

Student Services Planning Council

Meeting Notes

Wednesday, February 10, 2010

1:00-3:00 9-354

In attendance: Aja Butler, Romeo Garcia, Greg Stoup, Ari Alvarez, Lina Mira, Eliazer Ayala-Austin, Margie Carrington, Maria Huning, Soraya Sohrabi, Kathy Sammut, Rita Sabbadini, Debbie Joy, Regina Blok, Alfredo Silva, Bob Haick, Alejandra Reyna

Welcomed Margie Carrington as SSPC co-chair

Approval of Minutes – approved with one change to the flex day topic; changes will be made

President Mohr: It is the intention of the President to advertise for the Vice President of Student Services. President Mohr would like to have any feedback SSPC may have. He is also looking at other positions in Student Services and is planning on asking the Board for more.

Martin Partlan, David Clay, Tom Mohr, and Sarah Perkins met to discuss the need for an Equity Plan Task Force and the membership for this Task Force. It is important for this Task Force to be imbedded in the Strategic Plan.

I. Annual Program Review – Rita Sabbadini

Rita handed out “*Instructions for completing the ANNUAL Program Review **Template** for Student Services*”.

We want to have our Annual Program Review linked to the College’s 4 Strategic Goals

- Institutionalize data-driven decision making
- Basic Skills success, retention and persistence
- Transfer rate and persistence of transfer students
- Strengthen workforce programs through research and partnerships

Department Mission Statements needed: Career, Financial Aid, Outreach, Psych Services, and Transfer. **Send your Mission Statements to Debbie Joy**

Comprehensive Program Review due March 10 (TRiO Student Support Services and TRiO Upward Bound)

Next Meeting: Look at template and bring feedback

II. Strategic Planning – Greg Stoup

Greg presented his PowerPoint “Developing a College Strategic Plan”. Our Strategic Plan is due during the 2011-2012 calendar year.

Process Goals: Extensive student participation, deep and broad engagement with faculty and staff, new formal lines of dialog with key external stakeholders

SSPCs role: 1. Direct the investigation of *Working Groups*. a. focus on student related goals and b. faculty and staff related goals while working with CPC. 2. Review w/ *Working Groups* stakeholder related data/information 3. Recommend metrics and indicators linked to goals.

Next Step: CPC will recommend representation to an Oversight Committee from SSPC membership.

The *Working Group* from SSPC will begin working in August/September 2010 for a full academic year.

Next Meeting: Action/Approval of Strategic Plan Calendar

III. Noel-Levitz Survey – Greg Stoup

The Strategic Planning process can drive a lot of surveys, including the Noel-Levitz survey. 10 additional questions can be added to this survey and the survey questions need to be in place by March 1, the bulk from Student Services. The survey will be administered during 2 weeks in April with returns by the end of the semester.

Next Meeting: Bring questions for Noel-Levitz Survey. Think about questions that link to your department's mission.

IV. SLO

See above in Annual Program Review

V. Spring Flex Days (March 10, 11, & 12)

Tentative Proposal for Student Services: March 10th Building 9 Open until 7:00 p.m., March 11th Close Building 9 1st floor at 12:00 noon, March 12th Building 9 Closed

VI. Peer Assistants

Committee Report – “Welcome Center Peer Assistant” draft. Is the \$30,000 Peter earmarked, from the STEM grant, still available? Is the timeline feasible?

Kathy Sammut will take the draft to the Counseling meeting for feedback.

Committee: Ruth Miller, Kathy Sammut, and Regina Blok

Next Meeting: Bring feedback to Regina Blok

VII. Freshmen Connection/Parent Orientation (Open House w/PEP)

(April 24, 2010, 8:30-2:00)

Committee Report – now marketed as PEP (Priority Enrollment Program), volunteers will be needed for this event. Please identify a diverse group of parents and students for panels.

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

VIII. Counselor Luncheon

(April 22, 2010 1:30-3:30)

Committee Report – the President’s Office sent the letter to the High Schools. The Committee needs students for a Student Panel – answering the question “Why Did you Choose Cañada”. The President’s Office has offered to fund the luncheon.

This year - Please include the Department of Rehab Counselors and Foster Youth. Regina will send the contact information to Linda Hayes.

Next year – expand to County Mental Health and, Veteran’s Dept.

Committee: Rita Sabbadini, Ari Alvarez, Robert Hood, Bob Haick

IX. Next Meeting – February 24, 1:00-3:00

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