

Student Services Planning Council

Meeting Notes

Wednesday, February 24, 2010

1:00-3:00 9-354

In attendance: Eliazer Ayala-Austin, Romeo Garcia, Ari Alvarez, Bart Scott, Debbie Joy, Rita Sabbadini, Greg Stoup, Karen Olesen, Ruth Miller, Soraya Sohrabi, Regina Blok

President Mohr – The President has called a meeting for Friday, February 26 at 9:00 a.m. to meet with all of Student Services to discuss the position of the VPSS. The meeting will be in 9-109.

President Mohr has picked the VPSS Hiring Committee and sent the names for approval to the Academic Senate and Classified Senate.

I. Approval of Minutes - Approved

II. Annual Program Review – Rita Sabbadini

Goal to finish this Annual Program Review – due date March 31, 2010

Possible ideas – to have the Annual Program Review Plan flow through SSPC for review and recommendations and then through Dean Hayes until a new VPSS is hired.

Debbie will send a list of who has turned in their Department's mission and vision statements, as well as, attach the actual statements.

Career Classes can access their Program Review Data Packet at

http://www.canadacollege.edu/inside/research/programreview/info_packet/info_packet.html

III. Strategic Plan Calendar – Greg Stoup

SSPC accepted the Strategic Plan Calendar (30 month calendar).

Per the Strategic Plan Calendar, SSPC will work through the end of this term on the *Process for Validation* and on the *Mission, Vision and Values*.

Next Agenda: Greg Stoup will begin the discussion about what these work groups entail and who might sit on these groups.

IV. Noel-Levitz Survey – Greg Stoup

Student Services has been given 7 questions to add to the survey.

Since a lot of the terminology in the Noel-Levitz survey does not fit Cañada's terminology, Bart Scott will accept changes you'd like to see so that when Bart administers the survey he can clarify the questions to the best of his ability.

Send terminology changes to Bart Scott.

Send proposed questions to Margie Carrington and Eliazer Ayala-Austin by **Friday, March 5** for vetting and finalizing at the LEADSS meeting on Monday, March 8 and then to SSPC on Wednesday, March 10.

The survey will be given by Bart Scott mid-March.

V. Peer Assistants

Committee: Ruth Miller, Kathy Sammut, and Regina Blok

Do we have a definite commitment for funding? Do we know the amount of funding available?

Counselors reviewed the document and gave their revisions.

VI. Other

Next Agenda: TRiO SSS Comprehensive Program Review (15 minutes) – Romeo Garcia

Romeo will send the Program Review electronically to SSPC before the next meeting.

SLO:

Rita Sabbadini, Margie Carrington and Romeo Garcia will meet to develop and finalize criteria and guidelines for the Thursday Flex Day workshop.

Spring Flex Days:

Student Services First Floor will remain open on Wednesday, March 10

Student Services First Floor will close at noon on Thursday, March 11

The Learning Center will be **open only** Thursday, 12:00 – 8:00 for students.

The Library will be closed all three days.

Spring Flex Day Activity - Student Services will meet to work and discuss SLOs on Thursday, March 11 from 2:30-4:30

Spring Flex Day Activity - Student Services will meet to work and discuss “A Guide to Developing Measurable Student Learning Outcomes” with Greg Stoup on Friday, March 12 from 9:00-12:00

Freshman Connection/Parent Orientation – Romeo Garcia

The Parents have been identified for the Parent Panel. Students wanted to be included with the parents.

Funding has been identified.

Email has gone out to High School Counselors. Students have already signed up.

Suggestion: Binder documents could go on the web so students can access them easily.

Next meeting: Changes to SSPC meeting; day of the week and time?

VII. Next Meeting – March 10, 1:00-3:00

Meeting Date	Afternoon Snack	
March 10	Soraya Sohrabi	
March 24	Ruth Miller	
April 14	Kathy Sammut	
April 28	Karen Olesen	
May 12		
May 25		