MTG AGENDA
Foothill Sunnyvale Center
Foothill & Mission Student Service Planning Mtg
12/18/15

John Mosby VP student services, Leandra VP instruction, Victor Instructional Dean, Richard Interim Dean student services, Dawn

Goal is to – how do we serve students at the Center?

Student Services Coordination Discussion Items:

1. Admission & Records

2. Counseling Services
   - Academic Counseling
   - Counseling
   - Appointments

3. Testing & Assessment
   - Placement Testing
   - Accommodated Testing
   - Proctoring
   - Appointments
   - Other

4. Financial Aid

5. Student Conduct

6. Health Services/Access

7. Tutoring
MTG MINUTES
Foothill College, Sunnyvale Center: Foothill & Mission Student Service Planning Mtg
12/18/15

Attendees: Richard Alfaro, Craig Gawlick, Dawn Girardelli, Leandra Martin, John Mosby, Danny Nguyen, Denise Swett

Meeting Goal: How do we serve students at Sunnyvale Center?

Discussion Items:

1. **Admission & Records**
   Foothill plan- Full time employee on site, supervisor-level. Enrollment supervisor – similar to Roland Amit’s current position. Denise Swett to draft job description.
   Mission College will align their classes at Sunnyvale Center to Foothill’s Calendar.
   Mission will have a part-time enrollment person at the Center, will possibly implement virtual services at Center as well.
   Room assignment for Admissions & Records offices:
   111B is Foothill College
   111A is Mission College

2. **Counseling Services**
   Foothill: Counselor: Combined academic & psych services.
   One to two days per week schedule - online orientation also rolling out. Adding the walled off area/screen in the admissions & records area for counseling in virtual setting is a possibility.
   Scheduling process: Continue with SARS, online psych and chat groups that will meet at certain times also a possibility.
   Rooms will be service specific- one room that will be for one service. Room 109 could rotate based on use, other rooms to be determined.

3. **Room Assignments/Tutoring**
   Classroom for Mission College is room 208
   Faculty office for Mission is undecided, space in Group Study/Room 211K could be used for Mission College drop in office hours.
   Tutoring- open and staffed at each time- tutoring function will combine and TLC and STEM. Talk with Eric Reed/Katie Ha. Cost of the tutoring might come out of the Adult Ed Block Grant.

4. **Testing & Assessment**
   - Placement Testing
   - Accommodated Testing
   - Proctoring
   - Appointments
   Process: accommodated testing will be in place for Foothill’s students, Mission College will keep testing for accommodations on their main campus. Online proctoring is something we might be moving to, in the works through OEI/Butte.
5. **Financial Aid** – Workshops to take place at specific times in the quarter, will be and mostly online.

6. **Student Conduct**
Foothill has the main responsibility for the building and the students- it’s Foothill’s umbrella. Foothill will have to deal with disciplinary issues. If it’s in Foothill’s classroom, it goes to Foothill. If it’s in Mission’s classroom, it goes to Mission.

7. **Health Services/Access**
Plan still in progress. Foothill might go to the nurse line/phone line, some 4 year colleges are switching to that service. Will still do flu shots, a health awareness day/fair.

8. **Other items**
Foothill will have a community service officer, 2-10pm: Full time person, already hired.
Printing for faculty: printers are networked, Codes will be charged back to Mission College.

**Action items:**

1. Denise Swett: provide draft job description for enrollment supervisor, based on Roland Amit’s position.
2. Denise Swett: set up meeting in Winter/Spring with Nazy and Mission College’s Admissions Dean to discuss scheduling.
3. Craig Gawlick: talk with Eric Reed/Katie Ha about tutoring plan for Center.
4. Dawn Girardelli: set up meeting for late January with Mission College to talk about Budget.

**Future agenda items**

1. Parking issue
2. Health Services/Access
3. Course scheduling
Dawn presented a time lapse video, which showed the progress of construction. Update on

1. Update on Sunnyvale Center Construction Progress
   Construction is delayed somewhat, due to rain delays. Looking at opening of center in late summer. Marketing Director Andrea Hanstein met with Outreach team at Mission College, clarify confusion of who is doing what.
   There is a printed schedule for the Sunnyvale Center, which needs to be formalized with Mission College.
   See Dawn’s PowerPoint for meeting- about Marketing plan for closing out Middlefield and the move to Mission. Foothill will still be at Middlefield in Summer. Transition will happen late July/August.
   Mission registration for Fall starts late April- Andrea Hanstein needs to know that.
   Will be open houses in September and late October.

   We need to confirm dates with Marketing group and send to Mission College- this all needs to be added to the drop box. Make sure there are up to date with everything- Mission.
   Our first day of class is September 26.

   Dawn goes over the floor plan for the building – where Mission is on the first floor and 2nd floor – Dawn will clean up the floor plan for Mission College.

   Dawn turns things over to Denise about what’s what- service wise.

   Denise- most of what we’re doing is tech based. Online student service list is included in the list. Full time enrollment person is A&R Coordinator, times to be determined later. Coordinator level or supervisor level will be on staff at all times.
   Have everyone cross trained for all services, online, Banner, etc.

   Individual appointments – can be booked through SARS. – in person, phone, chat, Zoom) – there will be a full time person

   Financial aid- see the list on Denise’s plan- she’s basically just running down the list of what’s what. AskFoothill is the answer for the short staffed/quick questions.

   Counseling- hottest topic- now that we’re adding zoom and chat, we’ve had a bit less. There’s drop ins for quick questions/drop ins. There will be 8 hours per week of drop in/in person.
   John Mosby- 8 hours, can be drop in or make an appointment? It’s good to keep options for the high touch/low touch, etc.
Edunav - what does it do - takes a student from beginning to end to get a degree. You can take a student and take them through the entire process of what they need to do, employment opportunities, pathways for different colleges, costs, etc. Foothill will roll it out at some point - see what they’re doing in their educational plan, etc. Laureen - it’s a tool, not getting rid of people’s jobs - it’s a tool. Edunav. They are going thru degree works to figure out how to move the data.

Student lingo - student success video workshops.

Testing and assessment - Mission will not do placement testing - Ed Ready- how to get ready for the test. Accommodated testing - Foothill cannot provide it for Mission – they will need to figure out the testing on their own.

Veteran’s center - workshops and telepresence

DRC - no specific DRC counselor – Clockwork - thru student portal – once they become a DRC students
Can request accommodations, book an appointment, everything is done online. Everything is online and digitized.

Financial aid - quarterly workshops, see Denise’s notes.

EOPS - workshops, appointments online thru SARS

Health services - we are trying to see if we can waive the fee at the center through the state chancellor’s office, full time students, if it can be waived. Online – will be the solution. Can we waive it for online students? If we’re not charging it, we don’t have to provide it.
We will still do flu shots, workshops, etc.

Student activities – cultural awareness months, judicial affairs as well - if it becomes an issue - regular behavior issues that happen at the center will be thru Thom. Their classroom issues will be handled thru Mission. Thom should contact John’s office directly about issues.

Advocate - a judicial database, and a way to report incidents - we use for judicial and academic violations, and will at title 9 as well.

Career and transfer center - an in person center opening in the spring.

Tutoring - proposed online - thru Smarthinking – we will also have a TLC – denise’s issue with the

Parking permits - anything with Mission-West Valley and FHDA sticker won’t be ticketed.

2. Staffing proposal from Mission College
A person on site, two days a week - 4 hours, 5 hours -
Mission - we’ve got one classroom, so it might just be the first week or two of the quarter when a person is needed. Whoever we have in that position - will be there longer anyway,
The facility supplies/materials, will be covered by Foothill.

John – should we follow same model as enrollment services as financial aid? In terms of enrollment services and financial aid- it will be the same as the first week being there, and the possibility of adding to it as the quarter continues. It’s really about the first week or two of the quarter. Up until census, basically.

Counseling-

Testing and assessment- they will just have to come to Mission’s campus.
Vets- collab between them.

DRC- accommodated testing? Mission- meet with director of DRC, and figure out with director what to provide, and will be done in the next week. Debra Williams is San’s counterpart. He falls under Richard.
Who is the financial aid person at Mission? They are going back out for a financial aid director and have someone in place.

EOPS- will be workshops, setting up times for the person to come in and have a specific time.

Health services- similar- fairs, workshops- etc.

Student activities- a place for flyers of Mission items, etc. The standard in the classroom doesn’t have bulletin boards, but it makes sense for Mission to have one in their classroom.
We need to have one in their classroom.
Posting policy- will be more video/technology stuff. Mission will need a bulletin board. There will be places to post near the student resource center on the 2nd floor. Also, the café.

Figure out where to post, how, etc.

Outreach events- what is to be scheduled, share and coordinate with mission.

Community service officer will be on site- midday to closing. Possibly hiring a part time to pick up the other time.
Foothill-De Anza owned facility- and the board policy and guidelines are in place. But, inside the Mission classroom, it’s Mission West Valley.

What’s the procedure? If it’s a dual enrolled student and it happens in mission classroom, it needs to include the Foothill people. Ask Denise- you are allowed to expel the student with one college, it’s for both.
Safety is first and foremost, so we will handle it. At the point that the community service officer documents, there needs to be communication between FH and Mission. We need to know who’s the point of contact at Mission- It’s John Mosby directly.

Me- create contact list for Mission and Foothill people. As well as instructors for Mission and FH. Figure out who’s who and why and where.
Classroom doors- all will be electronically locked. Key FOBs will be issued. Faculty will get FOBs and keys, for whatever is needed for them. Ask Brenda about this-

Keep everything centered through John Mosby- and John is the title 9 person for Mission.

Does there need to be a section about how the operations will run at the Center? Perhaps just an FAQ section about how things run with Foothill/Mission operations.

Tutoring- Denise’s idea- math center and TLC, we can have students swipe the cards – read between the lines- Mission students can get a student ID for Foothill and use the tutoring center at Sunnyvale Center.

TLC is trying to add Accounting to the TLC pallet of tutoring issues.

Scantrons- vending machine for pencils – check on Romy for the – can we have the café sell scantrons, pencils, etc.

Food vending machines will be upstairs, second floor.

3. Services that Mission College will provide to their own students

4. Services that Foothill College will provide to Mission College students

5. Draft policies & procedures on how to handle services to Mission College students
   a. student conduct
   b. testing/assessment
   c. accommodations
   d. health/counseling
   e. tutoring

6. Draft language for MOU

7. Scheduling of classes

8. FTES allocation

9. Calendar Coordination

10. Building Access
    a. Parking
    b. User Fee
MTG AGENDA

Foothill College, Sunnyvale Center: Foothill & Mission Student Service Planning Mtg
1/8/16, 9:30am
Middlefield Campus, Foothill College

1. Update on Sunnyvale Center Construction Progress

2. Staffing proposal for Foothill & Mission College

3. Student Services Coordination
   a. Services that Mission College will provide to their own students
   b. Services that Foothill College will provide to Mission College students
   c. Student services space & office hours
   d. Draft policies & procedures on how to provide services to Mission College students:
      • student conduct
      • testing/assessment
      • accommodations
      • health
      • counseling
      • tutoring
      • financial aid

4. Academic Services Coordination
   a. Budget
   b. Review MOU Sections
      • Partnership
      • Scheduling Classes
      • Building Access
      • Student Services
      • User Fee
      • Other