

Student Services Planning Council

Meeting Notes

Wednesday, April 14, 2010

1:00-3:00 9-354

In attendance: Alejandra Reyna, Romeo Garcia, Lucy Nolasco, Kathy Sammut, Maria Huning, Lina Mira, Aja Butler, Debbie Joy, Regina Blok, Ari Alvarez, Rita Sabbadini, Valeria Estrada, Margie Carrington, Soraya Sohrabi

I. Approval of Minutes - approved

II. Centralized Web Student Helpcenter – Jasmine Witham

SSPC thinks the idea of a web-based help center is great. Jasmine wants to set this up and have it ready to go before the Fall 2010 semester.

What categories do we want and who will the question emails go to?

Example questions:

Which bus do I take to get to Canada?

Can I hire a student as an intern for my business?

Tutor questions, placement testing, rental facilities...

Jasmine will send us a list of questions. We will look at these questions and add additional questions or modify what she has already prepared.

Kathy will take the list to the next Counseling meeting.

Debbie will send list of names of SSPC and other areas needed. University Center, MESA, Switchboard, etc.

III. Tracdat – Carol Rhodes

Tracdat is one tool used to help organize our SLO data.

How can this program best serve our needs?

Who will be the leads? These leads will be trained on using Tracdat.

SSPC would like to have input on naming the Tracdat titles on the software.

IV. TRiO Upward Bound Comprehensive Program Review – Lina Mira

V. Follow-up feedback regarding the 7.26 Prevention of Identity Theft in Student Financial Transactions and 3.10 Selection Procedure for the District Shared Governance Committee

Tabled

VI. Follow-up

- i. Workgroup members due to Greg by the end of April
- ii. CPC clarification whether SSPC and IPC SharePoint sites should be available for all SMCCCD employees
- iii. Were all Annual Program Plans turned in?
- iv. **When are Reflections and SLOs due?**
 - 1. **For Academics - within a 4 year cycle all SLOs need to be assessed**
- v. Status check update on High School Counselor's Luncheon
- vi. Status check update on PEP

VII. Other

Discuss Space needs on next agenda

VIII. Next Meeting – April 28, 1:00-3:00

Meeting Date	Afternoon Snack	
April 28	Karen Olesen	
May 12		
May 25		