Occupational Studies Leadership Meeting

May 26, 2017

Minutes

8:00-10:00

Present: Present: Yasmina Briceno, Paula Canzona, Christine Gorlato, Marcella Hernandez, Shelly Jaffray, Alicia Kruizenga, Mark Liang, Renee Limback, Jeanette Lona, Sara Lundquist, Veronica Oforlea, Michelle Parolise, Tina Pov, Linda Rose, George Sweeney, Chris Truong, and Melissa Utsuki

Board Policies and Administrative Regulations – Carlos Lopez

* Mark Liang reported for Carlos Lopez
	+ The committee has had their first meeting
	+ BP/AR from the other 15 colleges are being reviewed
	+ Considering incorporating the OS into the existing documents
	+ Many of the required documents have already been completed

Update on applicants – Marcella Hernandez/Michelle Parolise

* Final count – 41 students applied for the program – 35 of these applicants are qualified
* Admission criteria standing – Students transcripts have been evaluated per the established criteria. The English department has evaluated the writing samples. The results of these will be merged to determine the final applicants.
* Student needs – general education Marcella distributed a table outlining the general education courses needed by the applicants. Two applicants want to wait until 2018 to start the program in order to complete some of the required general education
* Number of students to be accepted - When all of the numbers for the criteria have been tallied the final number of students will be determined. Michelle will review this with Dr. Rose and notify students by June 1.
* Students who are not accepted into the program this year will be given feedback to help them improve their scores for the next cohort.
* Concerns for the next cohort
	+ Only one student from Grossmont College applied – she found out about the program from a flyer at her workplace. More marketing needs to be focused on these students.
	+ Private schools that do not have regional accreditation represent a large number of potential students that we are missing. The selected committee will work on possibilities of accepting these students.

Orientation Meeting for new OS Students – Michelle Parolise

* Date – The date for the orientation will be August 16th from 6 to 9 pm
* The following plan was recommended
	+ Welcome from Dr. Rose
	+ Tour of the SAC to orient the students to the departments/services they may need with a short presentation from each departments. Departments will include the Library, Financial aid, Counseling, Learning Center, Math Center, DSPS, Health Center services. Students will also be able to get their student IDs during the tour. Student Outreach will work on organizing the tour.
	+ Sara Lundquist suggested putting together a handout for the available resources with pictures, as is used by student services. She will work with Outreach to develop this.
	+ Following the tour the students will return to the OTA/OS classroom
		- Meet with first year instructors
		- Time for questions
		- Complete add cards for their classes
	+ Students will be provided a fact sheet of the required classes, instructor names, class format and meeting times, and required textbooks

Registration – Chris Truong

* Chris will register the students from the add cards

Marketing update – Melissa Utzuki

* Michelle and Melissa will meet to develop marketing materials
* The deadline to spend the $15,000 from the state is November, 2017
* The focus of the marketing will be using online resources that include pictures, profiles of students, and photographs

Research updates – Renee Limback

* Students completing their last 3 weeks of the program were given the survey developed by Renee. The results were tallied by Renee and distributed to the committee. There were 32 students who completed this survey.

Student guidebook – Michelle Parolise

* A student guidebook needs to be developed for the orientation
* Michelle shared the guidebook used in the OTA program as a sample
* All of the specific OTA information will be removed
* Several suggestions were made as to the contents including more detailed information about student services, accessing services online when possible, use of the library, orientation to online learning, and the job benefits from earning this degree. A task force has been designated to work on this project: Michelle Parolise, Shelly Jaffray, Marcella Hernandez, and Jeannette Lona.

Summer meetings

* Dr. Rose will work with Michelle to develop a schedule for meetings in the summer.

Michelle will develop and distribute a list of the summer projects and the subcommittees work on them.