

SAC Student Services/Student Affairs
Outreach Retreat
August 19, 2013
Big Brothers/Big Sisters Headquarters

AGENDA

1. Accreditation Update
 - Staff engagement
 - Standards Review
 - Timeline
2. Student Affairs Organizational Chart
 - Review different programs & offices
 - Consider role of Outreach in Student Affairs team
 - Ideas for communication between programs
 - Staff professional development opportunities
3. Facilities
 - Update of master plan
 - Johnson Center remodel plans
 - Impact on outreach activities
4. Communications
 - Outreach website
 - Social media tools and strategies
 - Internal / External communications
5. Orientation
 - Student Success Act and impact on orientation
 - Plans and timeline for on-line orientation
6. Staff Assignments for the 2013-14 Academic Year
 - Managing growing demands
 - Update on Tier 1, Tier 2 and Tier 3 schools
 - Assignments
7. Early Decision 2013-14
 - Review last year's data and map out this year's goals and targets
 - Update process
8. Portfolio
 - Review 2012-13 and update goals
 - Draft of 2013-14 / determine goals for 2013-14
 - Student Learning Outcome: review and revise
9. Special Programs / Events / Collaboration
 - Consider non-credit transition and DSPS collaboration efforts
 - Career Academy Scholars Program
 - YESS – Foster Youth
 - Student Ambassadors
 - Padres Promotores
 - SAC High School Scholarships
10. Map out master calendar

SAC MISSION STATEMENT

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Santa Ana College
Monday, December 2, 2013-----1:00 p.m. in S-210

Agenda Items	Notes/Summary
1. WELCOME	
2. EARLY DECISION <ul style="list-style-type: none"> ✓ H.S. Calendar Dates—All ✓ Online Applications: Next Window Jan 13-March23 <ul style="list-style-type: none"> ▪ Residency Issues: List to A&R by_____ ✓ Financial Aid & Testing & Registration Dates ✓ Middle College H.S./Tier 2 & Tier 3 	<ul style="list-style-type: none"> •All dates on Master Calendar •Complete residency forms before or by Dec. 20 and give to Trevor in A&R. •Make-Up Testing: May 13, 2014 •Review of E.D: times & rotation of schools/5/12 (tbd), slots for classes, timing of shifts, Make-Up Registration: 6/24 (pm) & 6/26 (am)—more reviews.
3. SANTA ANA ¡ADELANTE! <ul style="list-style-type: none"> ✓ Lumina:Community Partnership for Attainment ✓ College Access Institute for H.S. Mentors/Principals ✓ News Brief ✓ Boot Camps 	<ul style="list-style-type: none"> •Lumina #2/Adult focus •E-News Brief out this week •Boot Camps/In progress
4. SCHOOL & COMMUNITY OUTREACH CALENDAR <ul style="list-style-type: none"> ✓ School & Community Requests ✓ Major Events: December/January 	<ul style="list-style-type: none"> •Handout from Daniel
5. STP/CEC <ul style="list-style-type: none"> ✓ Tuesday evenings: B33 ✓ Upcoming Events 	<ul style="list-style-type: none"> •Dec. 11: Student Leadership Conference
6. WEEKLY REPORTS <ul style="list-style-type: none"> ✓ Staff Updates of Special Events/Activities 	<ul style="list-style-type: none"> •All working well with reports.
7. SCHOLARSHIPS <ul style="list-style-type: none"> ✓ SAC Scholarships: Dec. 2-April 3, 2014: Peggy/Review ✓ HEEF: Open Now to January 17, 2014 ✓ SAPSF Scholarships: Jan. 6-March 31, 2014 	<ul style="list-style-type: none"> •Peggy provided a presentation on the SACF Scholarships. •National Hispanic Business Women Association scholarships will open soon.
8. ACCREDITATION UPDATES	<ul style="list-style-type: none"> •Daniel completed the Support Services Section together with CEC. •TMC still working on her section pertaining to Leadership & Governance •Forum on Dec. 13 at 10:00 a.m.
9. MEETING UPDATES <ul style="list-style-type: none"> ✓ Student Services Administrators: Nov. 12, 2013 ✓ Student Placement & Testing: Nov. 13, 2013 ✓ SAC Management Council: Nov. 20, 2013 ✓ Achieving College: Nov. 20, 2013 	<ul style="list-style-type: none"> •Review of all meeting agendas and key items pertaining to staff.
10. INTERSESSION 11. VIP: January 6-February 5, 2014—Schedules 12. INFORMATION BOOTH/A&R LOBBY--Schedules	<ul style="list-style-type: none"> •Moving forward •Fidelia is working on the schedule for VIP & the Info Booth.
13. Professional Development: Block Sessions <ul style="list-style-type: none"> ✓ Emergency Preparedness: Reviews of 2 Sessions/Jan. ✓ Data/EXCEL: Reviews ✓ Student Success Act of 2012/Sexual Harassment: Set 	<ul style="list-style-type: none"> •Jan. 10 for staff session •Jan. 21 for Eyes & Ears Training •Staff felt sessions in November were great
14. OFFICE OPERATIONS <ul style="list-style-type: none"> ✓ Staff Schedules/Vacation/Office Hours & H.S. Hours/Signage ✓ Upgrades: Windows XP to Windows 7/Supplies & Equipment ✓ Ambassadors/Work-Study/Interns/Volunteers/Rodrigo, UCI 	<ul style="list-style-type: none"> •Office & H.S. hours must be balanced to provide support in both areas •Need 2007 to go to 2010 •New Guide for new students

<p>✓ Holiday Gatherings: Confirmations: Dec. 5 & Dec. 17</p>	<ul style="list-style-type: none"> •Ensure to provide list of pressing needs •TMC completing evaluations and documents for interns •Ambassadors have been very helpful with key events •Rodrigo from UCI/EAOP will support SAC efforts •Ensure to attend Dec. 5 potluck for Interns and Ambassadors •Dec. 17th Holiday gathering at SAC & staff gathering in the evening
<p>15. OTHER</p>	<ul style="list-style-type: none"> •Need marketing pieces/similar to CTE trifold

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Friday, January 31, 2014-----8:30 a.m. in S-210

Agenda Items	Notes/Summary
1. WELCOME	
2. EARLY DECISION ✓ H.S. Calendar Dates—All dates by February 6, 2014 ✓ Online Application Window Jan 13-March23 ✓ Placement Testing/Essays ✓ Registration	<ul style="list-style-type: none"> •Next week: by Feb. 6th •Ensure maximizing student applications during online window •Luisa & Fidelia will provide EXCEL listing (per A&R training) •Lg testing: Review w/TMC so she can coordinate w/Bev. Also, ensure staff, higher ed coord, counselors, proctor(s) •Consider Tier 2 schools for first week of registration—May 12th
3. SANTA ANA ¡ADELANTE! ✓ Boot Camps/Pilot Project ✓ News Brief ✓ LUMINA Partnership Meeting: Summary Indicators ✓ Higher Education Center @ S.A. Public Library	<ul style="list-style-type: none"> •Obtain all February testing dates asap •March: next news brief •Handout: Data & Outreach Kudos! •Review of new Higher Ed. Project
4. SCHOOL & COMMUNITY OUTREACH CALENDAR ✓ School & Community Requests	<ul style="list-style-type: none"> •Daniel provided handout: new and upcoming dates
5. SCHOLARSHIPS ✓ SAC Scholarships: Dec. 2-April 3, 2014: Peggy/Review ✓ SAPSF Scholarships: Jan. 6-March 31, 2014	<ul style="list-style-type: none"> •Continue promoting scholarships •Include SAPSF •Support as needed from Comunidad
6. MEETING UPDATES ✓ Achieving College: January 15, 2014 ✓ SAC Management Council: January 15, 2014 ✓ Student Services Administrators: January 28, 2014	<ul style="list-style-type: none"> •Review of each meeting with handouts and materials
7. VIP: January 6-February 5, 2014—Schedules 8. INFORMATION BOOTH/A&R LOBBY--Schedules	<ul style="list-style-type: none"> •Question on whether Outreach staff really needs to be at VIP/Need to examine with data & leadership •Info Booth schedule & Luisa shared about class sign-up listing for Dr. Rose
9. MARKETING MATERIAL ✓ Folders/Brochures/Flyers	<ul style="list-style-type: none"> •Met with District representatives to request support for marketing projects
10. OFFICE OPERATIONS & PROCEDURES ✓ PSI/EXCEL ✓ Staff Schedules ✓ Ambassadors/Work-Study/Interns/Volunteers ✓ Supplies—All items by February 6th	<ul style="list-style-type: none"> •PSI: opportunities to attend EXCEL workshops •Finalize spring staff schedule •Discussed support from students and Cal Works assistant •Provide listing of items by next week to Nunu/TMC
11. OTHER: ✓ Student Leadership Institute (SLI) ✓ Counselor Conference ✓ Water in office ✓ Holidays: Feb. 14 & 17	<ul style="list-style-type: none"> •Daniel shared the application process for SLI •Conference on Feb. 21 at CSUF •Bottled water in office: see Luisa or TMC for monetary contributions

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Wednesday, April 16, 2014-----8:00 a.m. in S-210

Agenda Items	Notes/Summary
1. WELCOME	
2. EARLY DECISION <ul style="list-style-type: none"> ✓ Timeline Calendar ✓ Placement Testing ✓ Make-Up Testing: Saturday, May 3rd ✓ Registration – Process/Packets/Transcripts ✓ Tier 2 & Tier 3 -- Updates 	
3. DSPS—SPECIAL EDUCATION <ul style="list-style-type: none"> ✓ Pilot Process ✓ Workshops 	
4. SANTA ANA ¡ADELANTE! <ul style="list-style-type: none"> ✓ Boot Camps/Pilot Project 	
5. SCHOOL & COMMUNITY OUTREACH CALENDAR <ul style="list-style-type: none"> ✓ School & Community Requests 	
6. SCHOLARSHIPS <ul style="list-style-type: none"> ✓ Event 	
7. MEETING UPDATES <ul style="list-style-type: none"> ✓ Achieving College ✓ District Management Council: March 5, 2014 ✓ SAC Management Council: March 19, 2014 	
8. OFFICE OPERATIONS & PROCEDURES <ul style="list-style-type: none"> ✓ Victor & Amanda--Updates ✓ Interim Staff Support: Thydan, Erika, Erica ✓ Staff Schedules ✓ Ambassadors/Work-Study/Interns/Volunteers— Summer Options 	
9. OTHER: <ul style="list-style-type: none"> ✓ 	

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