



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, February 13, 2013
2:00 pm – 4:00 pm
Building 2 – Room 10

Members Present: Geovanna Moreno, Soraya Sohrabi, Victoria Worch, bob Haick, Sandra Mendez, Lorraine Barrales-Ramirez, Robin Richards, Debbie Joy, Ariackna Alvarez

Members Absent: Romeo Garcia, Regina Blok, Ruth Miller, Margie Carrington

1. Approval of Minutes – Approved minutes January 23, 2013 with minor changes

2. Business

I. SLO and Tracdat

Tracdat has been updated to display new programs. SSPC would like to have allotted time for working in Tracdat. It was decided that a portion of the March 27 SSPC meeting will be used for imputing data into Tracdat.

II. District Chapter 7 Policies and Procedures

SSPC reviewed Chapter 7 of the District Policies and Procedures. Comments are below.

Several sections will be reviewed by individual areas.

EOPS – pages 69-75

DRC – pages 71, 81-82

Financial Aid – pages 77 and 79

Transfer – pages 85-86

Student Activities – pages 91-99

Policy or Procedure	Comments
AP 7.01.2 3c	question regarding the demonstration that the student has adequate preparation in the disciplines to be studied (page 12)
AP 7.01.3 2d	The test numbers did not seem correct (e.g. TOEFL)

AP 7.01.3 5	During the last semester, international students do not necessarily need 12 units
AP 7.02.1	Under "Determination of Residence Status" may consider adding AB540 instructions
AP 7.02.1	Under "Reclassification" - #4 , 5, 6, 7, 8 – not sure we ask this type of detail for financial independence
BP 7.07	For non-resident high school students, we do not charge the non-resident fees. Do we want to mention it here?
AP 7.22.1	In #2 – we offer this information in other orientations and workshops (not just financial aid)
BP 7.38	Add the Education Code references from AP 7.38.1
BP 7.40	Under #3, we don't require counseling for first time students with greater than six units, or those enrolled provisionally or on probation...
BP 7.61	#2b What does "officer" mean? Can we just leave it as employee?
BP 7.63	Text is missing. It should read: The SMCCCD Campus Safety Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

3. Other

Preview Day – Thursday, March 21

PEP – April 10, 23 and 30

Career Fair – Wednesday, April 24, 11:00-1:30 in The Grove

High School Luncheon – Thursday, April 25

ASCC Elections – May 1 & 2

ASCC Club Awards – Friday, May 3

Student Achievement Ceremony – Friday, May 10

Meetings:

December 26 - cancelled

January 9 - cancelled

January 23

February 13 & 27

March 13 & 27

April 10 & 24

May 8 & 22