Members present: Nick Chang, Dr. Frank Chong, Dr. Ann Clark, Ophelia Clark, Ann Fontanella, Kristin Hershbell, Josephine Loo, Sharon Nunley, and Lisa Romano

Guests present: Jorge Bell (Financial Aid) and Diane Romero (Graduation)

Members absent: Dr. Henry Augustine, Rick Cantora and Debra Porter

The meeting called to order at 3:20 p.m.

1. Minutes for January 29, 2003 were approved.

2. The following ESS recommendations will be forwarded to the Academic Senate on Thursday, Feb 27:

   CCL 2 – Scheduled Counseling Meetings for Students Upon Completion of 15, 30, and 45 Units of Coursework
   PCL 1 – Early Intervention for Pre-Collegiate Basic Skills Students
   PCL 5 – Extending Matriculation Support
   PRM 3 – Outreach and Recruitment
   SO 4 – Student Outcome Measures

3. Kristin asked Ann Fontanella to work with Rick to prepare a draft addressing the committee’s concerns and questions regarding the scholarship office.

4. Early Alert Update – Title 3 project (Dean Nick Chang)

   Nick presented before the committee a discussion paper (draft) outlining the development of an early intervention program to help at-risk students before they fail in their academic pursuit. A workgroup has met about 4 times (Nov, Dec, Jan, and Feb) to develop the recommendations and strategies discussed in this paper. Many of the ideas are not necessarily new but a result of discussions at ESS committees.

   Student Prep committee members shared concerns regarding availability of resources, adequate staffing to see students, possibility of starting with a small cohort of students (pilot study), etc.

   Nick assured the committee all individuals who would be involved with this project are included in discussion and have signed off on it. A motion was
made to approve the discussion paper and have the co-chairs bring it before the Academic Senate.

5. Financial Aid Update (Jorge Bell)

Jorge Bell reported that the financial aid advisory committee has been inactive for quite some time, but agreed to take the leadership in reforming it. Jorge agreed to give the committee an update regarding the status of the financial aid advisory committee in May.

A question was asked regarding the impact raising tuition would have on students receiving financial aid. Jorge stated that currently grants are calculated according to the current fee of $11.00 per unit. Once the financial aid budget is complete and the tuition fee established, the financial aid will recalculate students and refunds will be disbursed to eligible students. Jorge is also working with various banks to establish direct deposit account for students. This makes the disbursements of grants much easier and students do not have to wait as long for their money. Many banks have agreed to open free checking accounts to students receiving financial aid.

6. Graduation Update (Diane Romero)

Graduation will be held at Davies Symphony Hall on Friday, May 23. The event will begin at 5:30. It is expected to be about 1 ½ hours long. So far there are 500-600 students graduating (Fall count). A search for a commencement speaker is in progress. Student speakers will be heard on March 10. One student speaker will be selected. To be considered a student must have a GPA of 3.75 or higher. Each graduate will receive 4 bids. Graduation reminder post cards will be sent out early March to faculty and staff. These will be sent out in-house.

Committee members were invited to the Chancellor’s Scholarship Reception which will be held on Friday May 16 from 4-6 pm. 100 guests are expected to attend.

The meeting was adjourned at 4:33 p.m.