

Student Services Planning Council
December 16, 2015
10:00am-11:30am
ST-107

MINUTES

Present: Natalie Aceves, Meighan Ahmadi, Miriam Alonso, Eva Amezola, Patti Brusca, Keith Coleman, Hortencia Cuevas, Mark DeAsis, William Diehl, Lilia Garcia, Monica Green, Maria Gonzalez, Mark Hartley, Tricia Hodawanus, Leticia Martinez, Lisa McAllister, Koji Uesugi

Absent: Zina Chacon, Kevin Hayes, Pamela Kollar, Daniela McCarson, Lisa Nelson, David Payan

Guests: Eric Betancourt, Marissa Iliscupidez

1. Welcome (Leticia Martinez)
 - Called to order at 10:04 am
2. Approval of 10/28/15 minutes (Leticia Martinez)
 - Motion to approve: Hortencia Cuevas
 - Seconded by: Mark Hartley
 - Approved unanimously
3. Program Review Assessment Plan Peer Review & Debrief (Monica Green)
 - Dr. Green went through an overview of the Peer Review Assessment process. The Committee then broke out into teams and members met to have Peer Review Assessment discussions.
 - Feedback: most preferred getting information ahead of time; discussion at meeting is helpful due to different interpretations and questions that need to be answered.
 - In the future, an hour session will be dedicated to Peer Review Assessments.
4. Update on SSPC Staff & Equipment Requests (Monica Green)
 - Dr. Green walked through the entire college ranking process outside of SSPC, including APC (faculty only), BFPC (Business Services, Academic Affairs and Student Services Administrative Unit Review) and ISPC and how the lists are reviewed.
 - Goal for the future is to make sure positions are not on more than one list.
 - An update will be given when more information becomes available.
5. Program Review Timeline Review (Leticia Martinez)
 - Annual 2015-2016 Calendar
 - Leticia went over the timeline to remind committee members when documents are due through July, 2016.
 - Longitudinal Calendar
 - The group reviewed the Longitudinal timeline. Since all areas are due to be reviewed in 2015-16, the following timeframes were given to the committee:
 - Fall - SSPC Purpose Statement, Program Review Template, Peer Review Rubric and Inventory of Delivery Methods.
 - Spring - Mission Statement and Student Services Goals Daniela will lead the Mission Statement process in spring 2016.

6. Discuss Future of Mission Statement & Goal Revisions (Monica Green)
 - Discussion took place about whether or not there is a need to continue using Student Services Goals. The following suggestions were made:
 - Goals be combined with the statement to make the statement more robust
 - Change to core values and/or guiding principles
 - Vision statement
 - Strategic goals that impact student services (i.e. partnerships with the community brought to the forefront)
 - Replace them with something that's recognized institutionally
 - The group was asked to think about this before the discussion in the spring to determine if the goals will be updated, replaced with something else or retired.

7. Inventory of Service Delivery for Students (Mark DeAsis)
 - Mark reviewed the updated Inventory of Service Delivery for Students.
 - Members are asked to review it and submit be prepared to make additional suggestions and/or changes in spring 2016.

8. Student Services – Student Satisfaction Survey (Monica Green)
 - Dr. Green did a brief overview of the survey.
 - Everyone asked for paper copies, so a SurveyMonkey link was designed for staff entry only.

9. Annual Progress Report on Educational Master Plan, October 2015 (Monica Green)
 - Tabled

10. Good of the Order