



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, April 10, 2013  
2:00 pm – 4:00 pm  
Building 9 – Room 109

**Members Present:** Robin Richards, Kim Lopez, Soraya Sohrabi, Lorraine Barrales-Ramirez, Ruth Miller, Victoria Worch, Bob Haick, Sandra Mendez, Debbie Joy, Geovanna Moreno,

**Members Absent:** Valeria Estrada, Robert Hood, Ariackna Alvarez, Margie Carrington, Regina Blok

**Guests:** Danni Redding-Lapuz, Frank Austin

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**1. Approval of Minutes** – Minutes for February 27 and March 27 were approved

**2. Business**

**I. Review of three 2013-2014 Annual Plans/Program Reviews**

Student Life and Leadership presented by Victoria Worch

Career Services presented by Bob Haick

Articulation and Transfer presented by Soraya Sohrabi

SSPC discussed the Annual Plan/Program Reviews with each presenter and filled out the Feedback Form with is included in the minutes.

**II. Discuss SLOs and SAOs**

The discussion SSPC had with each of the presenters also included discussion of their SLOs and SAOs.

**3. Other**

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

PEP – April 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



**Annual Program Plan Feedback - SSPC**

**Program:** Student Life & Leadership

**SSPC Member(s) Reviewers:** Kim

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				X
Comments/Questions: just need to add pre-survey for SLO assessment				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.	<del>NA</del>	X		
Comments/Questions: Need to continue w/ working on Engagement Plan				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i> NA				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



**Annual Program Plan Feedback - SSPC**

Comments/Questions:

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <div align="center" style="font-size: 2em;">NA</div>				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <div align="center" style="font-size: 2em;">NA</div>				



**Annual Program Plan Feedback - SSPC**

Program: Student Life & Leadership

SSPC Member(s) Reviewers: Robin

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				
Comments/Questions: <i>great work! need to create a pre-test that covers the four areas prior to the student involvement.</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions: <i>creating student engagement plan is a great idea.</i>				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	NA			
2. Justification fits Program /Department/Division/College needs	NA			



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: <span style="font-size: 1.2em; font-family: cursive;">great idea</span>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	N/A			
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs	N/A			
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: Student life & leadership

SSPC Member(s) Reviewers: Lorraine Barrales-Ramirez

The purpose of this form is to provide feedback to the Program Team.

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
N/A				
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. <u>Facilities Request</u> (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
N/A				
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				





**Annual Program Plan Feedback - SSPC**

Program: Student Life & Leadership

SSPC Member(s) Reviewers: Sandra

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions: Great work! Only recommendation would be to create a baseline (Pretest) / Intake form that is used to measure students knowledge at the beginning.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

<b>VII. <u>Facilities Request (Either new or maintenance issues)</u></b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: Student life and leadership

SSPC Member(s) Reviewers: Soraya Sohrabi

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions: <i>Refer to our conversation at the meeting.</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



## Annual Program Plan Feedback - SSPC

Program: Student Activities

SSPC Member(s) Reviewers: \_\_\_\_\_

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.	X			
Comments/Questions: Need to do "pre-assessment" as part of orientation.				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions: some things on hold from last year - plans in place for new person.				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** STUDENT LIFE & LEADERSHIP PROGRAM REVIEW

**SSPC Member(s) Reviewers:** VICTORIA WARCH BY RUTH MILLER

The purpose of this form is to provide feedback to the Program Team.

<u>I. SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.			BASED	✓
Comments/Questions: NEED TO HAVE BASE LINE (PRE-SURVEY) NO NEW SLO - WILL COVER WITH VICTORIA'S REPLACEMENT				

<u>II SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

<u>IV. Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	NO	HIRING	Planned	
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. <u>Facilities Request (Either new or maintenance issues)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				





ASCC

Annual Program Plan Feedback - SSPC

Program: ASCC

SSPC Member(s) Reviewers: Bob Haick

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				Good Plan organization ✓
Comments/Questions: a 2/3 completion of the Leadership cert is really good! <del>Maybe state your data in percentages pg 2</del>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions: good analysis of data presented - Lots of accomplishments				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X



Annual Program Plan Feedback - SSPC

Comments/Questions: Need to Add info about new detail person -

<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				yes, good info
Comments/Questions: Great DATA gathering,				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: N/A				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: N/A				



**Annual Program Plan Feedback - SSPC**

Program: Career Services

SSPC Member(s) Reviewers: Soraya Sohrabi

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions: <i>may involve faculty.</i>				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <div style="text-align: center; font-size: 2em; margin-top: 10px;">N/A</div>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>May add electronic signage to the program.</i>				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Career Services

**SSPC Member(s) Reviewers:** Kim

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				X
Comments/Questions: Assessing Career Awareness Next year could focus on content of workshop.				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				X
Comments/Questions: Electronic Job Board - live Spring 2013 Webpage for career services (added job board / resume workshops on preparing to get an "interview" assistance				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
NA				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



### Annual Program Plan Feedback - SSPC

Comments/Questions:
---------------------

<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: <span style="font-size: 1.2em; font-family: cursive;">Strong Assessment</span>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="font-size: 1.5em; font-family: cursive;">NA</span>				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="font-size: 1.2em; font-family: cursive;">Will add TV monitor</span>				



**Annual Program Plan Feedback - SSPC**

Program: Career Services

SSPC Member(s) Reviewers: Sandra

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.			✓	✓
Comments/Questions: Measure learning at each workshop. Create a pre/post assessment for the Resume, Interview, etc. workshops.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



## Annual Program Plan Feedback - SSPC

Comments/Questions:
---------------------

<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: N/A				





**Annual Program Plan Feedback - SSPC**

Program: Career Services

SSPC Member(s) Reviewers: Robert Richard V

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.			✓	
Comments/Questions: <i>May want to go beyond awareness to content learning in workshops</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions: <i>Set up electronic job board Add Workshop on "Preparing for Internships" (w/ STEM)</i>				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
<i>received staff this year</i>				
1. Justification is consistent with accurate data.	NA			
2. Justification fits Program /Department/Division/College needs	NA			



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs	NA			
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="font-size: 1.2em; font-family: cursive;">monitor</span>				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs	NA			
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Career Center

**SSPC Member(s) Reviewers:** \_\_\_\_\_

The purpose of this form is to provide feedback to the Program Team.

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.			X	
Comments/Questions: <i>Great Presentation</i>				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions: <i>Suggestion: Create workshops for students "applying" + "preparing for interviews" for Internships</i>				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.		X		
2. Justification fits Program /Department/Division/College needs		X		



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs		X		
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs		X		
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Career Services

**SSPC Member(s) Reviewers:** Lorraine Barales-Ramirez

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
<i>needs to add ID</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Career Center

**SSPC Member(s) Reviewers:** Victoria

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs		✓		B
Comments/Questions:				

<b>VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information		✓		
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. <u>Facilities Request</u> (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs		✓		
Comments/Questions:				





Annual Program Plan Feedback - SSPC

Program: Career Services

SSPC Member(s) Reviewers: Bob HACK BY Ruth Miller

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions: GOOD AMOUNT OF DATA PRESENTED				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.		✓		
Comments/Questions: PRIOR SAO COULD NOT BE IMPLEMENTED NEW SAO WILL NEED FUTURE ANALYSIS				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	NO HIRING PLANNED			
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: ~~COMMUNITY~~ Transfer & ARTICULATION  
 SSPC Member(s) Reviewers: ~~Sandra Alvarez~~ Soraya Schrabi  
BY Ruth Miller

The purpose of this form is to provide feedback to the Program Team.

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.			✓	
Comments/Questions: ADD Piece ON A TO B				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	CLARIFY SUPPORT STAFF			
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: Transfer & Articulation

SSPC Member(s) Reviewers: Robert Dickson

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.			✓	
Comments/Questions: <i>good idea to do pre-post survey for the workshops</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.			✓	
Comments/Questions: <i>may want to add coordinate with A to B program</i>				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
<i>FT Articulation / FT DAII / Designated Counselor</i>				
1. Justification is consistent with accurate data.		<i>need more data on # of students</i>		
2. Justification fits Program /Department/Division/College needs				



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>Many training meetings requested</i>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Articulation = Transfer

**SSPC Member(s) Reviewers:** Kim

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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*Guidelines: This section should include the following:*  
 1. Status of SLO Assessment Cycle.

Comments/Questions:  
 SLO's on workshops -  
 wants to focus on orienting students to transfer early on - once at Cañada.

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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*Guidelines: This section should include the following:*  
 2. Status of SAO Assessment Cycle.

Comments/Questions:  
 Transfer - Providing Workshops -  
 suggest collaborate w/ A2B staff in 2013/14

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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*Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.*  
 Full-time counselor & full-time OA II for transfer center

1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



**Annual Program Plan Feedback - SSPC**

Comments/Questions:

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>included statewide trainings</i>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>NA</i>				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>NA</i>				





**Annual Program Plan Feedback - SSPC**

**Program:** Transfer & Articulation

**SSPC Member(s) Reviewers:** Lorraine Buzales-Ramirez

The purpose of this form is to provide feedback to the Program Team.

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				
Comments/Questions:				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions:				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓

**Annual Program Plan Feedback - SSPC**

Comments/Questions:  
 1. Identify the job title for the transfer support.  
 2. Clarify Counselor time

<b>V. Professional Development Needs</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Transfer Center + Articulation

**SSPC Member(s) Reviewers:** \_\_\_\_\_

**The purpose of this form is to provide feedback to the Program Team.**

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				
Comments/Questions: Typos: "filed" should be "field" "tableting" should be "talking"				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions: Transfer Degrees ↑				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
General Fund				
1. Justification is consistent with accurate data.		X		
2. Justification fits Program /Department/Division/College needs				



### Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			X	
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. <u>Facilities Request (Either new or maintenance issues)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Transfer & Articulation

**SSPC Member(s) Reviewers:** Sandra

**The purpose of this form is to provide feedback to the Program Team.**

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.			✓	
Comments/Questions: Partner with A2B staff to increase the number of students who utilize transfer/ university center services.				

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

<b>VII. <u>Facilities Request (Either new or maintenance issues)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: Transfer SART

SSPC Member(s) Reviewers: Vickroy

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				✓
Comments/Questions:				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				



## Annual Program Plan Feedback - SSPC

Comments/Questions:
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<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				





**Annual Program Plan Feedback - SSPC**

**Program:** Transfer/Articulation

**SSPC Member(s) Reviewers:** Bob Haick

The purpose of this form is to provide feedback to the Program Team.

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of SLO Assessment Cycle.				X
Comments/Questions: Update as needed + clear up typos good use of existing DATA + revising to assess another thing next cycle.				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
2. Status of SAO Assessment Cycle.				
Comments/Questions: Great info + detail on Articulation. Workshops are a great way to inform. Also classroom visits may bump up numbers				

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X



**Annual Program Plan Feedback - SSPC**

*Transfer*

Comments/Questions:

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>Think about, using Interns + coop to help out in center.</i>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				