

Student Services Planning Council

August 17, 2015

1:00pm-3:00pm

ST-107

MINUTES

Present: Monica Green (co-chair), Natalie Aceves, Patti Brusca, Hortencia Cuevas, Mark DeAsis, William Diehl, Lilia Garcia, Maria Gonzalez, Tricia Hodawanus, Leticia Martinez (co-chair), Daniela McCarson, John Moore, Dimitrios Synodinos, Koji Uesugi

Absent: Mejghan Ahmadi, Miriam Alonso, Eva Amezola, Zina Chacon, Keith Coleman, Hortencia Cuevas, Kevin Hayes, Pam Kollar, Lisa McAllister, Julie Mendez, Lisa Nelson

1. Welcome

Dr. Green welcomed the group

2. Approval of 5/27/15 minutes

Motion to approve by Dimitrios Synodinos

Seconded by Koji Uesugi

Motion carried unanimously

3. Welcome Day – Saturday, August 29, 2015

Dr. Green reported that approximately 25 staff members are scheduled to work. T-shirts will be provided to staff and students working the event. There will be a student panel, faculty panel, spanish workshop, admissions, counseling and financial aid sessions, tours, booths, open labs and lunch will be provided. Managers should be sure to adjust staff schedules appropriately.

4. Student Services Program Review Peer Review Matrix (Spring 2015)

Dr. Green reviewed the matrix with the group. She noted that this year the admin review score was added; this gave the various areas an opportunity to make changes after the admin review. The CJPC scores are low but reflect the fact that this is a hybrid area without any staffing specifically designated to operate the CJPC. We have hired a FT counselor (SSSP funded) with an emphasis in career exploration needs that will be housed in the area. This is one of the ways in which we hope to make this a more robust department. Comments included being surprised that in some cases the scores went down which brings up the issue that perhaps the timing is off. Closing the loop changed (new template) by being addressed in the admin review as opposed to being in the narrative. There was also an issue with low attendance at the last peer review meeting at the end of June. The CORE team will review the process and have a "Closing the Loop" session at a future meeting.

5. Student Services Program Review documents

- Statement of Purpose – remove reference to “primary task”; will now read as: Guided by the college mission, the Student Services Planning Council is a representative group of student services professionals that produces data-driven recommendations to increase the effectiveness of student services programs. The council drives the student services program review process, provides guidance to administrative decision-makers by developing ranking criteria, and prioritizes requests generated through program review.

Motion to approve the revised Statement of Purpose by Dimitrios Synodinos, seconded by John Moore, motion carried unanimously.

- **Ranking Criteria – no changes**
The council discussed the ongoing difficulty of comparing the need for supplies to the mission statement, etc. and how to do that. This process is necessary because it helps identify departmental budget needs when they are sufficiently funded to buy what is needed to make the department run. Some of the equipment requests are funded using other "pots" of money by going through the BFPC and Student Campus Project Support process (CPS will be announced in September; will discuss at the October SSPC meeting). The question was raised about the possibility of using a separate ranking criteria, however, since all funding is tied back to the College mission, it is not advisable to do that. Motion to approve that the ranking criteria remain the same by Dimitrios Synodinos, seconded by Mark DeAsis; motion carried unanimously
- **Timeline –**
There were four changes made to the timeline. Motion to approve by Dimitrios Synodinos, seconded by John Moore; motion carried unanimously

6. Student Services Program Review Prioritization (process & timeline)

The prioritization document will be sent out on Monday, 8/24/15 and is due back to Tanya on September 16, 2015. The document can be submitted electronically or hard-copy. Please do not change the order of document; just place your score in the TOTAL SCORE column.

7. Set 2015-2016 SSPC meeting dates

SSPC will continue to meet the 4th Wednesday 1:30pm-3:00pm in ST-107 unless otherwise noted)

- August 17, 2015 (Monday, 1:00pm-3:00pm)
- September 23, 2015
- October 28, 2015
- November 16, 2015 (Monday, CSS-219)
- December 16, 2015
- January 27, 2016
- February 24, 2016
- March 23, 2016
- April 27, 2016
- May 25, 2016
- June 27, 2016 (Monday)

8. Good of the Order