WEST VALLEY COLLEGE

\*\*\*STUDENT SERVICES COUNCIL\*\*\*

November 1, 2011 Unapproved Notes

**ATTENDANCE Pres. Abs.**

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| --- | --- | --- | --- |
| **Victoria Hindes** | **X** |  | Vice President, Student Services |
| **Becky Perelli** | **X** |  | **Director, Health Services** |
| **Carol Pavan** | **X** |  | **Academic Senate/ SS Division Representative** |
| **Carolyn Messina** | **X** |  | **ASO Representative** |
| **Cheryl Miller** | **X** |  | **Director, DESP** |
| **Elise Johnson** | **X** |  | **Director, TRiO** |
| **Ginny Aragon** | **X** |  | **Dean of Student Support Services** |
| **Helen Pivk** | **X** |  | **Director, ET (Interim)** |
| **Herlisa Hamp** | **X** |  | **Director, A&R/Assessment** |
| **Inge Bond** | **X** |  | **Research Analyst** |
| **Irene Serna** | **X** |  | **Director, EOPs** |
| **Jean Finch** | **X** |  | **College Council Representative** |
| **Joe McDevitt** | **X** |  | **Outreach** |
| **LeAnn McGinley** | **X** |  | **Assessment/Curriculum**  |
| **Lee Rodriguez** |  | **X** |  |
| **Maria Garcia-Scheper** |  | **X** | **Faculty Representative** |
| **Maria Lopez** | **X** |  | **Classified Senate Representative** |
| **Maritza Cantarero** | **X** |  | **Director, Financial Aid** |
| **Marta Mora-Evans** | **X** |  | **CalWorks** |
| **Maryanne Mills** | **X** |  | **Faculty Representative** |
| **Michael Byers** |  | **X** | **Articulation** |
| **Michelle Donohue-Mendoza** | **X** |  | **Student Activities & Campus Center Dir.** |
| **Patti Yukawa** | **X** |  | **Counseling Department Chair** |
| **Susan Wolfe** | **X** |  | **Barnes and Noble Representative** |
| **Angelica Bangle** | **X** |  | **Guest** |
| **Pat Lillich** | **X** |  | **Guest** |

Dr. Hindes amended the agenda for November 1st to include an informational item regarding the “Schedule of Classes” and commencement.

**Informational:** “Schedule of Classes”

–McDevitt-

-Joe will submit the blue-line at 2:05pm after this meeting. Any last minute correction needs to be given to Joe.

-The “Schedule of Classes” should be posted on the web by the end of the week.

-The schedule booklets will be delivered on November. 15th.

-Please donate leftover Halloween candy to Outreach. Either drop off or call Joe for a pick up.

**Informational Item:** Commencement

 –Donohue-Mendoza-

-Graduation will be on a Thursday this year as a result of survey responses.

-The actual date and time has not been decided, it will be either May 24th or 31st.

-Mission College had concerns on how this would impact the Board of Trustee’s schedule. The survey also indicated that they wanted fewer dignitaries therefore the date change should not have a significant impact on the Trustees.

-The date and time will be finalized by 2:05pm today so that it can be printed in the spring 2011 “Schedule of Classes”.

**Informational Item:** Student Services reorganization, Centers of Student Success

–Hindes-

-A two-page handout of the proposed centers of success was given to SSC and is attached to the minutes.

-A focuses discussion regarding the three centers was conducted.

-She further explained the new hybrid dean position.

-Some areas were moved to different centers per recommendation by members of SSC from the previous presentation.

-Dr. Hindes welcomed recommendations and/or changes to the centers but maintained that she will keep it as three centers of success for fluidity in workflow and to show interconnectedness.

**Informational Item:** Student Success Taskforce Recommendations

–Hindes-

-There will be a town hall meeting at Oakland in November and interested members are encouraged to attend.

-Also, members who are interested but can’t go to the town hall are encouraged to participate via the webinar.

-Cheryl Miller informed SSC that there will be a Student Success workshop in the Fox Center on November 18th from 9 – 11 am.

-Michelle Donohue-Mendoza suggested scheduling an off-week SSC meeting to have a robust discussion on the taskforce recommendations.

-There is a 1-page summary that has the 8 main recommendations and Maritza Cantarero will send to Dr. Hindes to distribute to SSC.

**Informational Item:** Portal

–Angelica Bangle & Pat Lillich-

-Ron Smith, Kevin Cartier and Pat Lillich can help create a team site for SSC in the Portal.

-The web is intended for the general public whereas the Portal is there for active students and staff.

An emailed Q&A provided by Pat Lillich in listed on the next page.

1. Can we get back the box in the search field to grab and submit course selected to shopping cart?
	1. We need to see what they are referring to.  The option “[Select and Place Classes in Shopping Cart/Register for Classes](https://mywvm.wvm.edu/staff/Pages/WebAdvisor.aspx?title=Select%20and%20Place%20Classes%20in%20Shopping%20Cart/Register%20for%20Classes&url=+hnZJ88Gj747j0lsXZS1r7/G3cM5TSPqAGTwAqZGxiD1UjwkCbSdO1FhVrOyazQKd1+2EQ9lyGt7cxezQxE2X+2KJ9x0z3fDiHOmVpnK0b57ByFkKDq+CfhvR7rDtLDKvG8NojPkiGCNjVXQwolKzq3fZVMyLcSHv9nK7RoMC9aknULaSLzUcPZjY9o4o45JYcu74ifEBPqkZ4CJN82ce5gunRcUuqjtLXjtTqlN9svxmVANatYXht5vIK45JGg5)

Is still there, has never been taken away.  Perhaps they clicked on the “Searchable Class Schedule” which does not and never has had this option?

1. Will we ever be able to print schedules, unofficial transcripts without the peripheral verbiage?
	1. Kevin put in a fix that removes a fair amount of it – but you have to be on Firefox 4.x or higher, or IE to see it.  This is a browser issue –
2. Will students eventually be able to log into Portal and not have to enter a password to log into Angel?
	1. If the colleges decide to buy the version of Angel that single signs on with the Portal – yes.  This is up to the colleges.  So far they have chosen to stay with this version that doesn’t do that.
3. When will “teams” be able to set up and use this function to communicate with their members?
	1. Now.    We just need to set up a procedure to request teamsites and train the person who will maintain the site on how to add content and users to their site.
4. The steps to enrollment (like we have on the college printed schedule)should be on the login page as well as the public website (cross reference) so that people who are attracted to the portal but not a student can access..
	1. Ron is setting up a team to design the new login page.  When Ron gets back he will be working on this again.
5. A link to each semester’s registration schedule
	1. Again – this will be sent to the group designing the page
6. The “how to login” should not just be about how to login in.  Something more like “Learn about the Portal” or maybe a separate video or document that talks about the functions of the portal—and make it sound good.
	1. Perhaps you can propose a group to volunteer to create this?
7. What are we supposed to do now? Next steps after implementation?
	1. Use it, figure out what you would like to have there, and add more content.
	2. Train more folk so they can add content
	3. Publicize it
8. Can’t we have more content in Student Support than just Q&A?

Sure – talk with Angelica – we can create a full site for Student Support wherever the portal team thinks is a good place for it.  Kevin and I will set it up per your request and Angelica or Kevin and I can help you learn to post there.

1. The mywebservices in the Portal is the same program that ran as a stand-alone.  The programming in the background did not change,  only the wording of the menus.  So the programs will work exactly the same as the standalone mywebservices programs did.
	1. We have 4 portal frontend servers, of which only 2 are running right now.  As soon as we see more load on the system we can add the additional 2 servers so we should be good for load.
2. The 2 college portal teams are creating priority lists of what they want to be worked on next.  I believe the next meeting to go over this is on November 18th.
3. Communications to specific cohorts is one of the functions that IS wants to test with the portal teams – if they choose it as one of their top priorities we are ready to start testing the feature right now.
4. Portal content for each area -   we can create more subsites – each group needs to put in a request to their Portal team (Angelica and Victoria?) and work with them to decide where it should show up in the navigation and we can work with them to create the sites.

How do college websites and portal relate?  Portal is for students who have already put in an application to WVC or attend classes at WVC.  The college website is one of your main advertising tools to prospective students, community and the world.