

## **Student Services Planning Council**

### **Meeting Notes**

Wednesday, May 12, 2010

1:00-3:00 9-354

In attendance: Sarah Perkins, Rita Sabbadini, Valeria Estrada, Ruth Miller, Sue Eftekhari, Kathy Sammut, Soraya Sohrabi, Ari Alvarez, Romeo Garcia, Aja Butler, Debbie Joy, Regina Blok, Alejandra Reyes, Margie Carrington, Eliazer Ayala-Austin

I. Approval of Minutes - approved

II. VPI Updates – Sarah Perkins

New VPSS, Robin Richards, has accepted position and we are now waiting for board approval. She should start July 1.

### **Student Behavior Consultation Group**

*Committee: Psychological Services, Chief of Public Safety, Counseling Lead, DSPPS Director, Dean of Student Services and Vice President Student Services*

Purpose: to gather information regarding students who may be a danger to themselves or a danger to the community. The committee will work on a process on how to report concerns. VPI will also look into software that helps with this type of tracking. This will be handed off to the new VPSS.

### **Student Judiciary Board (name can change)**

This board will have students, staff, faculty, etc involved in hearing issues regarding the breaking of the student code. The committee will be looking at different models and this will be handed off to the new VPSS.

### **University Center Makeover**

Center for International University Studies (name may change) – the University Center will continue to have University Partners on campus, while looking for different revenue streams: growing and enhancing an international student program and looking into changing the way the District splits the monies. The State does not fund International Students. Two international students can fund one class section if the District changes the way they divide the revenue.

### **Student Equity Committee**

*Committee: David Clay, Sarah Perkins, Elizabeth Terzakis, Dani, Susan Traynor, Juan, Shaylona Wheeler)*

The committee is continuing to work on the Student Equity Plan.

### **\$40 for Forty**

This is a fundraising campaign to support academic fieldtrips for students.

### III. Student Services Accomplishment Report

A report for the College to demonstrate all that Student Services has done throughout the year. Each department will do a ½ to one page summary/update/ (include pictures) to show accomplishments and highlights.

**Draft due to Margie Carrington and Eliazer Ayala-Austin by June 15.**

IV. FAQs - Reminder: please give Jasmine Witham a call to schedule an appointment if you have not yet done so.

### V. PEP Committee Update

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

Of the 199 students and 99 parents that signed up, 130 students and 89 parents attended. Two evaluations were done to measure what the students learned at the event. An average of 93% of students who attended felt confident in gaining concrete skills.

Plan ahead. Put next year's PEP date on the master calendar so Division Dean's can begin discussing it with their faculty early.

### VI. Updates

The Transfer, Scholarship and Honors event was held last Friday, May 7<sup>th</sup>.

EOPS has money to use for Student Assistant's. Contact Jose Romero if you need help.

EOPS is going to UC Berkeley for a campus tour; Thursday, May 30<sup>th</sup>. Lunch will be provided. See Jose Romero to sign up.

EOPS Recognition Ceremony will be held in 3-142 on May 27<sup>th</sup>.

Three Summit Charter School students will be on campus doing Community Service. They will be here from May 17 until June 11<sup>th</sup>.

TRiO will be holding a Focus Group to review the Ed Fund Financial Online Literacy tool., Friday, May 21<sup>st</sup>.

Diversity Committee needs Co-chairs and Classified Rep for next year.

Student Activities has a sign showing where they are located.

Student Activities is holding a Transition Dinner for old and new officers to have a time to meet together this Thursday, Central Park Bistro.

### VII. Follow-up

i. Annual Plans – Needed to upload to the SharePoint site: Financial Aid, Student Activities, Welcome Center, Assessment

ii. Reflections/SLOs due? What is the process?

iii. Tracdat – Margie Carrington will meet with Carol Rhodes to discuss the hierarchy for Student Services. This should help Student Services understand how to use Tracdat to upload our reflections and SLOs. We'll discuss this at the next meeting. Possibly use a timeline to know which data is due when? Carol will show model examples from other colleges to show how Tracdat can be used in Student Services.

iv. What is a Program, what is a Department, what is a Division?

- v. Be sure to bring new program/department information to SSPC.
- vi. High School Counselor's Luncheon – 40 people attended and 25 high school counselors attended. The Counselors loved the give-a-ways. Summit was the only Charter school in attendance.

### VIII. Other

Cañada's 40<sup>th</sup> Commencement will be on Saturday, May 29 at 10:00. Students will get 4 tickets (for the gym in case of bad weather) but outside seating will be first come first serve. Aja Butler will send an email to Faculty and Staff of important FAQs.

SSPC will place agendas and approved minutes on the SSPC website.

Debbie will check with Joan to see if IPC is open to all employees or just members.

### IX. Next Meeting – May 26<sup>h</sup>

| Meeting Date | Afternoon Snack   |  |
|--------------|-------------------|--|
| May 26       | Margie Carrington |  |