

**Student Services Planning Council**  
**Meeting Notes**

Wednesday, December 9, 2009  
1:00-3:00 9-354

In attendance: Ruth Miller, Eliazer Ayala-Austin, Margie Carrington, Aja Butler, Romeo Garcia, Soraya Sohrabi, Debbie Joy, Rita Sabbadini, Greg Stoup

I. SLOs

Possible flex time for SLOs and Program Review work during March Flex days

It's time to look at assessments. Please send reflection piece to VPSS office.

TRiOs Program Review is due.

Instruction is starting an annual program review. Should Student Services do the same? Page four of the Instruction Annual Review can be used for Student Services. Rita Sabbadini would like help in developing an Annual Review for Student Services.

*Committee: Rita Sabbadini, Margie Carrington, Romeo Garcia*

The above committee will begin working on the SS Annual review beginning in January. They will have a rough draft available for the February 10<sup>th</sup> meeting.

Ruth Miller gave an overview of strengths and weaknesses of the A&R Program Review.

Aja Butler will have a representative talk to Greg Stoup, if possible, regarding the use of a Card Reader to collect student data. Follow-up at January 27<sup>th</sup> meeting.

II. Budget

Discussion at CPC on Dec. 17 from 2:00-4:00

III. Peer Program/Peer Assistant

Regina Blok and Ruth Miller are working on a Peer Program Position Paper. Rough draft due to Peter Barbatis, Friday, Dec. 11.

The Counselors want to be in the discussion regarding the Peer Program. They want full disclosure in writing and Counselors, as well as Classified, want to be involved in this program.

Welcome Center – How to staff Welcome Center will come back to the SSPC for discussion at the January 27<sup>th</sup> meeting.

IV. Freshman Connection

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

Easier transition for students from High School to College, Parents invited, workshops for students, and workshops for parents

V. Open House

*Committee: Peter Barbatis, Robert Hood, Ari Alvarez, Kathy Sammut, Rita Sabbadini*

Update at January 27<sup>th</sup> meeting

VI. Fundraising

Table for January 27<sup>th</sup> meeting

VII. Other

VIII. Next Meeting – January 13<sup>th</sup>, 1:00-3:00

| Meeting Date               | Afternoon Snack              |                        |
|----------------------------|------------------------------|------------------------|
| October 14                 | Aja Butler                   | Ari Alvarez-cookies    |
| October 28                 | Regina Blok-cupcakes         |                        |
| November 11                |                              |                        |
| November 25                | Soraya Sohrabi               | Rita Sabbadini - fruit |
| December 9                 | Eliazer Ayala-Austin-cookies |                        |
| December 23<br>(cancelled) | Margie Carrington            |                        |
| January 13                 | Ruth Miller                  |                        |
| January 27                 | Bob Haick                    |                        |
| February 10                | Regina Blok                  |                        |
| February 24                | Margie Carrington            |                        |
| March 10                   | Soraya Sohrabi               |                        |
| March 24                   | Ruth Miller                  |                        |
| April 14                   | Kathy Sammut                 |                        |
| April 28                   |                              |                        |