

Student Services Planning Council

Meeting Notes

Wednesday, August 26, 2009

1:00-3:00 9-354

In attendance: Peter Barbatis, Alejandra Reyna, Mike Walsh, Debbie Joy, Ruth Miller, Soraya Sohrabi, Eliazer Ayala-Austin, Ariackna Alvarez, Greg Stoup, Margie Carrington, David Patterson, Rita Sabbadini, Aja Butler, Karen Olesen, Kathy Sammut

I. Ed FUND

Guests: Colleen McDonald – Ed fund
Luanne Buchman – Ed Fund

- Ed Fund – contributes to the high retention
- Tutoring
- math instructors hold office hours in the Learning Center
- customer service
- personalized one-on-one service
- welcoming approach toward students
- counseling and transfer services
- helping students – guiding them to their goal
- staying up-to-date with statewide changes
- learning communities
- staff commitment toward student success; exceptional effort
- innovative ideas
- book rental program
- duplicate text books in Learning Center/Library, 2 – 3 day textbook Library rental
- donations for textbooks in the Library
- Stanford grad students to come help at Cañada

II. Membership of SSPC

Discussion regarding changes/additions to the SSPC membership

- Adjunct counselor/counselors – Karen Olesen
- Cashier's Office
- Assessment – Bob Haick
- Admissions & Records – Maria Lara or Jeanne Stalker as needed

Propose change of membership to CPC

IPC/CPC – talk to CPC about the disconnect – no one from IPC and SSPC are on the CPC to tie the planning and good communication – time to improve communication and improve flow

III. 2009-2010 Possible Initiatives

- Calendar of Activities
- SLOs
- Program Reviews
- Possible Future Positions
- Software Needs Assessment
- Hours of Operation and Appointments
- Enrollment Audit
- Reports (EOPS, Matriculation, Articulation, DSPS)
- Enrollment Management Plan
- Webpages / Review of Publications
- Reduction of Counseling Hours and Student Impact
- Student Services Accomplishments
- CRER Classes and First Year Experience
- Honors Day – life in the day of the honor students
- Parent Orientation – Freshman Impression
- Retreat
- Fundraising/revenue generating
 - Student Services Gala
 - Book Faire
 - St. Francis Teddy Bear Tea
 - Holiday Career Fair
 - Silent Auction
 - Madrigal Dinner
 - Write Letters – requesting donation
 - Track event/athletic event
 - Benefit Concert for bus passes/books

IV. Other

SLOs – what assessment tool are we using?

Program Reviews

Possible future positions

- a) Cut counseling by 2/3
- b) Counselors
- c) Coursework evaluator
- d) Academic advisor

Need demo of SARS

Collection of data

Need classes on how to pull data for reports

Read report for accreditation – due October 14th

V. Next Meeting – September 9th 1:00-3:00

- a. Calendar of Activities
- b. SLOs
- c. Program Reviews
- d. Possible Future Positions
- e. Software Needs Assessment
- f. Degree Work/Prerequisite Purge
- g. Hours of Operation and Appointments
- h. Enrollment Audit
- i. Reports (EOPS, Matriculation, Articulation, DSPS)
- j. Enrollment Management Plan
- k. Webpages / Review of Publications
- l. Reduction of Counseling Hours and Student Impact
- m. Student Services Accomplishments
- n. Accreditation

- o. Career Fair
- p. CRER Classes and First Year Experience
- q. Honors Day
- r. Parent Orientation – Freshman Impression
- s. Fundraising/Revenue Generating
- t. Retreat
- u. Other