



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, March 27, 2013
2:00 pm – 4:00 pm
Building 9 – Room 109

Members Present: Regina Blok, Jeanne Stalker, Margie Carrington, Soraya Sohrabi, Lorraine Barrales-Ramirez, Bob Haick, Sandra Mendez, Kim Lopez, Robin Richards

Members Absent: Debbie Joy, Romeo Garcia, Victoria Worch, Ruth Miller, Geovanna Moreno, Valeria Estrada, Robert Hood, Ariackna Alvarez

1. Approval of Minutes – Minutes were not approved for February 27, 2013

2. Business

I. Tracdat Training on SLOs

SSPC members reviewed Tracdat and took time to input SLO data.

Tracdat Log-in

Log in using your full smccd email

II. Review of Participatory Governance: input to Planning and Budgeting Council

How is the coordination among the governance groups working?

- Although interconnected, it is hard to draw the lines between them except during the new position hiring process when the SSPC, IPC and APC meet together to hear presentations
- Used to have IPC member on SSPC who would report – would be nice to do so now
- It would be helpful to have the APC agenda and minutes circulated (not sure if they are – don't remember receiving them)

Are the integrated planning calendars in the Participatory Governance Manual working?

- The annual planning/program review calendar and the new position hiring process worked well

Are we achieving the desired levels of awareness and participation from faculty, staff and students?

- We have had great participation on SSPC from students
- Everyone is so busy – it is difficult to find time to attend all of the group meetings – so even though the information is provided and the meetings are open, it is tough to get there
- One person departments make it difficult to leave the office

Is the governance group advancing the appropriate agenda?

- Some of the agenda is required – i.e. we need to do certain things to be in compliance with accreditation, state regulations, etc. and we are doing it well
- This compliance agenda leaves little time to be creative about what we are doing and develop new initiatives

Does the group set annual goals? if so, did it meet them?

- The SSPC has not set overall goals – we work with the programs to help them achieve theirs
- This might be something we will consider for next year

Does the group set a calendar (plan) of agenda items? if so, was the calendar achievable?

- We follow the annual planning/program review calendars as well as the new position timeline and both have been achievable

How effective is the group?

- 100% ☺
- We are working together and taking responsibility for what needs to be done; there is synergy in the group
- Good attendance at the SSPC meetings – which means the meetings are good
- Good reviews – constantly looking at ways to improve

What could be changed for the upcoming year?

- Not much
- Maybe set some overall goals for SSPC
- We already look continually at ways to improve
- Have wine with the cheese and nuts at the meetings

Communication of Participatory Governance Groups

Are agendas and minutes communicated to the entire campus? Are they posted in a timely manner?

- Yes, they are distributed to all of the campus on a regular basis
- They are provided in a timely manner

Do they have enough description/explanation to be comprehended by people who did not attend the meeting?

- Yes

Should we standardize posting minutes on Inside Cañada? (IPC for instance still posts them on Sharepoint)

- YES! All agendas and minutes should be readily accessible on Inside Cañada

Annual Planning/Program Review Process

How well did the new hire priority setting process work?

- This year was much better than last year; lots more discussion and thoughtful conversation about all of the campuswide positions
- Made lots of comments and changes for the SS positions at SSPC prior to going to college community; collaborative activity
- It was good to be flexible about making adjustments in positions as things change from spring to late fall; need to be flexible

Are there any structural issues which should be addressed?

- Redefining a couple of the programs was beneficial – it clarified and highlighted the various units
- Having the forms stay the same for the second year was great! It is nice to have the same format to use

Recommendations Based on the Dialogue

1. Share more information among the groups – e.g. have IPC reports at SSPC
2. APC needs to distribute agendas and minutes if they are not already doing so

3. All Participatory Governance Group Agendas and Minutes should be on Inside Cañada
4. Keep annual plan/program review form the same (it works)
5. Possibly set a few overall SSPC Goals

3. Other

Student Services 2013-2014 Annual Program Reviews due April 8 (revised date)

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

TRiO – Friday, May 3

Student Achievement Ceremony – Friday, May 10

Meetings:

December 26 - cancelled

January 9 - cancelled

January 23

February 13 & 27

March 13 - cancelled

March 27

April 10 & 24

May 8 & 22