



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, October 10, 2012
2:00 pm – 4:00 pm
Building 5 – Room 112

Members Present: Regina, Blok, Victoria Worch, Soraya Sohrabi, Lexie Munevar, Sheila Lau, Bob Haick, Ruth Miller, Sandra Mendez, Kim Lopez, Robert Hood, Debbie Joy, Rita Sabbadini, Robin Richards, Margie Carrington

Members Absent: Gregory Stoup, Lorraine Barrales-Ramirez, Romeo Garcia

Guests: Lucy Carter, Supinda Sirihekaphong, Sue Eftekhari

1. Business

I. Review Summaries for Equipment, Facilities, and Staff

SSPC reviewed the Faculty and Staff Hiring Requests from 2012-2013 Annual Program Plans.

- Under Assessment, Orientation & Registration – removed request for additional Student Ambassadors (Orientation)
- Under Articulation and Transfer – checked off request for a full-time Director of Articulation
- Under Counseling and Career – checked off request for a Fulltime Tenure track General Counselor, Emergency Hire
- Evaluating the need for two Deans in Student Services/Dean of Counseling and Dean of Enrollment Services
- Under Counseling and Career – Request for an Adjunct Counseling faculty will be a Measure G replacement
- Under Counseling and Career – checked off request for a Career Services Supervisor
- Under Student Support: Academic Support – Request for a Writing Center Coordinator (non-tenured faculty and Request for an Instructional Aide II (.5) evening support will be a Measure G replacement
- Under Student Support: Academic Support – Checked off request for an Instructional Aide II (10 month)

Below is the revised Appendix 1 - Faculty and Staff Hiring Requests excerpt from the Student Services 2012-2013 Program Plans.

Excerpts from Student Services 2012-2013 Program Plans

Appendix 1

Faculty and Staff Hiring Requests

I. Outreach and Application

- No request for staff for 2012-2013

II. Assessment, Orientation & Registration

- Request 49% part-time A&R II position
- Request a full-time OA position to staff the Welcome Center

III. Articulation and Transfer

- Request a full-time Director of Articulation ✓
- Request support staff for the Transfer Center
- Request a designated counselor for the Transfer Center

IV. Financial Literacy

- Request a Financial Aid Accounting Specialist

V. Counseling and Career

Counseling

- Request 2 Fulltime Tenure track General Counselor
- Request a Fulltime Tenure track general counselor (Emergency Hire) ✓
- Request for a Program Services Coordinator Student Success (FT)
- Request for a Dean of Counseling
- Request for Adjunct Counseling Faculty

Career

- Request a Career Services Supervisor ✓
- Request an Instructional Aide II

VI. Student Support: Student Life, Academic Support and Wellness

Student Life

- Request an Instructional Aide II

Academic Support

- Request a Learning Resource Director (admin. Position)
- Request a Writing Center Coordinator (non-tenured faculty)
- Request an Instructional Aide II (.5) evening support
- Request an Instructional Aide II (10 month) ✓

Wellness

- Request an Academic Counselor (.50)
- Request an Instructional Aide I (.48)
- Request an Office Assistant I (.48)

SSPC reviewed the Equipment Requests from 2012-2013 Annual Program Plans. After reflection followed by discussion, the equipment requests have been revised.

The updated spreadsheet is below:

EQUIPMENT REQUESTS 2012-2013							
STUDENT SERVICES							
Faculty Name	Item	Quantity	Unit Cost	Sub Total Cost	Tax & Shipping + 10% = 20% total	Total Cost	Dept. / Reason for Purchase
Ruth Miller	Desktop Computer	2	\$1,811.73	\$3,623.46	\$724.69	\$4,348.15	Assessment, Orientation & Registration / Orientation Program
Soraya Sohrabi	iPads	2	\$499.00	\$998.00	\$199.60	\$1,197.60	Articulation and Transfer / Transfer Center Campaign (1) & Articulation (1) for staff
Soraya Sohrabi	Color Printer	1	\$700.00	\$700.00	\$140.00	\$840.00	Articulation and Transfer / Transfer Center Campaign
Romeo Garcia	Cashcourse.org Software Subscription	1		\$0.00	\$0.00	\$0.00	
Romeo Garcia	iPads	11	\$600.00	\$6,600.00	\$1,320.00	\$7,920.00	Financial Literacy / Student Workshops for students
Sandra Mendez	Laptops	4	\$1,003.00	\$4,012.00	\$802.40	\$4,814.40	Counseling and Career / Counseling Department for staff - 2 new and 2 replacements
Sandra Mendez	2 Desktop PC's	2	\$1,811.73	\$3,623.46	\$724.69	\$4,348.15	for room 9-106
Victoria Worch	HP ProBook 6360b 13.3in Notebook	1	\$1,300.00	\$1,300.00	\$260.00	\$1,560.00	Student Support: Student Life, Academic Support & Wellness / Classroom presentations for classes using the Front Lab section of the Center - replacement
Victoria Worch	Smart Board Pixie	1	\$5,300.00	\$5,300.00	\$1,060.00	\$6,360.00	Student Support: Student Life, Academic Support & Wellness / for Recording of Study sessions by IALLs and tutors which can be offered in real time and later for students in f2f and Distance Ed courses via CCC Confer
Victoria Worch	T184 Graphing Calculators	5	\$130.00	\$650.00	\$130.00	\$780.00	Student Support: Student Life, Academic Support & Wellness / for use by math students
Victoria Worch	Echo Recording Pens - Livescribe	3	\$450.00	\$1,350.00	\$270.00	\$1,620.00	Student Support: Student Life, Academic Support & Wellness / for loaning to students
Victoria Worch	Califone-SO Headphones	20	\$194.85	\$3,897.00	\$779.40	\$4,676.40	Student Support: Student Life, Academic Support & Wellness / replacements needed
				\$32,053.92		\$38,464.70	

Do we, as a college, have a policy on who/how to buy iPads for students or staff?

SSPC reviewed the Facilities Requests from 2012-2013 Annual Program Plans.

- Under Assessment, Orientation & Registration – a request for a permanent lab location for Orientations has been added
- Under Assessment, Orientation and Registration – a request for a larger work space for the Admissions & Records Program Services Coordinator has been added (this request has been approved and completed)
- Under Articulation and Transfer – the use of 9-206 was discussed as back-up so the consistent use of 9-106 could be used for scheduled workshops and presentations
- Under Student Support: Academic Support – the request for a better design of 9-257A (the classroom/lab at the south end of the Learning Center) has been approved and completed
- Under Student Support: Academic Support – the request for a TRiO Center has been approved and in progress

Excerpts from Student Services 2012-2013 Program Plans

Appendix 3

Facilities Requests

I. Outreach and Application

- No Facility Requests at this time

II. Assessment, Orientation & Registration

- The Admissions and Records Office is in need of reconfiguration of our front counter to comply with current ergonomic standards, appropriate workspace allotment, ample desk workspace, and easy visibility of student traffic. In addition, the area needs security to prevent access by other departments/public traffic. Student records need to be secure at all times. A very rough estimate would be \$50,000.00
- A Permanent lab location for Orientations

III. Articulation and Transfer

To be able to schedule the workshops as needed, and to have a consistent location in order for students to easily identify and associated with, there is a need to have designated location on campus for the activities:

- Classrooms for the workshops and presentations
- Campus quad for tabling and transfer camping
- An extra Office for university representatives to meet with student one on one
- CIETL for faculty workshops

IV. Financial Literacy

- Financial Literacy Lab where students can engage in ongoing frequent Financial Literacy Activities, community partner workshops, FAFSA clinics, etc.

V. Counseling and Career

Counseling

- No Facility Requests at this time

Career

- Facilities request will be for April of 2013 career fair. Request will be for Career Fair Layout of the Cafeteria. This layout has been established during the planning of the new career center/cafeteria.
- The Career Fair benefits the college and its students by exposing students to different employers in the bay area thus giving students exposure to careers they wish to know more about. It also is an avenue for students to secure an internship or job with companies.

VI. Student Support: Student Life, Academic Support and Wellness

Student Life

- No Facility Requests at this time

Academic Support

- The Learning Center will like better design of 9-257A, the classroom/lab at the south end of the Center.
- There has been discussion with the TRiO program and the VPI about converting that into a new TRiO Center, which would provide cohesiveness for that program. The Learning Center would then gain back four study rooms which would assist both faculty and staff in working with students. Facilities would need to provide the necessary costs. ✓

Wellness

- No Facility Requests at this time

II. SLOs – Reports on Where We Are

It's most important to continue to assess SLOs and collect data and continue to be proficient.

As a reminder proficiency includes:

- Establishment of outcome statements
- Identification of intended results for all functions of the college; instruction, student services, and administration
- Assessment of knowledge, skills, or abilities
- Reflective dialogue among colleagues regarding the results of assessment
- Adjustments made on the basis of the data and reflective dialogue, results which can be used both to improve effectiveness and to demonstrate accomplishment

Program 1) Outreach & Application – dialogue/suggestion: assess preview day in the spring

Program 2) Assessment, Orientation and Registration – dialogue/suggestion: the need for

a new SLO for Orientation

- Program 3) Articulation and Transfer – dialogue: what do we want our students to learn in the transfer process? Suggestion: focus on aassist.org to prepare students for transfer, 2013-1014 focus on transfer planning needs using pre and posttests plus measuring student learning with pre and post surveys
- Program 4) Financial Literacy – dialogue/suggestion: wants a more concise SLO, measuring this year for 2012-2013 and will focus on FAFSA Tuesdays with a pre and posttest
- Program 5) Counseling & Career Services – dialogue:
Counseling - original SLO is hard to measure, revised survey and will use a pre and post survey when checking in for a Counseling appointment. This will be a good tool for Counselors to use too.
Career – will use a pre and post assessment in workshops, in classrooms presentations, and in the Career Center
- Program 6) Student Support: Student Life, Academic Support and Wellness – dialogue:
Student Life – reflected on 2011-2012 SLO and revised for 2012-2013
Academic Support – students come to the Learning Center for assistance and tutoring support. Dialogue/suggestion: plan pre and posttests after Learning Center workshops
Wellness – Health Center District Coordinator will coordinate SLOs for all three Health Centers district wide

III. Draft Participatory Governance Document Review Process

SSPC will review the Participatory Governance document page by page at the next SSPC meeting on October 24.

IV. Student Support Assessment Policy

Table to November 14 meeting

V. Student Engagement Plan Process

Table to November 14 meeting

3. Other

4. Adjournment

Upcoming meetings:
November 14