

The Mission of the Student Success Planning Group is to encourage, document and support the persistence and retention of Saddleback College students.

NOTES

Meeting conducted by: Lise Telson

Members in attendance: Patti Weekes, Linda Gleason, Larry Perez, Joyce Semanik

I. REVIEW

Regarding the following PBC Potential Goals and SSPG goal alignment notes, Lise Telson reviewed and updated the Group on input she had received from “subject area experts”: Cheryl Altman, Irene Renault, Jill Lagatta, Jan Bagwell, Carol Bander, Roni Lebauer, Kathy Smith and Kevin O’Connor. Updates through today’s meeting are included below.

The (SSLC) Student Services Leaders Council and (SSPG) Student Success Planning Group have reviewed this document in **draft format**. Based on input from the (SSLC) Student Services Leaders Council; Student Equity Plan; SLO’s; Program Reviews; College, District, community and state research and PBC retreat information, the SSPG has worked diligently to determine what is **most** needed in the next three years for SC student success and retention. This **draft of a document which is still in progress** reflects the framework of the SSPG strategic planning. As edits and changes occur, they will be shared with PBC until the final SSPG STRATEGIC PLAN is submitted with a practical, estimated budget spanning the three year plan from academic years 2007-08 through 2009-2010.

Bulleted information in bold print reflects SSPG recommendations which are in the process of being finalized and written as strategies for the requisite goal on the Strategic Planning Forms to be submitted to PBC by June 1, 2007. Improving student Retention and Success, the tenth goal and strategies (in bold below) will be included in the strategic planning forms submitted to PBC from SSPG. In fact, the SSPG with the full support of SSLC **strongly** recommends the addition of **Improving Student Retention and Success as a tenth goal to the PBC Potential Goals list**.

SADDLEBACK COLLEGE Vision Statement: 2007-2010 Strategic Planning

(Passed by PBC March 20, 2007)

Saddleback College will focus on a high rate of transfer; lifelong learning; enhancing students’ basic skills; and career technical education, as necessitated by the changing economic, demographic and workforce characteristics of Orange County.

Saddleback College Potential Goals: 2007-2010 Strategic Planning (PBC 3/ 20/ 2007)

1. Select Career Technical Programs for: viability, enhancement and development.(EM)

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2. Promote and enhance Health Science Programs. (EM) (SSPG)
 - **Retain Nursing students via grant funds. *Linda Gleason Goal Sheet Draft Completed.***

3. Increase overall Saddleback College FTES growth. \$\$ (EM & SSPG)
 - **Greater recruitment and retention of EOPS students via support for 100% coordination of EOPS. Lise Telson**
 - **Greater recruitment and retention of Athletes. *Goal Sheet Draft Completed.* Tony Lipold**
 - **Increased Learning Assistance and tutoring to support retention and persistence. *Patti Weekes Goal Sheet Draft Completed.***
 - **Increased high school relations and community outreach including more staff support (with inclusion of activities for diverse and under represented populations and translation of materials into Spanish when needed). Lise Telson (w/ Leslie Humphrey)**
 - **Spanish Application to college with interactive emails. Joyce Semanik**

4. Enhance Distance Education offerings. (EM & SSPG) \$\$
 - **Online student services for distance education including self test for readiness. Lise Telson**
 - **Online or phone counseling assistance. Steve Handa**
 - **Library modernization to include tutoring online. Patti Weekes**
 - **Survey Distance Ed students and study persistence and success rates to determine how to best support retention of such. Lise Telson**

5. Increase & sustain professional development for faculty & staff. (SSPG w/support of Classified and Faculty professional development)
 - **Institutionalize standards of campus & classroom behavior. Lise Telson**
 - **CCERT Team. Lise Telson(w/ Brenda Frame)**
 - **Increase staff, administrators and part and full time faculty, knowledge about and referral skills to Student Services. Lise Telson (w/ Student Services Leaders Council)**
 - **Staff development and training in cultural and disability sensitivity, and access. Lise Telson (w/ Norma Yanni, Randy Anderson)**
 - **Increase faculty and staff awareness & techniques of referral and support to students in crisis and/or with mental health issues. (Lise Telson (w/Brenda Frame)**
 - **Sustain faculty, classified and administrative professional development opportunities. (Lise Telson w/senates)**

6. Increase & sustain efficient use of technology campus wide. (EM & SSPG)
(Joyce Semanik – SSPG Lead) \$\$ Goal *Sheet Draft completed.*
- **Improved automated enrollment service functions with “staff facing screens” to be used for grades, transcripts and other records. Joyce Semanik**
 - **Support the completion and best utilization of MAP. Steve Handa**
 - **Develop and administer online orientation and computerized assessment. JoAnn Alford**
 - **Early Alert fixes and improvements. JoAnn Alford**
 - **Support completion of Matriculation and Enrollment Services IT “mapping” and development of more efficient procedures. JoAnn Alford, Joyce Semanik**
 - **Consistent update of computers and software for all counselors and support staff. Steve Handa**
 - **LAP, Reading, Writing, Language Labs and all Student Services departments implementation of SARS appointment scheduling system to provide tracking and referral linked to relational data base. Patti Weekes (w/ Dean Jerilyn Chuman, Julie Bleakney, Carmen Mara Hernandez Bravo, Janet Bagwell, Cheryl Altman, Dean Kevin O'Connor)**
 - **Simplification of portal email “profiled” communication with students. Lise Telson**
 - **Financial Aid / BOGW as a part of CCC Apply. Goal sheet draft completed.(w/ Mary Hall)**
 - **Insure MIS data submission is correct. (First report w/ new parameters is due thirty days after the end of Spring 07 term.) Lise Telson, Jo Ann Alford (w/ Jerilyn Chuman, Andreea Serban)**
 - **Degree Audit selection and first stages of implementation. Joyce Semanik (w. Evaluators)**
7. Provide and maintain state of the art facilities.(EM, SSPG & CE) \$\$
(Don Mineo – SSPG Lead)
- **Per Facilities plan, update LAP, ESL, Reading, Writing Center and Language Labs. Patti Weekes w/ Dean Kevin O'Connor coordinating with faculty members; Carmen Mara Hernandez Bravo, Carol Bander, Kathy Smith, Janet Bagwell, Julie Bleakney**
 - **DSPS remodel and new carpet. w/Randy Anderson**
 - **Transfer/Career Center remodel. Don Mineo (w/ Miki Mikolajczak)**
 - **Counseling: front desk remodel. (w/ Dean Jerilyn Chuman)**
 - **Matriculation dedicated computerized assessment classroom. JoAnn Alford**
 - **A&R department front service area and Student Service Lobby remodel for more efficient enrollment and informational services to students. Joyce Semanik**

8. Enhance basic skills. (EM & SSPG) \$\$
(Lise Telson –Lead) Utilizing new Statewide Basic Skills Initiative
- **SSPG is developing goal sheets for Basic Skill Mathematics, Developmental English, ESL and Developmental Reading including enhanced tutoring and /or SI.**
 - **Math – Larry Perez *Goal Sheet Draft Completed.***
 - **English- Lise Telson, w/ Dean Kevin O' Connor coordinating faculty members, Carolyn Kukyendall, Julie Bleakney, Bill Stephenson**
 - **Learning Assistance and Tutoring – Patti Weekes**
 - **Basic Skills Grant – Lise Telson (w/Kevin O'Connor)**
 - **“Basic Skills as a Foundation for Student Success in Ca. Community Colleges” - Lise Telson (w/Basic Skills Task Force)**
 - **ESL- Lise Telson (w/ Roni Lebauer, Kathy Smith, Carol Bander)**
 - **Reading-Lise Telson (w/Cheryl Altman, Irene Renault, Jill Lagatta, Janet Bagwell)**

9. Increase transfer ready rates. (EM & SSPG) \$\$
- **Increase transfer readiness and rates of SC students. *Goal sheet draft completed.* Lise Telson (w/ Miki Mikolajczak)**

SSPG supported by the Student Services Leaders Council, requests PBC add this potential goal to the SC 2007-2010 Potential Goals. SSPG is including the goal and strategies in the final SSPG planning document.

10. Increase and improve Student Retention and Success \$\$\$
- **Matriculation Programs current with demand. JoAnn Alford**
 - **Provide a more robust counseling system. Steve Handa**
 - **Increase Applied Psychology classes with lower cap per class to allow for greater educational planning and support. Steve Handa**
 - **Increase staff support to students particularly through extended hours in Enrollment Services, and/or Telephone reception and Division offices. Include some after hours bilingual English/Spanish staffing. Lise Telson (w/Jane Rosenkrans)**
 - **Administration and use of Student Survey (in progress) results to improve services to students. Connie McClain, Lise Telson w(Kris Leppien-Christiansen and Denice Inciong)**
 - **Formalized student “profile” research on student predictability to use to incorporate preventative student support and intervention. Lise Telson (w/ Denice Inciong, Jerilyn Chuman)**
 - **Increased Articulation staffing to meet student and state reporting demands. Steve Handa *Goal Sheet Draft Completed.***
 - **Increased support of ASG, student involvement in retention efforts and student clubs. Lise Telson (w/ Maria Besnard).**

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- **Retention efforts for all financially and educationally disadvantaged students and support for diverse students to reach educational goal attainment. Lise Telson (w/ Mary Hall and EOPS)**
- **Increased counseling to ESL and to students in Writing Center, Reading lab. (Steve Handa)**
- **Support for students in crisis. Lise Telson W/Brenda Frame. *Goal Sheet Draft completed.***

II. PLAN

The Group then reviewed the goals and strategies draft worksheets from everyone in attendance. They agreed that strategies which had a monetary outlay associated with them would include equations illustrating how the expense was calculated. The SSPG will send electronic copies of worksheets to Lise Telson and she will work individually with members as needed.

- **Complete goals/strategies forms for 3 year period.**
- **Breakout expense by year for each strategy- 2007-2010.**
- **Bring draft of goal sheets to all subsequent meetings**
- **Conclude all SSPG recommended Strategic Plans on Goal Sheets & submit to PBC by June 1, 2007**

SSPG Future meeting dates:

April 26 (President's Conference Room)

May 3 (AGB Small Conference Room)

May 17

Student Success Planning Group Membership

Jo Ann Alford	Counselor/Matriculation Coordinator
Linda Gleason	Academic Senate
Ryan Abila	Student
Amir Houshangi	Student
Steve Handa	Counselor
Carolyn Kuykendall	Academic Senate
Tony Lipold	Dean / Athletic Director
Connie McClain	Classified
Don Mineo	Classified
Larry Perez	Mathematics Faculty
Joyce Semanik	Classified
Patti Weekes	LAP Director
Lise Telson	VP for Student Services

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