



Classified Senate Meeting Minutes

April 13th, 2017 1:30pm-2:30pm

Classified Present: Christina Trujillo, Michele Haggar, Belinda Chan, Timurhan Vengco, Gretel Barreto, Maggie Li, Sandra Hatzistratis, Kristina Brower, Alana Utsumi, Flor Lopez, Ricardo Flores, Raul Amaya, and Bryan Besnyi.

1. Approve/Discuss March Meeting Minutes
 - a. Christina Trujillo made motion to approve & Alana Utsumi seconded.
2. Community College Survey of Student Engagement (CCSSE) Results—Presenter: Karen Wong
 - a. Purpose: CCSSE is a national survey designed to capture the institutional practices and student behaviors that are highly correlated with student learning & retention.
 - b. Five parts of survey: 1. Active and Collaborative Learning 2. Student-Faculty Interaction 3. Academic Challenge 4. Student Effort 5. Support for Learners
 - c. Survey administered during the spring 2016 semester to students at randomly selected classes (both morning and night classes).
 - d. Highlight findings:
 - i. Scored highest in the area “Support for Learners” which shows consistency with what Skyline has set to support students from different economic, social, and racial or ethnic backgrounds. Students rated that highly. Programs and centers such as The Skyline Promise and Dream Center, and Career Counseling among other programs designed to show support.
 - ii. Scored lowest in “Student Effort” area. Even though it can be misinterpreted, it has to do with the extent of how students report using the study labs, skill labs, learning centers and how much time they spend working on assignments outside of the classroom. There is no direct causation. There can be a thousand reasons why students would not be making student effort a necessity. It has to do with the institution. It is not about putting the responsibility on the student, because there can be different things that the institution can be doing to increase the usage of these services and level of engagement.
 - iii. 59% stated having their first college experience at Skyline College
 - iv. 71.6% indicated transferring to a four-year institution as their primary educational goal
 - v. 40.9% indicated obtaining an Associates degree as a primary goal.
 - vi. 80% of respondents indicated that they are employed and attend college at the same time. Over 30% are working more than 30 hours a week.
 - vii. 52% of respondents are taking care of dependents
 - viii. Majority of students 50% stated spending their own money to pay for school. The rest comes from parents/guardians.
 - ix. 26% of students stated they get financial help from grants and scholarships as a major funding source.
 - x. 97% indicated that they would recommend Skyline College to a friend or family member.
 - xi. Lack of finances, working full time, caring for dependents, academically unprepared and transferring to a 4-year university are all circumstances that would cause students to withdraw from classes or from Skyline.
 - e. More information about CCSSE survey can be found at Skyline’s website under Planning, Research and Institutional Effectiveness (PRIE) page. Then click on research tab.

3. Committee Updates
 - a. **Karen Wong:** Institutional Effectiveness Committee (IE Committee)
 - i. The college has certain goals listed through the *Balance Scorecard* and reviewed by the Institutional Review Board (IRB). The *Balance Scorecard* is being used to establish the school metrics and determine how the school is achieving its goals, what they can do to get there and how far off they are from reaching them. Discovered that some metrics were not working, they made sense when it was first implemented but it does not make sense anymore. The IE Committee reevaluated the metrics, got rid of old ones and implemented new metrics that are coming in from the state and are resulting in Skylines own initiative such as the Skyline Promise, Equity Plan and emphasis especially on counseling to align with some of the college goals. It will be rolling out in Fall semester.
 - b. **Christina Trujillo:** Advisory Committee for Employment (ACE)
 - i. Put together a survey regarding inquiring information about how staff will be participating in TTLC opportunities. They want to know what are some preferred dates, times, and topics. Also wondering if staff would be interested in some digital workshops. Encouraging everyone to provide his or her feedback.
 - c. **Sandra Hatzistratis:** Health and safety- Committee has not met yet
 - a. **Bryan Besnyi:** Reminder that we have the Comprehensive Program Review coming up in both April 19 and May 3 2017. (2pm-4pm in building 4). It is a good idea to check it out and see what other departments are doing in their programs and what they are currently doing for the students.
4. Volunteer Opportunity- Recap and additional opportunity
 - a. Saturday May 13th 9:00am-11am at Sharp Park Beach. All Classified encourage to attend.
5. Announcements:
 - a. Classified Staff Appreciation Breakfast will be May 16 from 8:00am-9:30am Bldg. 6 Rm 203.
 - b. End of the Year Luncheon—Thursday May 18 from 12:00pm-1:30pm Bldg. 6 Rm 202-206.
 - c. Basket Donations Reminder for Joint FAC/STAFF Scholarship Fundraiser
 - d. District Wide Classified Staff Retreat—June 2. Theme: Embracing Your Role. Keep an eye out for the e-mail with more information.
 - e. Classified Senate Elections—Michele Hagggar will send announcement with description of the different positions. If interested in running for any position in the Senate let Michele know.
6. Alana Utsumi made motion to end meeting and Ricardo Flores seconded.