

# Cañada College

## Student Services Planning Council

### Meeting Notes

Wednesday, February 23, 2011

The SSPC meeting was called to order at 1:10pm with the following individuals present: Robin Richards, Eliazer Ayala-Austin, Rita Sabbadini, Victoria Worch, Regina Blok, Soraya Sohrabi, Bob Haick, Mary Helen Dorado, Ruth Miller, Margie Carrington, Romeo Garcia, Jai Kumar, Loretta Davis, Chameeta Denton, Kathy Sammut, and Helia Ying.

#### Minutes

The minutes from the February 9, 2011 meeting were reviewed and approved.

#### Program Plans

Each Program Team Leader reviewed their program SLOs, SAOs and general plan. Comments were made on each of the plans. The work that had been done was very good. Because several of the groups indicated they wanted to administer pre and post tests (at Assessment and PEP), the group felt we needed to cooperate on developing them.

The Program Team Leaders will be attending a TracDat training session on March 9<sup>th</sup> and will be entering their SLO and assessment information into the program so we can prepare reports on what we are doing.

#### Hiring Timeline

The hiring timeline for new positions this spring was distributed and reviewed. The group felt it was OK and the criteria (similar to what had been used in the past) was good. It was recommended that the discussions with the groups (primarily IPC and SSPC) be the same – i.e. the use of Measure G was a topic of discussion in IPC last cycle and not in SSPC. This will be discussed with the Administrative Group.

It was recommended that the hiring criteria and timeline be distributed electronically to the Program Team Leaders.

#### FLEX Day

The March 11 FLEX day activities were generally discussed by the group. There will be sessions for all staff and it was recommended that everyone attend the sessions.

The meeting was adjourned at 3:10pm.