



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, September 14, 2011
1:00 pm – 3:00 pm
Building 5, Room 112

Members Present: Robin Richards, Rita Sabbadini, Ruth Miller, Kim Lopez, Sheila Lau, Soraya Sohrabi, Regina Blok, Kathy Sammut, Sandra Mendez, Victoria Worch, Bob Haick, Eliazer Ayala-Austin, Greg Stoup, Romeo Garcia, Jose Mayen, Debbie Joy

Members Absent: Trudy Ferree, Valeria Estrada, David Patterson, Margie Carrington, Ivan Evans

1. Approval of Minutes – August 31 minutes approved

2. Business

I. Student Grievance Procedures

A Grievance Committee will be established at Cañada. If you are interested in serving on this committee, please send an email to Robin Richards. The Student Grievance forms were reviewed and discussed. One change was suggested; in Section A: letter a. remove the line “within one year of the incident on which the grievance is based or within one semester of the date that the student learned of the basis for the grievance. This suggestion will be sent to the VPSS at CSM for vetting.

II. Membership Proposal

SSPC proposed changes to their membership. The following suggestion will go to College Planning Council for review on October 6th.

Change Two Student Services Deans to one
Change Director of Planning, Research and Student Services to ex-officio
Remove Manager of Learning Center
Remove One classified staff from Instruction

Remove One Librarian
Add One Representative from the Library/Learning Center
Add Director of Articulation
Add Assessment/Career Coordinator
Add One Additional faculty from Counseling

III. Review of 2011-2012 Student Services Plan

SSPC reviewed the Student Services Program Plans submitted for 2011-2012.

1. Outreach & Application
2. Assessment, Orientation and Registration
3. Articulation and Transfer
Greg will run a report showing students with 30 transferable units and 45 degree applicable units
4. Financial Literacy
5. Counseling and Career
Counseling needs to know how many students have their SEPs
Reminder: students with an SEP don't get "Priority Registration", they get an earlier registration date. We need to be sure we use the correct verbiage in our flyers and recruiting.
Bob has purchased a new software program called "Perfect Interview" so students can practice their interviewing skills. A career website will be up and running soon.
6. Support Services

"If it's about students – use SLOs (all are measurable)
"If it's about process – use SAOs

IV. Program Review Forms and Process

Task Force to review forms will be:
Sandra Mendez (lead), Romeo Garcia, Victoria Worch, and Rita Sabbadini

V. Selected Retreat Items "Still to Do"

Tour the campus and create a list of the added kiosks to help navigate.

Task Force to walk campus:
Kathy Sammut, Regina Blok, Ariackna Alvarez, 2 students from DRC and 2 students from Campus Ambassadors

VI. College Hour Recommendation

Victoria and Rita will work with Jose Peña in the Instruction Office to see what time would work best for a College Hour.

3. Other

TracDat Workshop – October 12 in lieu of SSPC from 1:00-3:00 in 9-106

Pay to Stay campaign will begin Monday, September 26, 2011 district-wide. Students will need to take care of past and current debt to stay in school. All fees must be paid by midnight January 4th. There are exceptions; students who sign up for a Payment Plan, fill out a FAFSA, or special groups.

4. Adjournment

The meeting adjourned at 3:10 pm.

Upcoming meetings:

- September 28
- October 12 (TracDat workshop)
- October 26
- November 9 & 23
- December 14