



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, September 26, 2012  
2:00 pm – 4:00 pm  
Building 5 – Room 112

**Members Present:** Robin Richards, Rita Sabbadini, Doris Vargas, Lexie Munevar, Bob Haick, Ruth Miller, Victoria Worch, Kim Lopez, Lorraine Barrales-Ramirez, Debbie Joy, Sandra Mendez, Soraya Sohrabi, Sheila Lau

**Members Absent:** Gregory Stoup, Ariackna Alvarez

**Guests:** Lucy Carter, Carol Rhodes

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**1. Business**

**I. Student Services Student Learning Outcomes**

- a. Robin shared an “Excerpt from Reviewer Report Requirements” from ACCJC  
Please be sure to include your SLOs have the following information answered.

*IV. Findings*

*Each Standard Team should include discussion of the findings (observations and analyses) and supporting evidence about the degree to which the institution meets, partially meets, or does not meet each Standard. Institutional strengths and weaknesses, areas where the institution does not meet or exceed Accreditation Standards, ways in which the institution can use the Institutional Self Evaluation Report and process for institutional improvement, and evaluation of the Report itself might also be included in this section. The Commission asks that the team comment on two special areas:*

- *the institution’s progress in developing student learning outcomes, measuring them, and using the results of measurement to plan and implement institutional improvements; and*
- *the degree of institutional dialogue about student learning and student achievement as well as about institutional processes for evaluation and plans for improvement; evidence of a culture and practice that supports continuous improvement of educational quality and a focus on improving student outcomes.*

- b. Carol Rhodes from the SLO Advisory Committee came to request the SSPC to do the assessment planning for student support assessment. Since the SSPC does this already they thought it was a good idea. This will be on the next agenda as an action item.

Should this be formally included in the SSPC By-Laws?

Should we include it as bullet points in our SLO/Program Plan form?

## **II. Educational Master Plan Grid Input**

SSPC went through the Educational Master Plan Grid and included various activities for 2011-2012. SSPC will continue to input data onto the grid to keep it up-to-date.

## **III. SEP Campaign**

The Counseling SEP Campaign Team will do class visits targeting Math classes to inform students to book a Counselor appointment as soon as possible.

The SEP Campaign will be during the month of October.

## **IV. Student Services Division Meeting Agenda items**

SSPC discussed what agenda items might be on the agenda for the Student Services monthly meetings. At each meeting, each department will give a report announce important dates, events, etc.

Departments will take turns providing set-up and clean-up of lunch.

October 12 – Admissions & Records

November 9 – Counseling, Financial Aid, EOPS, Career, Transfer

January 11 – VPSS Office

February 8 – TRiO, DRC, Student Life

## **V. Program Plan – Team Membership**

After reflection and assessment of the Program Plan teams, it was agreed that two of the teams needed to be configured differently.

Below are the new Programs for the Fall/Spring 2012-2013:

Program 1 – Outreach and Application

Program 2 – Assessment, Orientation and Registration

Program 3 – Articulation and Transfer

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 Services

Program 9 – Student Support: TRiO, Beating the Odds, Veterans, EOPS/CalWORKs & CARE

Program 10 – Academic Support (Learning Center)

## **3. Other**

There was discussion regarding David Hubert, from Salt Lake City Community College, who will be here on November 2 to discuss e-9ortfolios.

<http://www.slcc.edu/gened/eportfolio/>

SSPC was very interested and would like to discuss e-portfolio's further at a future meeting after November 2.

Remember to wear your 4-year University t-shirt on Tuesdays during the month of October for Transfer Tuesdays.

If you have any concerns about a student, please email the Vice President's Office with your concerns.

October 12 – Progress Reports are Due  
October 17 – Campus MovieFest  
October 18 – Great California ShakeOut  
October 25 – Campus MovieFest Finale  
October 30 – Petition Deadline  
November 6 – Health Fair

#### **4. Adjournment**

Upcoming meetings:

October 10

October 24