

**WSSSC spring meeting 2019 minutes**  
**Spokane Community College and Spokane Falls Community College**  
**May 1-2, 2019**

**Intros**

- SCC president, Kevin Brockbank, into- ctcLink imperative to stay on timelines and importance of WSSSC's voice in making recommendations to WACTC
- Intros of members

**Task force and council reports**

- Glen: New council, **Veterans and Military Services Council**, approved last week by WACTC
- Bill: minutes from **WACTC Tech**. Concern about accessibility of ctcLink. Not accessible to blind students. A firm has been hired to do accessibility testing and continual modifications are being made. The costs are funded by the current budget. Some colleges have asked to move to later waves, which can't be allowed due to cost and time. Clark and State Board go live October 28
- **ARC and cell phone field.**
  - Requesting slight modification to wording approved at last WSSSC meeting re: contacting admissions office to opt out of texting. Request is because not all colleges have an admissions office and/or want to manage a list of students who want to opt out. Recommend that it says, "By entering a number in this field, this institution may text you."
  - Questions: What about opting out? By providing a phone number, the opting out occurs by not providing a number. There's also the other phone field so they include a number that you cannot text. In legacy, there are only two fields for a phone # and we can label them however we want. Some services may charge for text messages. First text needs to allow for an opt out option.
  - Do we just call it home and cell phone and leave off opting in/out language? Then manage your text messaging as your college needs to? Legacy will still read day and evening phone, but the language will change on application
  - Need to make sure evening phone is the field we use for cell phone in PS.  
Evening = cell

- Action: Can we change evening phone to cell phone and day phone to other on the OAA? On the admission application, change terms of day to evening to other and cell phone. On backend, evening phone will map to cell phone in peoplesoft.
  - Joyce moved it, Jack seconded. Electronic vote?
  - 18 yes, 1 abstained in the room, 2 online - abstained.
  - **Motion passes**
- **Matt: Ed Services**
  - **Strategic Enrollment Taskforce.** Final report and recommendations in June. Then goes to Ed services. Late June, report gets pushed out to commissions to review prior to July. Presentation at joint IC/WSSSC meeting in July. All feedback goes back to ed services for WACTC retreat. Can also share out with presidents before their retreat.
  - **BAS degrees** - Ed Services debating if a strategic plan is needed. Currently over 100 BAS degrees in system - do we need coordination? Working with Baccalaureate council. Work group to determine if a task force needed. Joe: WACTC Executive Committee decided not to pursue BAS strategic planning.
  - **Phi Theta Kappa (PTK)** - should it become an endorsed honors society? Joe: recommendation coming in June on whether this should be the sponsored society. Purpose: Some other honors societies may not be as legitimate therefore provide a “seal of approval” to endorse legitimacy of this particular organization.
  - Luca: **CTCLDA** board met April 11-12 to discuss the status of CTCLDA and **WELA**. WACTC voted to put CTCLDA and WELA on hiatus for the next year to review its mission and effectiveness in meeting outcomes. There’s currently lot of PD in system - pull those group leads together to get strategic alignment and sequencing.
- Bill: **ctcLink enhancement request** to add Kudos to AEW system. The system does not have positive indicators, such as kudos, which is a best practice. If approved, will go forward as a recommendation and added to que for other enhancement requests.
  - Concern: How do we prioritize enhancement requests?
  - Action: WSSSC recommendation that we hold off on sending one-off requests for ctcLink modifications until we know more about functionality and needs

#### **WACTC report: Rosie Rimando**

- **WACTC:** Veterans council approved

- **Budget:** Healthy funding for comm colleges. Most ever seen from legislature and new revenue sources. 32.1M for GP. 2M in first year for all colleges in system. Career launch enrollment - fully fund state need grant. Pilot for homeless students. Tuition increase up to 2.4%. Fully funds COLA. 3% salary increase in each biennium.
- **Capital projects:** Process determined that only the 5 colleges that are not already on the list can submit a project to the list - so limited competition, due Dec, scored by taskforce.
- **Critical Issues:** Reviewing financial aid policies, undocumented students, and basis skills. Rosie is leading the financial aid subcommittee. In June, WACTC will make proposals for changes and vote at July retreat. Financial aid committee ran into bumps. Seems there is no low hanging fruit to identify as common pain points re: racial equity in financial aid process, thus no programmatic concepts identified at this time. To do real racial equity work will take system wide approach.
- **Professional Development:** WELA and CTCLDA on hold to review PD overall in the system and better institutionalize these opportunities.

## Work plan discussion

- **Admissions application.**
  - Committee has met and made recommendations re: access and inclusion. When and how we collect certain information and terms we use.
  - Evaluate and select the best vendor: 45 criteria identified as needed on OAA. Closest match of other colleges met 25 of 45 criteria. Those 45 have not been prioritized. Recommendation to move with RFP to meet our needs. Want recommendation from WSSSC.
- Id impact and consequences of multiple measures and access in placement reciprocity. Also in SEM work plan but no outcomes at this time. Repository is a recommendation but unresolved. Does this make sense to live in the student success center b/c it fits within the GP expectations? Need a formal ask from WSSSC to get this on Kristi's plate. Where's the intersection for all of these goals?
- Provide recommendations re: career advising, onboarding, creation of ed plans, etc?
- Policies and procedures re: Adult Reengagement
- CESC needs to be involved in GP.
- Student success institute and GP retreats seem to be best way to meet these work plan goals.
- Will address many of these goals at joint meeting in summer with IC
- Braided funding models for GP
  - Carryover from last year. Have we had conversations about this yet? How to bring other services that students need, eg. food and housing insecurity.

- EDI principles within GP: it's a standalone item and also built into other goals.
  - Can we draw all of the ideas/work from CSW/GP and develop items/criteria/checklists to help us move the work forward.
  - EDI statement added to WSSSC plan, bylaws and constitution (Ed Services approved our changes)
- Meaningful PD:
  - Survey to WSSSC by spring but does not appear to have been completed. Did survey members on PD they'd like to see at meetings. Building theory and practice into meetings. Hope to plan ahead for the year. Move from info to engagement of info. Reducing report outs at commission meetings and info sharing. Are folks missing critical info with this change?
- **Summer meeting:** July 9-10. Tues am: Council meeting. Tues afternoon, WSSSC meeting and include council reps. Wed: Full day IC/WSSSC.
- Attendance at Commission meeting seems low.
- **Next year's schedule:** Proposal
  - Fall meeting: Recommendation for Big Bend. October 10-11
  - Winter meeting: Everett or SPSCC? January 30-31
  - Spring meeting will be in Tacoma for WSSSC conference: April 29-May 1.
  - Summer meeting: TBD
- Do we want to overlap a meeting with HRMC?
- **NWAC** - Robert - code and DEI presentation - would like to get this scheduled now so folks have time to plan. Bring to Fall meeting?

### Conference planning:

- Id conference themes: Best practices and how to implement? Bringing it all together? Weaving it all together? Can we survey folks and do a longitudinal study?
- **2017 theme: The Student Experience: Focus on Equity, Diversity, and Inclusion.**
  - **Tracks: Career/Personal Development:** Assisting individuals in identifying and developing proactive plans and steps toward reaching and advancing one's career goals
  - **Compliance/Legal Issues:** Best practices and current trends in meeting and/or implementing mandates and policies, such as Title IX, emergency management, accessible technology, etc.
  - **Diversity, Equity and Inclusion:** Best practices in delivering services to all segments of a student population and building systems that values difference. Focus on the development of innovative programs that embrace diversity and model pluralism through all levels of an organization

- **Guided Pathways:** Best practices and current strategies in planning and implementing Guided Pathways
- **Student Success and Retention Strategies:** Best practices that actively engage students in the academic and community life of the college. Focus on persistence to goal attainment, student achievement initiatives, and related programs geared toward student success and completion
- **Supervision:** Best practices in effectively leading and managing, motivating others and building productive and cohesive teams

#### Conference outcomes:

- Connection
- Engagement
- Practical and relational work on equity; practical examples
- *Bringing it all together. The intersection of equity and inclusion, guided pathways and student success.*
- Personal responsibility for this work. Self-reflection
- Pre-work assessment/reading, etc?
- Moving theory to practice
- Move student panel earlier in process.
- Strong EDI focus. Intersection of EDI, SEM, Retention, GP
- EDI, GP, ctLink has been state board focus - best practices that folks can implement. Choose your own adventure in student success, best practices min supporting students - eg. compliance, conduct, etc. Programs, services
- Ask our staff what they want. Ask students. Themes of mutual interest, cross pollination of topics and intersectionality, linking students experience to our practice, such as CCSSE, what's working based on what we're learning, How do we assess student learning. Student engagement in the conference. Expand on student panel? Latest research. Career decision making - aspirational decision making. Education for tomorrow's jobs. MH challenges and solutions. Student leadership and engaging students. Growth mindset with recommended presenter from Pierce.
- Customer service, change, etc. Front line employees and what would they benefit from. Keynotes can be powerful and selecting strategically. Customer focused and change and self-care, such as change the new normal, becoming more student focused.
- Guided pathways as the umbrella b/c of DEI focus and scaling the work we do. Bring components together - tech, equity, GP, integration and collaboration.

Action, practice, integration. With leg support for GP, may make sense to include it.

- Get to the why in student services and closing equity gaps
- Conference co-chairs and key roles:
  - Co-chairs. Robert Cox and Jennifer Alt!!!!
  - Other committee members: Brenda Ivelisse (Dr. B), Tammy Frankland, Scott Latiolais, Joe Holliday, and Joyce Allen (?)

#### **Intersections: Equity, SEM, and GP - Kristi Wellington Baker (see PPT)**

- **Guided Pathways funding:** Year 1: 2M. 2021: 30M year allocated. The State Board will vote on how to distribute the 2M in year 1. Hope to level the playing field
  - Hope lab survey - student incentives for distributing the survey to students. Kristi looking at funding for incentives

#### **Engagement: Adult Reengagement - Rachelle Sharpe (see PPT)**

#### **Work plan**

- Adult re-engagement should be incorporated into work plan (will be handed down from the SEM taskforce)
- Can we use joint meeting with IC and CDEOs to develop two year work plan and gain alignment. Establish outcomes. Can CDEOs help IC/WSSSC facilitate this? Outside person? Kristi? Jean Hernandez?
- What do we want AAG to share out at summer meeting?
  - Will vet at planning meeting call in May

#### **Slate Vote & New Leadership 2019-2020**

- Past President: Matt Campbell
- President: Jessica Gilmore English
- President Elect: Sue Orchard
- Secretary: Glen Cosby
- Treasurer: Chio Flores
- At large: President will chose
- Liaisons positions: Jess will follow up with current liaisons
- Reps on WACTC committees need to be determined

#### **NWAC**

- Code proposal to expand athletics to allow recruitment of the entire US and internationally. Currently can only recruit from certain states and Canada.

- Can a scholarship go to an international student?

#### **Joe: enrollment update (see report)**

- Winter term enrollment (by district)
- 19 colleges are more than 1% down in winter 2018-winter 2019 comparison; 4 colleges are +/- 1% compared to last year; and 7 colleges are more than 1% up from last year

#### **Legal Landscape with AAG, Derek Edwards (see PPT)**

- Student conduct code done in 2016. Question about whether it should be updated. Don't see impetus at this time until Title IX changes go into effect. Could we WAC a single code for all CTCs? Would probably have to come under SB authority. It can be discussed. Would have to look at APA for rulemaking.
- Title IX changes that may be coming - no longer single investigator model b/c denies due process. Faculty want to bargain higher level of evidence. If do that, would have to do that for students, too.
- Animals on campus (not service animals). If have policies, need to enforce them. Who should be the one approaching individuals with an animal? Can you have an MOU with law enforcement to issue a citation? Would be hard to enforce. Therapy animals need to go through accommodation process. Service animals do not. Can ask two questions - Is the service animal required b/c of a disability? And what work or task is it trained to perform?
- Title IX status: Training of new employees and student was under rescinded 2014 Q&A - risk management. New WA supreme court case - no deliberate indifference. Need to respond and be careful about hiring.
- Joe: Everfi scheduled meeting with Joe next week. No longer mandated training - do we still work with everfi, and what would you do instead?
- Service animals
- Dual credit accommodations
- FERPA breaches
- Drug-Free Schools and Communities Act

#### **WSSSC Discussion Topics**

##### **State Board report: Joe and Carli:**

- Budget overview, GP funding distribution TBD. 2M will be made at June State Board meeting. 30M will be determined at a later date.
- Compensation. 3% fully funded. Salary for faculty and differential pay - high demand and nursing. Updates coming later this month with how to proceed.
- Hope Center Survey. Jan spoke to presidents at March WACTC meeting encouraging them to participate. Will follow up again with presidents. Colleges need to let Hope center know in May if they are participating. If there's an issue with \$1000 incentives for

students, Student Success Center can help with the funding. First week of quarter could be challenging to survey students - can it be pushed out? Is there flexibility - Joe thinks so. South Seattle participated but it takes time for results thus action on survey may take up to a year. Hope center will allow us to add on questions but one set so we'd need to determine this by June.

- Discussion about expansion of dual credit. OSPI collaboration - similar to RS and college in the HS. Will pilot this year and scale up the following year.
- 11 bills on final report from Joe. Title IX did not make it out. Bill 1355 - creates task force to study counselors and career services. Will need WSSSC rep on that. Opioid medication passed - will be work for res halls with 100+ beds. Pilot for four colleges on student homelessness. RS pilot for dual credit scholarship. Homeless - SB will develop an application on that. Dual credit scholarship - not sure how colleges will be determined. Colleges would like to compete rather than hand picked. Can we see survey on homelessness that occurred in King county? Religious holidays bill - SB1566. IC should take the lead on this one. Need clarification on implementation date. No mention in bill on when

ARC concern:

- In ctcLink, advisors can select all to email their advisees but it defaults to the cc: line. Have to manually put in bcc: line so this could be a possible FERPA violation.
- Discussion: This would be a potential violation depending on message sent to all advisors
- Action: No action needed at this time.

### **Commission Engagement: Opportunity & Expectations**

- Jess will look at liaison roles and call for liaisons
- Liaisons who are in interim roles may be difficult to serve councils
- Councils want liaisons to be at meetings if possible
- July 9 meeting with council presidents and liaisons
- Dinner - buffet style, expense associated with it. 10 no shows. WSSSC will reimburse Robert. If you say you're attending, participate at the meal.

### **ctcLink & Guided Pathways 3 day meeting: Debrief**

- Three day meeting focused on identifying technical requirements needed support GP pillars. What are all of the activities under the four pillars and how tech can facilitate those activities. No major decisions made. A draft was put together that would help colleges with GP. Then turn focus to ctcLink.



- The process was overwhelming because it attempted to map everything with regard to student services and instruction for guided pathways, and the committees struggled to complete the task.
- August: follow up meeting with same participants. Goal to submit something that will go to WSSSC.
- Focus at meeting was to be technology “agnostic” at this time and instead look at functional requirements.
- Concern: some colleges already had to choose a technology tool so hard to be tech agnostic.
- Can we circle back to Kristi to understand outcomes? Should Kristi attend WSSSC meetings?
- Recommendation that we hold off on sending one-off requests for ctclink modifications until we know more about functionality and needs

#### **ctclink Sex/Gender Option Structure**

- On the OAA sex question: 2 choices currently offered: Male and Female. A 3rd choice can be provided. Legacy system only allows three options. Recommendation: Use Intersex as 3rd option?
- Action: Approved to recommend: M, F and Intersex
- Gender ID is captured during registration. Recommend that students are informed that they can identify their gender during registration.

#### **OAA Update**

- Approved by WSSSC to go out for an RFP for a new OAA.

#### **Requests for modifications for PS**

- Need a system for how we are vetting and prioritizing these requests.

#### **Symplicity:**

- Meeting coming up to discuss Symplicity proposal to offer to state to review costs, services, etc.

#### **Treasurer report. WSSSC fees**

- Report in Canvas
- Fully paid by all members (as of April)

- We may need to increase dues as catering costs continue to rise. Currently \$200/yr. Chio will develop a proposal and send to commission for review.

### **Miscellaneous**

- When do we want to bring a Clery training to WSSSC - Fall meeting? Or do a drive in workshop so can be more in depth
- Need for more student conduct training?
- Everfi runs for one more year. Will need to make a decision on future subscription.