



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, September 28, 2011
1:00 pm – 3:00 pm
Building 5, Room 112

Members Present: Ruth Miller, Ari Alvarez, Robin Richards, Debbie Joy, Kathy Sammut, Greg Stoup, Regina Blok, Rita Sabbadini, Kim Lopez, Eliazer Ayala Austin, Victoria Worch, Soraya Sohrabi, Margie Carrington, Bob Haick

Members Absent: Trudy Ferree, Valeria Estrada, David Patterson, Ivan Evans, Jose Mayen

Guests: Sandra Mendez, Sheila Lau, Edith Flores, Maria Olearczyk, Loretta Davis

1. Approval of Minutes – September 14 minutes tabled until October 26 meeting

2. Business

I. Accreditation

Self-Evaluation Report (formerly known as the Self-Study) Co-chairs will be primarily responsible for writing our response to the four standards below.

- Institutional Mission & Effectiveness
- Student Learning Programs & Services
- Resources
- Leadership & Governance

ACCJC will use the three categories below for evaluating the College in 2013.

- Program Review – *Sustainable Continuous Quality Improvement*
- Planning – *Sustainable Continuous Quality Improvement*
- Student Learning Outcomes – *Proficiency*

New this cycle will be a Site-Visit Prep Teams to prepare students, staff and faculty for the site-visit interviews, which will include surveys and actual preliminary interviews.

Student Services Planning Council members who are on the 2013 Site Visit & Self-Evaluation Report Committee are:

- Bob Haick (Standard II.B Co-Chair)
- Kim Lopez (Standard II.B Co-Chair)
- Robin Richards (Standard III - Financial Resources Co-Chair and the 2013 Site-Visit Preparation Team Co-Chair)
- Rita Sabbadini (Standard II.A Co-Chair)
- Greg Stoup (ALO/Research and the 2013 Site-Visit Preparation Team Co-Chair)

Below is the link to the on-line training website. Please use the link to review for the site-visit.

<http://www.accjc.org/events/accjc-accreditation-training/accreditation-basics-%E2%80%93-an-online-workshop-on-the-basic-principles-of-accreditation>

II. Student Services Organizational Change

Reassignment Proposal

A study group task force will be assigned to look at the reassignment of current Admissions & Records positions and welcome center.

Discussion and questions regarding:

- the Office Assistant for Career Center which will be shared with Honors and CIETL resulted in questions; why not share with Student Activities instead
- staffing for Financial Literacy Lab
- clarification on 50% of A&R position
- will there continue to be a need for a Counseling Chair
- the Welcome Desk is more like a campus welcome center; will we still have a triage area if the welcome desk is removed
- where will the switchboard be moved

Friday, September 30, 3:30-4:30 - Front Counter Brainstorming meeting; send concerns to Kim regarding what's working and what's not working.

The Reassignment Proposal will be presented to College Planning Council with the understanding that specifics have not been worked out.

III. Educational Master Plan

SSPC walked through "The Guiding Principles" (on page 15) and the "Teaching and Learning Objectives" (page 17)

College Student Learning Outcomes:

- Critical and Creative Thinking
- Communication Skills

- Understanding Society and Culture
- Scientific and Quantitative Reasoning

Why is ESL not mentioned in the College Mission? After discussion it was decided that ESL programs are not separated out but are included in Basic Skills which is mentioned in the Mission statement.

It was unanimously decided that SSPC would like to see the statement “From here, you can go anywhere” deleted from the College Vision statement.

SSPC members will take time to read the Educational Master Plan for discussion at the October 26th meeting. Additional comments can be sent to Robin by November 3 for the final draft.

IV. Task Force Updates

Program Review Forms

Sandra Mendez (lead), Romeo Garcia, Victoria Worch, and Rita Sabbadini

The task force met to discuss what works and next steps. They like the form but want to take it to the next level.

Walking Campus

Kathy Sammut, Regina Blok, Ariackna Alvarez, 2 students from DRC and 2 Campus Ambassadors

No update

3. Other

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

Bring Annual Plan on a flashdrive so you can copy and paste.

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 3:01 pm.

Upcoming meetings:

October 12 (TracDat workshop)

October 26

November 9 & 23

December 14