

**STUDENT SERVICES PLANNING**  
(November 10, 2005)

Strategic Plan Goal #5 – Develop new and innovative ways to meet student needs.

**STUDENT ORIENTATION**

**GOAL:** Provide students with quality, cultural, academic, vocational education and services.

**OBJECTIVE 1:** Provide 3 hours of orientation on the fifth and sixth days of class of the spring 2006 semester. Have one large group rather than 20 minute sessions for spring 2006 Semester. Each 10: 00 a.m. class will meet for 30 minutes and send students to orientation.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Ask 477 to collaborate on orientation.	Judy Yessilth	11/18/05			
Make a list of all 10:00 classes and enrollment	Evelyn M. Wounded Face	11/28/05			
Develop Power Point Presentations for Spring orientation	Twila Auluamea Mariam Fixico	12/31/05			
Final agenda for orientation completed	Evelyn M. Wounded Face	1/2/06			

**SEARCH AND RESCUE**

**OBJECTIVE 2:** Beginning Spring semester 2006, the Counselor will assign students to all staff and faculty one week after registration.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Each Monday, team will meet 8:00 – 8:30 a.m.	Judy Yessilth will oversee the team.				
Investigate the incentive program at Ft. Peck Community College	Judy Yessilth	12/31/05			
Provide a complete list of student names and contact numbers for staff and faculty.	Evelyn M. Wounded Face	1/13/06			
Begin attendance reports one week after registration.	Evelyn M. Wounded Face	1/13/06			

**STUDENT SERVICES PLANNING**  
(November 10, 2005)

**FINANCIAL AID DISBURSEMENTS**

**OBJECTIVE 3:** Develop policies with the Higher Education office and other scholarship to release money tow times per semester.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Establish Policies and procedures for disbursement	Financial Aid Committee	6/24/05	Calendar of disbursements (first disbursement) Procedure developed		

**STUDENT ACTIVITIES**

**OBJECTIVE 4:** Plan student activities for the remainder of the year.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Develop a calendar for spring semester and have it put on the FBCC website.	Roger White Owl Student Senate	11/28/05			
Plan a student Christmas party.	Student Services Student Senate	12/1/05	Scheduled December 12, 2005		
Twila will forward, to Shannon, student names for honorary certificates during Christmas dinner	Twila Auluamea Shannon Fox	12/1/05			
Plan a wellness conference			Scheduled December 16 & 17, 2005		
Plan a pow-wow for May 2006.	Student Senate				

**STUDENT SERVICES PLANNING**  
(November 10, 2005)

Strategic Plan Goal #8 – Provide safe, efficient learning environments and facilities.

**STUDENT UNION**

**OBJECTIVE 4:** Plan a grand opening for the student services addition with the President's Office.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Seek funding to furnish student union.	Kyle Cross				
Renovate student services offices	Susan Paulson				
Research and Development Office secure funding from HUD for Student Union and Offices.	Susan Paulson				
Set a date for the grand opening after negotiations.	Student Services				

**POLICIES AND PROCEDURES**

**OBJECTIVE 5:** Review and revise the Student Services Policies and Procedures.

ACTIVITY	PERSON RESPONSIBILITY	DATE	OUTCOME	ACCOMPLISHMENTS	BARRIERS
Combine Student Handbook and P&P for review	Evelyn M. Wounded Face	11/14/05			
Review and revise Student Handbook for printing. Work with Shannon	Student Services	12/1/05			
Revise the dual credit and grade forgiveness policies.	Twila Auluamea	12/1/05			
Create a Search and Rescue policy.	Judy Yessilth	12/1/05			
Check orientation content in the handbook.	Evelyn M. Wounded Face	12/1/05			

**STUDENT SERVICES PLANNING**  
(November 10, 2005)

**RETENTION COUNSELOR AND DATA MANAGER**

**OBJECTIVE1:** Complete and maintain a complete portfolio for all students.

<b>Activity</b>	<b>Person Responsibility</b>	<b>Date</b>	<b>Outcome</b>	<b>Accomplishments</b>	<b>Barriers</b>
Update and create folders for each student for the fiscal year 2004	Judy Yessilth	7/1/05	Begin a student portfolio	Completed	
Locate all required documents for student portfolio	Evelyn Wounded Face	12/1/05	Update student portfolio	Changed the date to December 1, 2005 to go through documents in storage.	
Setup a filing system to track STEM students, graduates and others.	Judy Yessilth Evelyn Wounded Face	7/1/05	Filing system in place for student portfolios	Completed - After reviewing the TCUP tracking software, the Sonis Web system will be researched to collect this data.	Duplication of work between two systems.
Gather student portfolio documents and match documents in portfolio to required document on checklist	Judy Yessilth Evelyn Wounded Face Faculty	11/30/05	Assess student Portfolios	Delayed until e-portfolio classes have been completed.	Material was lost.
Send out any documents that can still be done.	Judy Yessilth Evelyn Wounded Face	12/1/05	Complete student portfolios	Changed timeline.	
Follow-up on documents that were mailed.	Judy Yessilth Evelyn Wounded Face	12/15/05	Complete student portfolios	Changed timeline	
Meet each Wednesday at 8:30 to assess the outcomes of the past week	Judy Yessilth Evelyn Wounded Face	On going	Weekly Reflection	Time change due to the number of meetings/trainings being held on Friday.	

**STUDENT SERVICES PLANNING**  
(November 10, 2005)

**OBJECTIVE 2:** Track and follow-up on students that have missed more than two days of class.

<b>Activity</b>	<b>Person Responsibility</b>	<b>Date</b>	<b>Outcome</b>	<b>Accomplishments</b>	<b>Barriers</b>
Data Manager will monitor attendance on a daily basis and notify Retention Counselor.	Evelyn M. Wounded Face	Daily	Students will receive a follow-up from the Retention Counselor if two or more days are missed.	In progress – this is being done on a daily basis.	Faculty need to enter all attendance on a daily basis.
Retention Counselor will hold a workshop with TAT Social Services	Judy Yessilth	7/15/05	Education student on the importance of attending classes.	Completed – the Retention Counselor meets regularly with outside entities regarding student attendance.	
Retention Counselor will assist in teaching Psychology of Student Success class that is required for all students	Judy Yessilth Susan Paulson Shannon Fox	8/23/05	All students will begin an e-portfolio and have it completed before they graduate.	In progress	The glitches in the class need to be worked out.
Retention Counselor will conduct sample writings at the beginning and end of the class.	Judy Yessilth	Beginning and end of each session.	Another required document will be available in the student portfolio/file.		