

## AGENDA

*The Mission of Student Success is to encourage, research, document and support the persistence and retention of students and to provide guidance to the President's Budget Council for a collaborative approach to establishing priorities and determining strategies.*

- I. Student Success Survey**  
Wednesday, December 13<sup>th</sup>, 8:00 – 12:30  
Chancellors Conference Room – (breakfast)  
Preparation materials
- II. Recap Last Meeting**  
Binder additions (handout)
- III. Mission Statement**
- IV. How To Determine Approximate Increase In FTE**  
Per each goal and action
- V. Review Minutes**
- VI. Parking Lot Goals:**  
07/08 or 08/10 - others
- VII. Research**  
Consider impact on full-time equivalent students.  
Small Group Unit – invite subject experts as needed.

## NOTES

*Meeting conducted by:* Lise Telson

*Members present:* JoAnn Alford, Linda Gleason, Steve Handa, Carolyn Kuykendall, Connie McClain, Joyce Seminak, Brook Thomas, Patti Weekes

### **I. Student Survey**

Under the direction of Vice Chancellor Andreea Serban a workshop will be held on Dec.13th to develop a framework for a Student

Satisfaction Survey. The SSPG will receive further information via email from Lise Telson in preparation for the workshop. They should expect to receive:

- A request for a commitment to attend the workshop.
- Sample surveys to review.
- Instructions to develop four questions for inclusion in Saddleback College Student Satisfaction Survey.
  - ◆ 2 pertaining to your area of expertise
  - ◆ 2 general questions relating to the overall Saddleback College experience.

### **BGS Move**

A discussion of transition issues ensued regarding the move from BGS to the Village. JoAnn Alford reported that there will be a media blitz to inform students of the opening of the Village. Twelve “Gaucho Guides” will be hired to assist students in locating classes. The Gaucho Guides will work the first four days of the semester. In addition there will be three information kiosks in various locations around campus to answer student inquiries.

The Group agreed that the Faculty may be able to have the greatest impact on getting the word out to students that classes previously located in BGS will be held in a lower campus location; the Village. The concern expressed was that students will not be mindful of the logistics of getting from upper to lower campus when scheduling their classes.

**ACTION:** The Academic Senate will be asked to encourage instructors to inform students of the location of the Village classes and to dismiss 50 minute classes on time so that students have sufficient time to pass from one class to another.

**ACTION:** JoAnn Alford to inquire if Marketing is planning to develop signage to be used inside of BGS which will alert students to the upcoming move to the Village.

## **II. Recap Last Meeting**

The Group reviewed the Notes from the October 26<sup>th</sup> meeting and agreed on several points of clarification (see attachment).

## **III. Mission Statement**

The Group agreed on the following Mission Statement:  
“The Mission of the Student Success Planning Group is to encourage, document and support the persistence and retention of Saddleback College students”. This will be changed on the Student

Success web page. The Equity Plan will be added to the web page as a reference link.

**IV. How to Determine Approximate Increase In FTE  
Per Each Goal & Action**

(Item carried forward to next meeting)

**V. Review Notes**

Notes were amended as referenced in agenda item III above.

**VI. Parking Lot Goals**

Student Satisfaction Survey

Utilize survey results in goals for 07/08 and 2008-2010

**VII. Research**

Matriculation study to be reviewed.

**Agenda items for next meeting:**

Discuss remaining six goals from initial list, which were not prioritized for 06/07 recommendation.

**Student Success Membership**

Jo Ann Alford	Matriculation Coordinator
Linda Gleason	Academic Senate
Steve Handa	Counselor
Paula Jacobs	Learning Disabilities Specialist
Carolyn Kuykendall	Academic Senate
Tony Lipold	Dean / Athletic Director
Connie McClain	Classified
Don Mineo	Classified
Yvonne Powell	Assistant Dean
Brook Thomas	Student
Patti Weekes	LAP Director
Lise Telson	VP for Student Services