

Student Services Division Updates September 2015

Admissions & Records Area Update:

Latest and greatest news is the recent hire of Gabrielle “Gabbie” Petersen (pending Board approval). Gabbie is a gem and we are excited to have her join our crew. I guess Counseling could say Admissions and Records is a Claim Jumper!

Debbie would like to remind everyone that if a student’s level of priority registration changed after the registration dates and times were assigned then they will need to submit a Loss of Priority Registration Appeal Form, located on the web under Admissions- Student Online Forms to Melissa.

Beginning with Summer 2015 Admissions and Records began printing certificates, skills attainment and diplomas. Cost had some factor in the decision but mainly it was the delivery time. Students will have their certificate or diploma within a few weeks after the end of the semester. All certificates are mailed and so will the diplomas if the student has not picked it up within two weeks. Duplicate copies of certificates, skills attainment and diploma will have a turnaround time of a week.

Recent completed projects are the scanning and indexing of years of certificate, skills attainment and graduation applications, adds, drops, time conflicts, etc. Scanning and indexing is now done on a daily basis so access to documentation is convenient. High five to Debbie, Gabby and Jen!

Future projects for Admissions and Records include:

- Update/reformat of forms along with the webpage
- Release of a reformatted the official transcript
- Release of Degree Verify through the National Student Clearinghouse

Stay tuned!

Articulation Area Update:

1. Off-campus activities – I have attended two annual fall articulation meetings, one for Region 5 in Fresno and one for all of Northern California in Sacramento. I am serving as Co-Chair of the Region 5 Articulation Officers from 2014-2016, so it is important to attend these meetings not only to learn about and discuss articulation issues with other campuses, but to run the meetings and arrange for coffee! I will also attend a Regional Curriculum Meeting organized by the ASCCC on November 13th at Solano College. These meetings introduce emerging curriculum issues and policy that colleges can expect to see in the near future. They also provide valuable opportunities to network with other Articulation Officers and Curriculum Chairs and learn about best practices.
2. On-Campus activities –
 - a. Submitted new and substantially changed courses over the summer for UC review. Received response from the UC and appealed a few decisions during October; received

- final UC response and communicated this to counselors, Curriculum Committee Members and Administrators last week.
- b. Assisted with Curriculum Workshop to help faculty get courses launched in CurricUNET on October 8.
 - c. Continue to work on course-to-course articulation for new courses.

CalWORKS/Job Placement/GED:

CalWorks Update

- 26 students currently enrolled
 - 4 students dropped course for various reasons
 - 5 students continue to be involved in Work Study:
 - 2 students at the Child Care Center
 - 1 student working in office of Child Development area
 - 1 student working with the Culinary Arts department.
 - 1 student working with the Biology dept. – pending paper work/fingerprinting
- Participating in outreach at Mother Lode Job Training – twice a month
 - Tuolumne County – first Thursday of month from 12:00 – 4:00 PM
 - If you have anything you want to promote, please provide to me and I will deliver.
 - Calaveras County – third Thursday of the month 1:00 – 4:30 PM
- Attended the CalWORKs Steering Committee Meeting at Tuolumne Dept. of Social Services to discuss collaboration. The agencies in attendance were:
 - Dept. of Social Service
 - Mother Lode Job Training
 - Tuolumne Behavioral Health: Drug and Alcohol Services

Committee is looking at ways to better collaborate and assist with the mission of DSS to transition clients to unsubsidized employment and housing.

Overview was given of the Housing Support program for homeless families; started in 2014 targeting single parent families and now in 2015 has expanded to 2-parent families. Requires an interview to determine ability to become “self-sufficient”, based on numerous barriers. Program can assist for a maximum of 1 year, with deposit to covering rent. Family is evaluated on a monthly basis and support is reduced as family becomes more “self-sufficient”.

- Department of Social Services has begun Integrated Case Management, where a participant will stay with one manager from receipt of case aid to Welfare-To-Work contract.
- Mother Lode Job Training is looking at “adult literacy” and is offering to assist CalWORKs participants with GED Prep; due to new funding.
- Request for more late start classes, to accommodate participants who are no in the system at the beginning of the semester.
- Pointed out Customer Service Academy courses; may be a way to assist DSS and MLHT, if course could be completed in a timelier manner (2 semesters is too long).

- Special Programs Advisory Board:
 - 27 individuals in attendance; representing the following:
 - ATCAA – Family Learning (1)
 - ATCAA – Head Start (4)
 - Calaveras Health and Human Services (3)
 - Mother Lode Job Training - Calaveras (1)
 - Tuolumne County Behavioral Health (2)
 - DRAIL (1)
 - Tuolumne County Library (1)
 - Campus Representatives:
 - TRiO/DSPS/EOPS & CARE/CalWORKs (8)
 - Health Services (2)
 - Student Service & Equity (Brandon Price)
 - Columbia College (Dr. Fairchild)
 - Family and Childcare Services (1)
 - Student Development and Campus Life (1)
 - After introductions of the attendees, each of the Columbia College Special Programs partners gave a 10 minute overview and update. The updates were followed by a brief conversation with Brandon Price, with attendees, concerning appropriate usage of our funding and the potential of writing a TRiO: EOC grant to serve 1,000 potential students with assistance for registration/application to the college. He received support from the agencies in attendance and received input on other potential partners for letters of support. Dr. Fairchild provided the attendees with an overview of campus projects including the new Vallecito campus and strides in enrollment management. A request was made for more marketing of classes at the Vallecito campus to agencies in Calaveras. Before we met for a networking dinner, the community partners where given a tour of the Manzanita Building.

GED

- Sat. October 5th – 4 test candidates, each taking 2 tests.
- Thu. Nov. 19th – 1 person signed up as of today, 10/16/15.
- Continue to have GED Test vouchers available, as well as GED Ready Test vouchers
 - Ready tests allow students to take a practice test and determine if they are expected to pass the official exam.

Counseling Area Update:

No report submitted.

DSPS Area Update:

Brian– currently seeing students in the DSPS program for Ed Plans, updating required program participation documentation along with some psychological testing for those who don't have access to a doctor or therapist for a disability verification. Additionally:

- Karin and I are looking at the possibility of assessing students for ADHD in order for them to access DSPS as well as to help them understand their symptoms which may be affecting their schooling and providing methods to work with their symptoms.
- On the EOPS side of the Special Programs umbrella, currently seeing students for their mid-semester evaluations.
- Regarding Veterans, I'm beginning to see a number of new veteran students preparing for spring 2016. In early November, Karin and I will be meeting with Dr. Price, Financial Aid, and Elizabeth Pflieger for a work group regarding support for our Veteran Students.
- On the personal side of counseling, I have been called by two employees to see students that work in their department for emotional concerns. Also, I have a handful of students dropping in to discuss overwhelm, anxiousness, and/or depressive symptoms, plus a couple of Veterans for frustration and anger concerns. Most of it seems to focus around mid-term stress, in which other concerns come to the surface. I've been working with them to understand their process, tools to help them calm down and re-center, and keep an open door policy for them to check in at the front desk, and then I'll find a way to squeeze them in.
- Last week I visited Calaveras and Tuolumne County Behavioral Health, touched base with Waterford High, and will continue to provide outreach to our surrounding high schools for Special Programs to provide a smoother transition for Special Education students to participate in DSPS.

Shawn - 56 students receiving alternate media. All Echo pen and digital recorders checked out. Access to services has increased to an all-time high. CAPED Conference was a success. I was able to present on a few topics about Assistive Technology, screen readers, and note taking applications. I was also able to attend other sessions which gave me the opportunity to learn about various laws and regulations affecting the College system. It was a great learning experience, and the connections made with people from all over the state will serve to be very valuable.

Candice – Accommodations for Test Facilitation as of 10/21, the DSPS department has processed **170** exam requests. Academic Assistance/Tutoring students are continuing to use the services for tutoring (currently seeing 15-20 on a regular basis); referrals to AAC and Math Lab continue. Our DSPS Newsletter DSPS Dispatch – Fall 2015 was sent to Colleen in a PDF and Publisher version. Also an email blast went out to students in our program. MIS continues to roll along with 345 current DSPS students for year 15-16; 595 office contacts so far for Fall 15. Is this enough? Plans to submit a mini-grant has a green light.

Karin – *Special Programs* Advisory Committee meeting was well attended by community members, Dr. Angie Fairchilds and Dr. Brandon Price. Programs and developments at our college was shared with new developments and networking to better our partnerships. Kudos to Jill, Anneka, Matt and Sue Battaglia for making our meeting well attended, organized and fun! *Student workers* are a great boon to handling the traffic at the front desk, are detail oriented and progressing in their training. *Program Review* and SLO projects are ongoing with gathering of data and preparing to use elumen tool. Attendance at *CAPED* was highly beneficial for DSPS from “emerging issues and persistent challenges in Disability Law and Compliance;” *Shawn's* presentations of e-readers and the echo-pen to help student success in the classroom; new Title 5 regulations and what's next; SSSP and Student Equity Program Review Outcomes to more legal updates. A highlight of our conference was laughing, learning, crying and cheering with *Kathy Buckley*, comedienne. Click on the link <https://www.youtube.com/watch?v=IVZlfpGkQl4> or go to youtube.com- truly inspirational!! *Mobility* transport is now offered by four well trained student workers, Kimberly Morris, Shane Ekstrum, Brian Teets, and Tristan Avalos. We have welcomed *Tracey Hickey* to our SP staff and she is a wonderful asset. *Lisa* continues to choreograph the front desk with her established relationship with students and staff.

Lisa - The Front Desk at Special Programs has been busy checking in EOPS Mid-Semester appointments and scheduling End-of Term appointments. There is a constant flow of DSPS students submitting test facilitation requests, scheduling intake appointments with Karin Rodts and alternate media appointments with Shawn Jordison. Our student workers have been a tremendous help during our staff transition in the past month. We are thrilled to have welcomed Tracey Hickey as Program Specialist as of October 15th! She has already shown herself to be a remarkable addition to the Special Programs staff and we are so fortunate to have her on our team.

EOPS Area Update:

No report submitted.

Financial Aid Area Update:

Financial Aid

- FAFSA processing is now up to date and down to a 2 week processing time for new applications coming in.
- We just completed processing all Cal Grant Awards as well as an additional \$600 dollar extra award given to all students with a Cal Grant B who are enrolled in full time status. This Full-Time Student Success Grant is given from the Chancellors Office in hopes to encourage students to enroll full time. It will be available next year as well but we are not sure if it will continue on into future years.
- It's not too late to submit a FAFSA for the 2015/2016 year to get back paid for Fall, please encourage all students to complete a FAFSA or follow up with us if they have not yet received their money.
- We will be working on outreach and promoting the FAFSA in the coming weeks which will include flyers on campus reminding students to fill out their FAFSA, planning our annual Cash for College workshop which will most likely be held at Starbucks on a weekend in hopes to serve new students/parents/community members who can't make it here for help during the work/school week. We also hope to set our outgoing student worker at a financial aid table under the arch to help recruit those who have still yet to complete the FAFSA process.
- We have done classroom presentations throughout the fall semester and would like to continue doing so, please contact Breanne Brown if you would like to set up a presentation.
- We are beginning to prepare for our high school presentation nights that will be starting in January. The new FSA user ID and password (to log into the FAFSA which replaced the 4 digit pin number back in May 2015) is a challenge for us as it is now a lengthier process for a student to get a FAFSA submitted, we are brainstorming on our new process for tackling this obstacle and streamlining the FAFSA application process for our high school students as well as our students already on campus.
- Breanne is now with us as a permanent full time technician. She has been busy learning the many functions of her position and has become the liaison between our Federal Work Study students and Marnie.

Veterans Benefits

- We had our VA Education Compliance Officer, Daniel Hardman, from the State show up for a surprise visit on October 20th. He was a very nice man who was simply stopping by to say hello and meet our office and put a face to the names of our Certifying Officials, Kelsie and Marnie. He is a great resource and seemed eager get to the bottom of a few concerns that we have.

- Currently Kelsie is working on making sure all Veterans who are supposed to receive priority registration on Nov 16th for Spring 2016 are on the priority registration list. She is also working on monitoring the enrollment status of all of the 72 veterans who are enrolled this semester to make sure they are paid properly by the VA. She is preparing to wrap Fall processing just in time to start certifying our VA students for Spring after their priority registration date. We have had a steady flow of new VA students setting up their benefits throughout summer and Fall (preparing to attend Spring) so we are hoping for more enrollment in Spring. Additionally, a new VA Certifying Official Handbook just came out at the end of September so she will be taking time to read/study this in order to keep up on compliance as there were a lot of revisions to this manual. She also just completed the annual submission of our catalog for approval by the State, this includes all revisions/additions/deletions within our 2015/2016 catalog degree/certificates/skills attainment programs and we are still waiting on our approval letter. Kelsie is also working on creating a VA orientation for these new students which will need to be done prior to each semester.
- For Veterans Day coming up next month November 11th, Kelsie is working on setting up a Free breakfast in the Cellar restaurant for all veterans on campus, date/details will be announced soon.

Foster Youth

- Breanne is working on making sure all Foster Youth who are supposed to receive priority registration on Nov 16th for Spring 2016 are on the priority registration list. Unfortunately, the bill AB194, which gives Foster Youth priority registration, will be sun setting after this next year in 2017, we hope they will extend this bill.
- We hope to plan another foster youth night soon as our foster youth night last year was very successful. We will be brainstorming other things we can do as well in ordered to help support this population and get them here on campus. Kelsie/Breanne will be putting together a foster youth FIG to request money from AWE to help support this population of students as they need all the help/support they can get.

Health Services Area Update:

- Flu Vaccine is coming next week / Free for students (Laureen to post flyers around campus);
- Laureen and her student worker are going around filling campus first aid kits and just refurbished the vending machines in Tamarack and Oak;
- Students seen in the last couple weeks just as an FYI; thought you might like to know what comes through the office:

<ul style="list-style-type: none"> ➤ Infected spider bite (two students) ➤ Possible pregnancy ➤ Emergency call for pregnancy complications ➤ Post automobile accident ➤ Leg laceration ➤ Scrapped toes (flip flops vs parking lot barrier) ➤ Asthma symptoms ➤ Dressing changes for off campus injuries ➤ Back pain (2 students) ➤ History of seizures ➤ History of diabetes 	<ul style="list-style-type: none"> ➤ High blood pressure checks ➤ Cold symptoms ➤ Nausea ➤ Fatigue (took a nap!) ➤ Pregnant with sinus symptoms ➤ Face rash ➤ Headache ➤ Many students taking OTC meds (ibuprofen / Tylenol / tea / and more) ➤ Many TB skin tests and physical needed for various campus programs ➤ And the many requests for Mental Health Appointments
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Library Area Update:

No report submitted.

Outreach/Student Life Area Update:

No report submitted.

TRiO Student Support Services – The Power to Finish Strong!

No report submitted.