

## Student Services Planning Council

July 19, 2017

1:30pm-3:00pm

ST-107

### MINUTES

**Present:** Natalie Aceves (co-chair), Patti Brusca, Keith Coleman, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Maria Gonzalez, Monica Green (co-chair), Mark Hartley, Monica Huizar, Pam Kollar, Lisa McAllister, Daniela McCarson, John Moore (co-chair)

**Absent:** Miriam Carrillo, Timothy Huneck, Leticia Martinez, David Payan

#### **Approval of 4/26/17 and 5/24/17 minutes**

Motion to approve by Lisa McAllister

Seconded by Monica Huizar

Motion passed with one abstention

#### **Student Services Program Review Timeline**

The management team completed the Administrative Review early, and this will be a permanent change for the future. The Administrative Unit Program Review has been moved up on the timeline so it can be incorporated into the Student Services prioritization process.

#### **Matrix**

Discussion regarding why the administrative review scores were sometimes lower than peer review scores included:

Is additional training needed?

Or should we change the process to two peer reviews?

Eliminate the administrative review?

This topic will be revisited in the fall during the timeline discussion.

#### **Mapping Outcomes to Goals**

Reviewed by the management team (Goals = 3 outcomes, 2 authentic). Discussion about how the results of the student were used in the program review process. 88 outcomes, 71 authentic

#### **Student Services Program Review documents**

Dr. Green explained the proposed changes to the prioritization process to the council of the process in response to a question about whether or not this change will change the purpose of the council

- Statement of Purpose – no changes  
Motion to approve by Natalie Aceves  
Seconded by Monica Huizar  
Motion passed unanimously
- Ranking Criteria – Removed “Outcomes Assessment” as a criterion and added the following statement to the top of page:  
“Student Services areas eligible for resources have demonstrated effectiveness through the outcomes assessment process, which includes the use of authentic assessment and closing the loop for program improvement.” Points for the remaining Criterion were changed as follows:
  - Institutional Strategic Planning Initiatives = 35
  - Current Staffing = 35
  - Student Success = 30

Motion to approve by Lisa McAllister

Seconded by Mark Hartley

Motion passed unanimously

#### **Student Services Program Review Prioritization (process & timeline)**

Each department will have the opportunity to talk about the staffing requests for their program and were encouraged to be as detailed as possible in the “Justification” section of the program review since discussion is limited to a few minutes. This will allow for more time to address questions from the council regarding the request rather than explaining the need for the request.

**2017-2018 SSPC meeting dates**

(4<sup>th</sup> Wednesday’s 1:30pm-3:00pm in ST-107 unless otherwise noted)

- July 19, 2017
- August 23, 2017
- September 27, 2017
- October 25, 2017
- November 15, 2017
- December 13, 2017
- January 24, 2018
- February 28, 2018
- March 28, 2018
- April 25, 2018
- May 23, 2018
- June 27, 2018

## **Statement of Purpose**

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.