

Student Services/Student Affairs  
 Outreach Retreat  
 August 19, 2013

Notes & Next Steps

Item	Discussion	To Do
Accreditation	Teresa serves in Standard IVB Committee Daniel serves in Standard IIB Committee Lilia is co-chair of Standard IIB Committee	Staff will stay informed about self-study and accreditation visit updates. Teresa and Daniel will update staff regularly.
Student Affairs organizational chart	Reviewed	
Facilities update	Staff reviewed relevant sections of 2013 District Facilities Master Plan draft.	
Website and Social Media.	New RSCCD, SAC and SCC slated to launch mid-September. Current website must be revised so new website will have the most current information about Outreach.	Update most critical pages under the Outreach website. Include 2013-14 calendar and update regularly as needed. Delete pages that need more extensive work. Consider ways to promote student use of FB and Twitter.
Online orientation	Daniel updated staff on online orientation.	
Staff assignments: Ongoing and New	Daniel: Santa Ana HS, Middle College and "other" schools MSM: Saddleback, Valley Victor: Segerstrom, Godinez, Santiago, Anaheim, Katella Luisa: Chavez, Griset, Century, Garden Grove	Victor will move to recruiting for Veterans Upward Bound for the remainder of August and all of September. Lilia will arrange for initial meeting with Joseph to ensure Victor begins right away. Victor will return to serving his assigned high schools in October.
Early Decision Registration 2013	Discussed how process could change. Orientation, advisement and registration can be considered differently. Recommendation: Counseling to assign one counselor per high school for one week per high school. SAC counselor to conduct orientation sessions over 2 or 3 days at their assigned high school. SAC counselor to conduct group and individual advisement over 2 or 3 days at their assigned high school. Outreach staff to support registration over a week at their high school.	Teresa and Lilia to meet with Micki to consult feasibility of new model and request her support. Teresa to meet with A&R to consult on changes proposed. This new approach is similar to SCC model.

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Special Programs, Events and Collaborations	Santa Ana Adelante: new pledges reviewed.	FB and Twitter accounts need to be marketed for increased usage.
	CASP	August 21 – mega orientation
	Special Education	Transition Day is being planned for September
	YESS – Foster Youth	September 21 College & Career Fair at SAC. Need Ambassadors to give tours
	STP	Teresa will arrange meeting with Nilo, program coordinator and Luisa to agree on goals and processes for 2013-14.
	SAC Student Ambassadors	
	Padres Promotores: New list of Promotores with their assignment was distributed	
	TRIO and GEAR UP: Staff received document showing where these programs operate and number of students served at each school.	
	Achieving College: First meeting is scheduled for Wednesday, August 21	Although meeting is open for all Outreach staff, Teresa will continue to serve as the standing representative. New dates will be added to our Master Calendar.
Scholarships: Outreach will continue to promote and serve as the lead in the SAC High School Recognition event.	Teresa will meet with Christina and Peggy to review and agree on responsibilities of the Scholarship Office (online process, database, communication of awards to students, printing of recognition event program) and Outreach (promotion, student assistance in application process, lead selection committee, communication with schools, develop program for SAC High School Recognition event, carryout the program for recognition event.	
Portfolio	Finalize 2012-13 in the next 2 weeks. Create draft of 2013-14. All agreed changing the 2013-14 SLO to better assess the impact of the matriculation process on students and determine their ability to continue future registration on their own.	Staff will meet: Tuesday (8/20) at 1 p.m. to rate 2012 goals and identify new goals for 2013-14. Thursday (8/22) at 1 p.m. to identify and finalize 2012-13 highlights. Friday (8/23) at 10 a.m. to develop SLO pre/post questions. Thursday (8/29) at 1 p.m. to revise Program Effectiveness Review for 2012-13.
Master Calendar	Reviewed.	Additions should be sent to MSM who will update both the wall calendar and the online calendar.

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Resources	Need of newer computers, laptops, chairs and supplies discussed.	Teresa to submit SAC Help Desk work request to clean up current computers. Visit warehouse for chairs. Lilia to process new business cards for all Outreach staff and ask if we can print the SAC mission on the back.
Professional Development	Teresa reviewed request from Sara.	Staff will identify their PD involvement during their meeting tomorrow (Tuesday, 8/20 at 1 p.m.).
Database	How best to maintain our data so it is accessible easily and quickly.	Victor will work with team to identify additional fields so all information and contacts can be kept on the same list/database; should include information gathered during summer communications.