



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, November 30, 2011  
1:00 pm – 2:00 pm  
Building 5, Room 112

**Members Present:** Denise Jung, Ari Alvarez, Sheila Lau, Kim Lopez, Ruth Miller, Robin Richards, Debbie Joy, Romeo Garcia, Kathy Sammut, Bob Haick, Soraya Sohrabi, Rita Sabbadini, Regina Blok, Victoria Worch, Eliazer Ayala-Austin

**Members Absent:** Sandra Mendez, Margie Carrington, Gregory Stoup

**Guests:** Maria Olearczyk, Edith Flores, Loretta Davis

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**1. Approval of Minutes** – October 12 and October 26 minutes tabled

**2. Business**

**I. Review Annual Plan/Program Review/SLO Forms & Program Review Schedule**

*(Task Force: Sandra Mendez, Romeo Garcia, Victoria Worch, Rita Sabbadini)*

Review and send comments to Task Force or the Vice President's Office.

Teams are feeling overwhelmed with minimum of three SLOs and minimum of three SAOs.

Use objectives from Educational Master Plan and expand in Student Area Outcomes and look at Cañada College Student Learning Outcomes to relate one or two to our SLOs.

Assess if program SLOs are working better than old process of Unit (dept.) SLOs program plans.

**II. Review Annual Plan/Program Review/SLO Forms**

Form needs to include an area for more data and workload needs.

Where in the new process/form can individual programs show the data needed for new hiring?

Use #1, #2, and #3 from Classified Hiring Position Justification in your Program Plan for data to justify positions.

### **III. Annual Plan Reviews for Demonstrated needs Conversation**

Tabled due to budget restraints

### **3. Other**

Hiring Process for faculty due December 8<sup>th</sup>

Robin Richards stated that faculty positions to go to David Clay (Academic Senate) and VPSS office by December 8<sup>th</sup> and Kathy Sammut requested an extension in submitting the positions to Academic Senate. Robin will ask David Clay for extension for general counselor and EOPS counselor position.

### **4. Adjournment**

The meeting adjourned 2:00 pm. – early to attend President's All College Meeting

Upcoming meetings:

December 14 meeting cancelled

January 11 meeting cancelled

Next meeting January 25