



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, August 31, 2011
1:00 pm – 3:00 pm
Building 5, Room 112

- Members Present:** Ariackna Alvarez, Eliazer Ayala-Austin, Regina Blok, Margie Carrington, Romeo Garcia, Debbie Joy, Kim Lopez, Ruth Miller, Robin Richards, Rita Sabbadini, Kathy Sammut, Soraya Sohrabi, Victoria Worch
- Members Absent:** Trudy Ferree, Valeria Estrada, David Patterson, Katie McKee, Vanessa Aceves, Gregory Stoup
- Guests:** James Keller, Sue Eftekhari
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1. Business

I. Membership

There was discussion regarding how SSPC might change the membership of its committee. Should the Cashier's Office or Public Safety be a part of SSPC or LEADSS? As the committee stands now, it has 19 voting members. With the proposed changes, SSPC would have 18 voting members and at this time, IPC has 15 voting members. We will look at this item more closely at the next meeting along with the SSPC by-laws IPC membership.

II. Retreat Follow-up

The purpose of the retreat on July 28, 2011 was to:

- Review accomplishments from last year and determine plans for the coming year
- Identify ways to assess what we are doing and
- Determine how all of us can work to improve the "completion" rate for our students

The Student Learning Outcomes were discussed and we each identified at least one way to "assess" what we do for each of the six Student Services Programs as well as list at least five strategies to help students "complete".

At subsequent SSPC meetings we will pick "need to complete" items for follow-up.

III. Planning & Program Review

After some discussion, it was decided the SLO, Program Review and Planning Teams will change their groups to have only 3-5 members in each Program and each member will be on only one Team.

Below are the new Teams:

1. Outreach and Application
 - Ariackna Alvarez-Team Leader
 - Gloria Darafshi
 - Manuel Delgado
 - Robert Hood
2. Assessment, Orientation & Registration
 - Ruth Miller-Team Leader
 - Kim Lopez
 - Jose Romero
 - Carla Stoner-Brito
3. Articulation & Transfer
 - Soraya Sohrabi-Team Leader
 - Sheila Lau
 - Maria Lara
 - Lyn Belingheri
4. Financial Literacy
 - Romeo Garcia-Team Leader
 - Margie Carrington
 - Eliazer Ayala-Austin
 - Byron Ramey
5. Counseling & Career
 - Kathy Sammut-Team Leader
 - Bob Haick
 - Karen Olesen
 - Lorraine Barrales-Ramirez
 - Sandra Mendez
6. Student Support: Student Life, Academic Support and Wellness
 - Victoria Worch-Team Leader
 - Rita Sabbadini
 - Cathy Lipe
 - Regina Blok

Should Student Services Programs continue doing comprehensive program reviews every 6 years as Instruction does?

Robin said that Accreditation Committee wants us to have a process and to use the process and to be sure we are doing it well.

If we do it annually, is that enough? Can we provide the needs of the individual programs using this format?

SSPC will look at the form and the format used for the Program Review process at the next meeting.

IV. Other

- How many programs/teams have entered SLO and or Program Review information into TracDat? The TracDat Workshop is scheduled in 9-106 on October 12 during the regularly scheduled SSPC meeting.
- There was discussion regarding having a “College Hour” at Cañada College. After discussion, SSPC is in favor of researching to find out when the best time would be for our classes/schedule. Victoria and Rita will follow-up. At the next meeting, SSPC will write a resolution to advocate for a “College Hour” on campus.
- Carla Stoner-Brito and Sandra Mendez will head up the SEP Campaign again this semester. The campaign will be the week of October 31 and the deadline for SEPs to be completed for priority registration consideration is November 3 at 4:30 p.m.
- Plan to use Peer Mentors and Campus Ambassadors to market the SEP Campaign.
- What is an SEP? Kathy Sammut will talk to CIETL (Anniqua Rana) to schedule 2 or 3 half-hour workshops to demonstrate an SEP (Student Education Plan). Faculty, Staff, Peer Mentors, Student Tutors and Campus Ambassadors will be invited to the presentations.
- The Blue Ribbon Committee would like SSPCs comments on the “Naming of the Butterfield Horse”.

A few of the comments are below:

I like the suggestion

I don't think of Tom as Thomas

I'd prefer just Tom

Is the Blue Ribbon Committee requesting a vote by SSPC?

- ECE Orientation September 10 from 8:30-12:00 in Bldg. 22 114 & 116. Meet on the grass outside of Bldg. 22 first.
- Cañada Remembers 9/11 – September 8 at 12:30 on the Upper Quad
- Transfer Day is October 25
- College Night is October 26 – Volunteers are needed. Please see Soraya for more information on volunteering.
- Pulse Pens are available for use in the Learning Center.

4. Adjournment

The meeting adjourned at 3:05 pm.