	1	0	1	0	1
Child Development Center	Student-parents will learn to access campus/community resources and advocate for self and family	1	0	1	0	1
Child Development Center	Student parents will learn to make healthy nutrition and physical activity choices for their families.	1	0	1	1	1
Child Development Center	Student-parents will learn how to reinforce their children's learning at home and become active participants in their children's education	1	0	1	1	1
Counseling	As a result of a counseling session, a student will gain understanding of the requirements necessary to reach his/her educational goal as demonstrated by the collaborative development of a student educational plan.	0	0	1	0	0
Counseling	As a result of using counseling services, a student can define a primary educational goal.	0	0	1	0	0
DSPS	Students will learn about DSPS services through on campus resources including faculty, counselor, staff, marketing materials	1	0	0	1	1
DSPS	Along with much needed accommodations, students will utilize counseling services.	1	0	0	1	1

EOPS/CARE	Students will have knowledge and identify the three primary educational goals that students can achieve at CSM.	1	0	1	0	0
EOPS/CARE	EOPS students will be knowledgeable of required units and gpa for an associate degree.	0	0	1	0	0
Financial Aid/Scholarship	Students will gain the knowledge and information necessary to complete a financial aid application	1	0	0	0	0
Financial Aid/Scholarship	Financial Aid Students, who are on a warning or disqualification status according to the Satisfactory Academic Progress Policy, are strongly encouraged to attend an SAP workshop. They will learn the minimum academic requirements needed to maintain financial aid eligibility.	1	0	0	0	0
Health Center	the student will show an increase in knowledge of birth control methods and side effects	0	0	1	1	1
Health Center	The student will demonstrate improved knowledge of pregnancy prevention	0	0	1	1	1
International Students	New F-1 students will be apprised and knowledgeable of the educational counseling and course selection workshop.	1	0	0	0	0
International Students	F-1 Students at CSM will be apprised of and knowledgeable of the SEVIS/Immigration Regulations for maintaining their F-1 Status.	1	0	0	0	0
Multicultural Center	Students will be able to identify the three educational goals available at CSM.	0	0	1	0	0
Multicultural Center	Students will be able to identify campus student support programs or services.	1	0	0	1	1
Psychological Services	Through personal counseling students are able to identify and measure progress towards achieving goals	1	0	1	0	0
Student Life	Students will become more familiar with clubs and campus activities.	0	0	0	1	1
Student Life	Students will be able to demonstrate an understanding of leadership theory based on the Social Change Model and the Rational Model of Leadership.	1	0	1	1	1
Student Life	Students will become more familiar with volunteer activities on campus and in the community.	0	0	0	1	1
Transfer Services	At the end of class orientations students will understand the full services offered by CSM Transfer Services that will fit their educational needs.	1	0	1	1	1
Transfer Services	Students will learn and understand how to successfully fill out a Transfer Admission Guarantee Contract with a four-year university either on-line or by paper form.	1	0	1	1	1
Transfer Services	Students will understand the process and information related to a student's transfer needs, have knowledge of general transfer procedures and the ability to initiate transfer.	1	0	1	1	1
Transfer Services	While visiting four-year universities (i.e UC Berkeley, UC Davis & Stanford) students will demonstrate what they have learned about what the universities offer to prospective transfer students in areas, like admissions criteria, student support services and feedback from former community college students who have transferred.	1	0	1	1	1
Veteran's Services	85% of GI Bill eligible veterans will submit will apply for federal financial aid by submitting the FAFSA.	1	0	0	0	0
Veteran's Services	90% of GI Bill eligible veterans will apply for the BOGFW.	1	0	0	0	0

Note: Excluding discontinued SLOs as indicated by the Deans on the worksheet.

Student Services SLOs

Admissions & Records

1. Fifty percent of nursing students graduating in Spring 2014 will request their official transcript online.
2. Ninety percent of graduating nursing students during 2014-2015 academic year will use WebSMART to submit their official transcript request.

Assessment

1. Upon receiving placement results, and having a discussion with the Placement staff, students will be able to read and identify the recommended English, reading and math courses; locate the classes online or in the Schedule of Classes.
2. Upon receiving placement results, and having a discussion with the Placement staff, students will be able to read and identify the recommended ESL reading, conversation and writing courses; locate the classes online or in the Schedule of Classes.

CalWorks

1. Students will be knowledgeable of campus and community support services
2. The CalWORKs program will provide information to help CalWORKs students manage stress. Students will learn how to manage the stress of being parents while attending CSM and having limited financial resources.

Career Services

1. Students will be able to accurately identify key services offered by the Career Services Center.

Child Development Center

2. Students-parents will learn to make healthy nutrition and physical activity choices for their families.
3. Student-parents will learn to access campus and community resources in order to succeed.
4. Student-parents will learn to access campus/community resources and advocate for self and family
5. Student parents will learn to make healthy nutrition and physical activity choices for their families.
6. Student-parents will learn how to reinforce their children's learning at home and become active participants in their children's education

Counseling

1. As a result of a counseling session, a student will gain understanding of the requirements necessary to reach his/her educational goal as demonstrated by the collaborative development of a student educational plan.
2. As a result of using counseling services, a student can define a primary educational goal.

DSPS

1. Students will learn about DSPS services through on campus resources including faculty, counselor, staff, marketing materials
2. Along with much needed accommodations, students will utilize counseling services.

EOPS/CARE

1. Students will have knowledge and identify the three primary educational goals that students can achieve at CSM.
2. EOPS students will be knowledgeable of required units and GPA for an associate degree.

Financial Aid/Scholarship

1. Students will gain the knowledge and information necessary to complete a financial aid application
2. Financial Aid Students, who are on a warning or disqualification status according to the Satisfactory Academic Progress Policy, are strongly encouraged to attend an SAP workshop. They will learn the minimum academic requirements needed to maintain financial aid eligibility.

Health Center

1. The student will show an increase in knowledge of birth control methods and side effects
2. The student will demonstrate improved knowledge of pregnancy prevention

International Students

1. New F-1 students will be apprised and knowledgeable of the educational counseling and course selection workshop.
2. F-1 Students at CSM will be apprised of and knowledgeable of the SEVIS/Immigration Regulations for maintaining their F-1 Status.

Multicultural Center

1. Students will be able to identify the three educational goals available at CSM.
2. Students will be able to identify campus student support programs or services.

Psychological Services

1. Through personal counseling students are able to identify and measure progress towards achieving goals

Student Life

2. Students will become more familiar with clubs and campus activities.
3. Students will be able to demonstrate an understanding of leadership theory based on the Social Change Model and the Rational Model of Leadership.
4. Students will become more familiar with volunteer activities on campus and in the community.

Transfer Services

1. At the end of class orientations students will understand the full services offered by CSM Transfer Services that will fit their educational needs.
2. Students will learn and understand how to successfully fill out a Transfer Admission Guarantee Contract with a four-year university either on-line or by paper form.
3. Students will understand the process and information related to a student's transfer needs, have knowledge of general transfer procedures and the ability to initiate transfer.
4. While visiting four-year universities (i.e. UC Berkeley, UC Davis & Stanford) students will demonstrate what they have learned about what the universities offer to prospective transfer students in areas, like admissions criteria, student support services and feedback from former community college students who have transferred.

Veteran's Services

1. 85% of GI Bill eligible veterans will submit will apply for federal financial aid by submitting the FAFSA.
2. 90% of GI Bill eligible veterans will apply for the BOGFW.

Discontinued SLOs

Admissions & Records

1. College of San Mateo applicants will be able to successfully complete and submit their admission application using CCCApply.
2. During 2012-13, 95% of student applying for an associate's degree will correctly do so by submitting their application with an attached personalized degree audit report.
3. Students will be able to utilize the online transcript request process.

Assessment

1. After seeing a demonstration on how to access WebSMART, students will be able to retrieve test results, student information, and register for classes on their own.

Financial Aid/Scholarship

2. Students will learn how to maintain their Federal Work Study eligibility by attending "FWS workshop"
3. Students will learn how to avoid delinquency and defaulting on their student loans by attending an Entrance Interview workshop online.
4. Students will demonstrate awareness of scholarship opportunities by utilizing STARS online

Veteran's Services

1. Veteran students seeking to be certified for GI Bill Benefits will apply online for the BOGFW
2. 80 percent of veterans seeking to be certified for GI Bill Benefits during the fall 2012 term will learn about and apply online for the BOGFW
3. Veteran students who are GI Bill certified will maintain a current SEP on file.
4. Veteran students who are GI Bill certified will apply for financial aid by completing the FAFSA.

start here...



...go anywhere

HAVE FUN LEARNING ABOUT YOURSELF & DISCOVERING YOUR MAJOR & CAREER DIRECTION...

Attend a 2-hour Career Workshop...

During each workshop, you'll take 4 online assessments to identify your personality, interests, skills and values and majors & careers that are best for you. Come away with a list of interesting majors and careers that you can share with your counselor when selecting classes to take.

Tuesday, Sept 16, 1:00 – 3:00 pm	Wednesday, Sept 24, 2:00 – 4:00 pm
Monday, Sept 29, 11:00 am – 1:00 pm	Monday, Oct 6, 1:00 – 3:00 pm
Tuesday, Oct 14, 11:00 am – 1:00 pm	Wednesday, Oct 22, 11:00 am – 1:00 pm
Tuesday, Oct 28, 11:00 am – 1:00 pm	Wednesday, Nov 5, 11:00 am – 1:00 pm
Tuesday, Nov 18, 3:00 – 5:00 pm	Monday, Nov 24, 2:00 – 4:00 pm
Tuesday, Dec 2, 2:00 – 4:00 pm	Tuesday, Dec 9, 11:00 am – 1:00 pm

Only 6 spaces per session, reserve a space now. Contact Eileen O'Brien at (650) 574-6116 or obrien@smccd.edu to reserve a space.

OR

Attend an 8-hour, .5 unit Career Class ...

Take one of these in-depth .5 unit, 8 hr. classes for greater insight into your personality, interests, skills, and values. Uncover a list of majors and careers tailored for you and learn how to research them to make a good major/career decision. Contact Eileen O'Brien at (650) 574-6116 or obrien@smccd.edu for more information and to register:

CRER 126: Career Assessment:

- CRN 90184, Sept. 17, 24, Oct 1 and 8 from 8:00 – 10:00 am
- CRN 90184, Nov 12, 19, Dec 3 and 10 from 2:00 – 4:00 pm
- CRN 91294, Oct. 14, 21, 28 and Nov 4 from 6:00 – 8:00 pm



COLLEGE OF SAN MATEO
CAREER DEVELOPMENT SERVICES
1700 W. Hillsdale Blvd., B10, Rm 340G
San Mateo, CA 94402
obrien@smccd.edu | www.collegeofsanmateo.edu/career



**San Francisco State
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&

Cal State East Bay



**CALIFORNIA STATE
UNIVERSITY
EAST BAY**

Presents:

**Fall 2015 CSU Admissions/Application Workshop
(Also requirements for AA-T/AS-T Transfer Degrees)**

**When: Monday, September 15th
(right after transfer day)**

**CSU Admissions/Application &
AA-T/AS-T Transfer Degree Workshop**

Time: 1:30-3:00

Where: Bldg. 10 Room 191

This workshop will assist you in successfully navigating through the Fall 2015 CSU Application as well as give information on obtaining an Associate Degree for Transfer (AA-T/AS-T) which CSUs award PRIORITY ADMISSIONS for impacted campuses/majors.

Sponsored by CSM Transfer Services

www.collegeofsanmateo.edu/transfer



University of California, Davis
University of California, San Diego &
University of California, Santa Barbara

Present:

FALL 2015 UC Admissions/Application/Personal Statement Workshop

Monday, September 15th

(Right after Transfer day)

**UC Admissions/Application &
Personal Statement Workshop**

1:30 – 3:00pm

Location:

Bldg. 10 Room 193

This workshop will assist you in successfully navigating through the Fall 2015 UC Application & strategies on how to construct the UC Personal Statement as well as provide UC Admissions information.



Sponsored by CSM Transfer Services

