



# Digest

Digest means an item that has been through internal review of the Chancellor's Office and the review entities. The item now has form and substance, and is officially "entered into Consultation." The Council reviews the item and provides advice to the Chancellor.

**Title:** Proposed System Advisory Committee on Student Services

**Date:** September 18, 2008

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## Background

The System Advisory Committee on Curriculum (SACC) was established in 2005 to provide a collaborative forum for system level discussions pertaining to curriculum to inform related System Office policies and practices. Recent title 5 changes drafted and proposed by the SACC illuminated the importance of including the perspective of Chief Student Services Officers (CSSOs) into the system level process, given the various associations and administrative and support programs CSSOs represent.

## Proposal

It is recommended that an advisory committee be established to secure the CSSO perspective with regard to early discussion on policies and regulatory changes that affect student services and operate as a state level advisory body for 2008-09 so as to "beta-test" the viability of a new approach to a comprehensive system discussion on student services programs.

### 1. Title

The name of the committee will be the System Advisory Committee on Student Services (SACSS).

### 2. Purpose

SACSS will provide a collaborative forum for system level discussions pertaining to student services to inform related System Office policies and practices, for example to:

- Provide input and feedback on the categorical site review process
- Provide input to guide and shape statewide policy and inter-segmental relationships on transfer, articulation, student financial assistance, student discipline, and matriculation.
- Collaborate with SACC on areas where instruction and student services overlap such as title 5 regulations and proposed curricular changes as they relate to posting of grades, compilation of units, degree requirements, development of academic records and transcripts, and pre- and co-requisites.

### 3. *Annual Work Plan*

Each year the SACSS will develop an annual work plan to define the scope of committee work.

It is proposed that for the 2008-09 academic year the SACSS focus on refining and improving the new categorical site review process that provides oversight and accountability for CalWORKs, Disabled Student Services, Extended Opportunities Programs and Services/Cooperative Resources for Education, and Matriculation.

### 4. *Principles*

SACSS will strive to:

- a. Ensure quality, integrity, compliance, collaboration and transparency in its activities and with respect to the delivery of student services.
- b. Ensure timely and responsive integration with the System Advisory Committee on Curriculum on matters related to curriculum;
- c. Emulate best practices that are already established at local colleges.
- d. Provide a process that is responsive, inclusive, creative, flexible, timely and open to change.
- e. Put students first by always considering their needs.
- f. Promote necessary support and training for local colleges.
- g. Evaluate the committee and its processes, adjusting as needed.
- h. Ensure continuity of membership through staggered terms.
- i. Work collaboratively with representatives from key stakeholders on student services.

### **Membership**

3 appointments made by the Chief Student Services Officers Association with selection to ensure program input relevant to the annual work plan focus.

2 appointments made by the Statewide Academic Senate

1 appointment made by the Statewide Student Services Council

Additional appointments to be made by the various statewide Associations to ensure program input relevant to the annual work plan focus.

The committee will select two co-chairs from its membership to serve for a two-year term and to be responsible to develop agendas and maintain meeting minutes.

### **Meetings**

SACSS will meet on a monthly basis.