

# STUDENT SERVICES PLANNING COUNCIL MEETING MINUTES OF

Wednesday, August 29, 2012 2:00 pm – 4:00 pm Building 5 – Room 112

Members Present:	Robin Richards, Lorraine Barrales-Ramirez, Doris Vargas, Ariackna Alvarez, Soraya Sohrabi, Ruth Miller, Victoria Worch, Debbie Joy, Margie Carrington, Bob Haick, Romeo Garcia, Kim Lopez, Rita Sabbadini, Regina Blok
Members Absent:	Gregory Stoup, Sandra Mendez, Sheila Lau
Guests:	Lucy Carter, Jai Kumar

#### 1. Business

Welcome and introductions for the new ASCC student representative, Doris Vargas.

## I. Brainstorm Goals for Upcoming Year

Planning and Program Review – need to begin setting dates for the 2013-2014 schedule

A Shared Governance Manual task force will begin gathering the information needed for the manual. The draft will be brought to IPC and SSPC for review before going to College Planning Council. The manual will have the timeline for the 2013 – 2014 Annual plan development. (*task force: Linda Hayes, Robin Richards and Greg Stoup*)

Need to continue looking at tasks in the *Educational Master Plan* - this will be added to every other SSPC agenda It's important to use the Educational Master Plan in your Program Reviews where

II. Accreditation Update

relevant

Greg Stoup, Sarah Harmon, and Doug Hirzel will be available for help with completion of the accreditation standards self-evaluation. They will be reviewing the feedback provided.

The accreditation document revisions are due to Doug Hirzel on October 31, 2012. The  $3^{rd}$  draft revisions are due December 1, 2012 after the technical preview.

## III. 2012-2013 Planning and Program Review

## a. SLO Assessment Discussion

Program Review Annual Plans were presented and discussed by SSPC on the following dates:

April 25 Counseling and Career Services Assessment, Orientation and Registration

May 9	Application and Outreach
	Transfer and Articulation
May 23	Student Support: Student Life, Academic Support and Wellness
	Financial Literacy

## b. Facility and Equipment Needs

As part of our SSPC Annual Plan, the facility and equipment needs will be extracted from your Program Review Annual Plans and sent to the Vice President's office to create a master list.

### c. Program vs. Office

After reflection and assessment it was determined the identified SS Programs for Program Review needed to be revised. The main changes were made in Programs 5 and 6.

Program 1	Application and Outreach
Program 2	Assessment, Orientation and Registration
Program 3	Transfer and Articulation
Program 4	Financial Aid and Financial Literacy
Program 5	Counseling
Program 6	Career Services
Program 7	Student Life and Leadership
Program 8	Wellness: Disability Resource Center, Psychological Services,
	Health Center
Program 9	Student Support: TRiO, Beating the Odds, Veterans, EOPS/
	CalWORKs & CARE
Program 10	Academic Support (Learning Center)

#### 3. Other

Robin will email Flex Day feedback on the accreditation reports to SSPC members

## 4. Adjournment

Upcoming meetings: September 12 September 26