

## Student Services Planning Council Meeting Notes

Wednesday, January 27, 2010

1:00-3:00

9-354

In attendance: Peter Barbatis, Greg Stoup, Helia Ying, Rita Sabbadini, Alejandra Reyna, Aja Butler, Eliazar Ayala-Austin, Romeo Garcia, Debbie Joy, Margie Carrington, Ari Alvarez, Regina Blok, Soraya Sohrabi, Karen Olesen, Alfredo Silva

### I. SSPC Co-Chair

SSPC recommended that Margie Carrington serve as co-chair along with Eliazar Ayala-Austin. This will go to CPC for approval.

### II. Spring Flex Days (March 10, 11, 12, 2010)

SSPC would like to have a Student Services' personnel on the Flex Day committee. SSPC would like to see global presentations, a parallel track, and/or a time to work on Program Review and SLOs.

LEADSS assembled a list of workshop topics that would be beneficial to Student Services:

- Annual Program Review/SLO
- Emotional Intelligence
- BANNER Training
- Degree Audit
- How to (not) Get into Trouble When Implementing Academic/DSPS Accommodations
- The Use of Assistive Technology
- Maintaining Classroom Management
- Law and Higher Education
- The Use of Technology and the Future in Student Support Services
- CPR/AED Training
- Sho' Me the Money: Financial Aid Resources
- Creative Planning/Brainstorming
- Understanding the Do's and Don'ts of FERPA
- Stress Management
- Negotiating the Maze: Navigating the Transfer Process
- Positive Relationship Building: How to Mentor Students
- Say What? The Perceptions of Underprepared Community College Students Concerning Academic Achievement
- Recent Trends and Research in Student Affairs
- Service Learning: The Importance of Theory to Practice
- Supplemental Instruction

III. Counselor Luncheon (April 22, 2010 at 1:30-3:30)

*Committee: Rita Sabbadini, Ari Alvarez, Robert Hood, Bob Haick and Peter Barbatis*

Peter Sabbadini will send a "Save the Date" email to the High School Counselors.

The committee met with the Deans, showed them an outline and how it will be marketed.

It's been suggested that because of budget issues we should at least have the Counselor Luncheon if we can not afford the Open House.

Outreach is having an event on March 17 – 200 students will be on campus.

IV. Transfer Ceremony/Scholarship Reception (May 6, 2010)

*Committee: Margie Carrington, Soraya Sohrabi, Eliazer Ayala-Austin*

The Theater Lobby has been reserved for the Transfer Ceremony on May 6.

The Scholarship Reception is scheduled for May 7 but there is no venue so it's possible to combine the two.

The SSPC agrees the combining of the two is a good idea.

V. Commencement (May 28, 2010 tentatively 5:30 p.m.)

40<sup>th</sup> Anniversary

VPI, Sarah Perkins, wants to get Faculty feedback because she wants to see Faculty engagement.

What about celebrating Associates Degree, Certificate Degrees, and Transfer.

VI. Freshmen Connection/Parent Orientation (Open House) with PEP in April 17 or 24, 2010, 8:30-2:00

*Committee: Romeo Garcia, Ari Alvarez, Eliazer Ayala-Austin, Soraya Sohrabi, Aja Butler*

The Committee has proposed building the Parent Orientation on PEP which is in April.

Soraya Sohrabi or Ari Alvarez will go to the High School to check their calendar to decide which April date to use.

The VPSS Hospitality money can be used or Financial Aid \$1500 can be used. We need a Parent Guide, a Student Survival Guide, and some take-a-ways.

We might be able to use Comp Time (Exchange Time). Possibly not work on Friday or Monday because the Parent Orientation will be on a Saturday.

Rita will take an informational summary to IPC and the proposal will go to CPC.

VII. Institutional Effectiveness/SS Strategic Plan

Greg Stoup would like Student Services to be involved in a comprehensive survey and smaller surveys in individual areas/departments.

These surveys will be discussed using assigned task force in certain areas/departments, such as measuring student success. These task force will engage SSPC and CPC to find goals and a way to measure these goals.

CPC will be validating this process.

VIII. SLOs

The SLO committee is working on a one year Program Review that tie into the Strategic Plan.

Rita Sabbadini will talk with Carol Rhodes regarding TrakDat and then report back to SSPC.

Rita Sabbadini will have a discussion with Martin Partlin and Sharon Finn about the process for Program Review. (Annual and Comprehensive)

TRiO SSS and TRiO Upward bound need to present their Program Reviews this semester; Spring 2010.

IX. A&R Consolidation

Changes made will be implemented on March 1.

X. Peer Registration Orientation Facilitators – Tabled until Feb. 10 meeting

*Committee: Ruth Miller, Kathy Sammut, and Regina Blok*

Regina Blok will email the proposal to SSPC

STEM money available for Student Services use (\$30,000 for the year)

10 students at \$10 an hour

XI. Other

Teach-in – Wednesday and Thursday, February 3 and 4

- i. Showing “Walk-Out February 3
- ii. Student group promoting a “Walk-Out on February 4 (not sanctioned with ASCC at this time)

XII. Next Meeting – February 10, 1:00-3:00

Meeting Date	Afternoon Snack	Fruit
February 10	Regina Blok	Rita Sabbadini
February 24	Margie Carrington	
March 10	Soraya Sohrabi	
March 24	Ruth Miller	
April 14	Kathy Sammut	
April 28	Karen Olesen	
May 12		
May 25		