

# STUDENT SERVICES PLANNING COUNCIL MEETING MINUTES OF

Wednesday, April 9, 2014 2:00 pm – 4:00 pm Building 9 – Room 154

Members Present: Jeanne Stalker, Carlos Luna, Sandra Mendez, Supinda Sirihekaphong, Bob Haick, Kim

Lopez, Debbie Joy, Robin Richards, Regina Blok, Melissa Alforja, Noel Chavez, Jeffrey Rhoades, Misha Maggi, Trish Guevarra, Soraya Sohrabi, Diva Ward, Khoa Nguyen

Members Absent: Lorraine Barrales-Ramirez, Chialin Hsieh, Margie Carrington, Ruth Miller, Lizette

Bricker

Guests: Sunny Choi, Karen Olesen

**1. Approval of Minutes** – Minutes from February 12 and February 26 were approved

#### 2. Business

- I. Review of three 2014-2015 Annual Plans/Program Reviews
- Assessment, Orientation and Registration
  - o This plan will be reviewed at the April 23<sup>rd</sup> meeting
- Transfer Center, A2B and University Center
  - See Feedback Forms below
- Counseling
  - See Feedback Forms below

#### II. Other

Earth Day – April 22 10:30-12:30

Classified/CSEA Staff Appreciation Breakfast – May 22 8:30-10:30

Upcoming Meetings: April 23, and May 14



SSPC Member(s) Reviewers: S	Sinhekap	hory		
The purpose of this form is to provide	feedback to the P	rogram Team.		
I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include t	he following:			The state of the s
<ol> <li>What program improvements have been implemented due to the SLO assessments?</li> <li>How has student learning been improved due to the changes made?</li> </ol>	new from	ncial resouru	es (good to a	deness to transf
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IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain cl Department/Program/Division/College ne be included.	early and with supeds. Information f	pporting data how to rom the most recen	it will serve it comprehensive p	
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SSPC Co-Chair Signature:			Date:	
VPSS Signature:			Date:	



Program: Transfer Center  SSPC Member(s) Reviewers:	ABB			
SSPC Member(s) Reviewers:	Noel C	Mare-		
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SSPC Member(s) Reviewers:	TRISH	COUEJAYERA	

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COUNCELING

Program:

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ducations.				



IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain on Department/Program/Division/College not be included.	learly and with su eeds. Information	apporting data how	it will serve	
Justification is consistent with accurate data.				T ×
2. Justification fits Program /Department/Division/College needs Comments/Questions:			-	X
V. <u>Professional Development Needs</u>	Incomplete	Complete	Complete	Complete
	information	information, some analysis	information, analysis	information, analysis, plan
Guidelines: The request should explain cl	early how it will s	erve Department/F	Program/Division/	College needs
ustification is consistent with Department/Program needs				X
Comments/Questions:				
/I. <u>Equipment Request</u> (Item lescription, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Buidelines: The request should explain clo eeds including Item description, Number o	early how the requ of Items. Total Co	vest will serve Depo st	irtment/Program/	Division/College
Complete source/cost information	Total Co.			
Justification is consistent with Department/Division/College needs				



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Guidelines: This section should include the following:

3. Status of SAO Assessment Cycle.

Comments/Questions:

**SSPC** Member(s) Reviewers:

Program:

II SAOs

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the	e following:			The state of the s
<ol> <li>What program improvements have been implemented due to the SLO assessments?</li> <li>How has student learning been</li> </ol>				X
improved due to the changes made?				X
Comments/Questions:				

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information

Complete

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Page 1 of 3

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Office of Student Services



IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain cl Department/Program/Division/College ne be included.	learly and with sup eds. Information fi	pporting data how trom the most recen	it will serve	
Justification is consistent with accurate data.				X
Justification fits Program     /Department/Division/College needs				X

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain c	learly how it will s	erve Department/P	rogram/Division/	College needs
Justification is consistent with			T	1
Department/Program needs				$\times$
Comments/Questions:				
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VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain conneeds including Item description, Number	learly how the requ of Items, Total Co	uest will serve Dep est	artment/Program	/Division/College
Complete source/cost information				×
Justification is consistent with Department/Division/College needs				×
Comments/Questions:				<u> </u>



VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain claneeds.	early how the requ	uest will serve Dep	artment/Program/	Division/College
Justification is consistent with				
Department/Division/College needs				\ \
Comments/Questions:				
			·	
SSPC Co-Chair Signature:			Date:	
NIDGG GL				
VPSS Signature:			Date:	



SSPC Member(s) Reviewers:	()	a Sohvabi		
The purpose of this form is to provide	feedback to the Pi	rogram Team.		
I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information analysis, pla
Guidelines: This section should include t	he following:			
1. What program improvements have been implemented due to the SLO assessments?				
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				V
2. How has student learning been improved due to the changes made?				
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2. How has student learning been improved due to the changes made?				V
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2. How has student learning been improved due to the changes made?  Comments/Questions:	Incomplete information	information,	Complete information, analysis	Complete information, analysis, plan
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<ul> <li>2. How has student learning been improved due to the changes made?</li> <li>Comments/Questions:</li> <li>I SAOs</li> <li>Guidelines: This section should include the</li> </ul>	information	information,	information,	information,
2. How has student learning been improved due to the changes made?	information	information,	information,	information, analysis, plan



IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain con Department/Program/Division/College ne be included.	learly and with supeeds. Information f	pporting data how from the most recen	it will serve it comprehensive	
Justification is consistent with accurate data.				V
<ol> <li>Justification fits Program /Department/Division/College needs</li> </ol>				
Comments/Questions:			L	
V. Professional Development Needs	Incomplete	Complete	Complete	Complete

Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
learly how it will s	erve Department/P	rogram/Division/	College needs
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	information	information information, some analysis	information, information,

VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain conneeds including Item description, Number	learly how the requ of Items, Total Co	nest will serve Dep ost	artment/Program.	
Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



Program: Counseling				
SSPC Member(s) Reviewers:				
The purpose of this form is to provide fe	edback to the Pr	ogram Team.		
		Complete	[C14	Ia .
I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the	e following:	- Committee and the committee	unitary 515	analysis, plan
1. What program improvements have been implemented due to the SLO assessments?				X
2. How has student learning been improved due to the changes made?				
Comments/Questions:		<u> </u>		<u>L</u>
Excellent Start to a Now pr	ocess: call	1,81 +10	SIN WILL	
Excellent Start to a New gr Well thought out it gives	good into	back.	<i>y</i>	

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include	e the following:			
3. Status of SAO Assessment Cycle.			X	
Comments/Questions: Sood god to set mure	geps y so	Here y de son h	to half	Parrel



Program: COUNSE	ling			
SSPC Member(s) Reviewers:	im Lo	pez		
The purpose of this form is to provide for	eedback to the Pi	rogram Team.		
I. SLOs  Guidelines: This section should in Land	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<ol> <li>Guidelines: This section should include the second improvements have been implemented due to the SLO assessments?</li> <li>How has student learning been improved due to the changes made?</li> </ol>				30 minute appointment are needed for needed for
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II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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	information early and with sup eds. Information f	information, some analysis early and with supporting data how eds. Information from the most recent	information, information, analysis early and with supporting data how it will serve eds. Information from the most recent comprehensive

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain of	clearly how it will s	erve Department/P	rogram/Division/	
Justification is consistent with Department/Program needs				X
Comments/Questions:			<u> </u>	

VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain c needs including Item description, Number			artment/Program	/Division/College
Complete source/cost information	1			
2. Justification is consistent with Department/Division/College needs				
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VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain cleaneeds.	early how the requ	uest will serve Dep	artment/Program	Division/College
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Department/Division/College needs				
Comments/Questions:	A / A			
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SSPC Co-Chair Signature:			Date:	
VPSS Signature:			Date:	



I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain Department/Program/Division/College included.	clearly and with sweeds. Information	innorting data how	vit will game	
1. Justification is consistent with accurate data.			le o	
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Comments/Questions:  Und De asking to the second se	2 du oddi E grajia	trexal qe - Grelease	een, and	W
V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain c	learly how it will s	erve Department/I	Program/Division	College needs
Justification is consistent with Department/Program needs				
Comments/Questions:				
VI. <u>Equipment Request</u> (Item	HVC XXC TO TO			I Description of the Control of the
lescription, Number of Items, Total	Incomplete information	Complete information,	Complete information,	Complete information,
Cost)		some analysis	analysis	analysis, plan
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