

STUDENT SERVICES PLANNING COUNCIL MEETING MINUTES OF

Wednesday, June 18, 2014 2:00 pm – 4:00 pm Building 9 – Room 154

Members Present: Kim Lopez, Melissa Alforja, Trish Guevarra, Loretta Davis Rascom (For Jeanne Stalker),

Noel Chavez, Debbie Joy, Carlos Luna, Diva Ward, Lizette Bricker, Supinda Sirihekaphong, Robin Richards, Ruth Miller, Margie Carrington, Soraya Sohrabi

Members Absent: Chialin Hsieh, Misha Maggi, Lorraine Barrales-Ramirez, Jeffrey Rhoades, Bob Haick,

Regina Blok

Guests: Alejandro Meza, Jorge Martinez, Aurelyn Ancheta

1. Approval of Minutes – Minutes from April 23, 2014 and May 14 were approved

2. Business

I. Review of DRAFT Student Success and Support Program Plan

SSPC will be the advisory committee for SSSP. SSPC (as advisory committee) will review the SSSP plan at the August meeting.

II. Review of three 2014-2015 Annual Plan/Program Reviews

TRiO/BTO/Veterans

- Presented by Trish Guevarra and Melissa Alforja plus BTO students; Alejandro Meza, Jorge Martinez and Aurelyn Ancheta. SSPC members' review documents are included at the end of the minutes.
- Service Area Outcome Use Appropriate EMP

Outreach

Presented by Noel Chavez. SSPC members' review documents are included at the end of the minutes.

Assessment, Orientation and Registration

o Presented by Loretta Davis Rascon (for Jeanne Stalker). SSPC members' review documents are included at the end of the minutes.

III. Other

- International Student Center has moved to 3-103
- WFSN Grant a group are going to Indianapolis to find out more about the grant and a next steps meeting will be June 26. The soft launch will be in October.
- The Library is ordering textbooks for students to use in the Library. There is a form online for students to request specific books.

- The Colts Academy (Community of Leadership Transfer Success) will be from July 28-31, 2014; 9:00-3:00. Emphasis will be on leadership skills and transfer information.
- BTO has new mentors for the new semester
- Financial Aid has a new workshop to deal with appeals; specifically below satisfactory/2.0.
- ASCC and Outreach are working on the 4th of July float. The theme is "I CAN CAMPAIGN".
- The North Fair Oaks Parade is coming up and need participates to walk in the parade.



TRID, BTD. VROC

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Comments/Questions:		 	

Office of Student Services

Program:

SSPC Member(s) Reviewers:



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SSPC Member(s) Reviewers:	um lop	ez		
The purpose of this form is to provide fee	edback to the Pr	ogram Team.		
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Office of Student Services



Program: TRIO/BTO/V	ROC			
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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:			
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Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program s be included. 1. Justification is consistent with accurate data.
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V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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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
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Office of Student Services Page 2 of 3



VII. Facilities Request (Either new or maintenance issues)		A. ocuplest Liftomassion	Complate.
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VPSS Signature:		Date:	

Office of Student Services Page 3 of 3



Program: TRIO / BTO/	VROC			
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Office of Student Services



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Office of Student Services Page 3 of 3





Program: TRW	1BTO/VROC	<u></u>	
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Program: TRIO BTO / SSPC Member(s) Reviewers:				
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Guidelines: The request should explain clneeds.	early how the req	uest will serve Dep	artment/Program	/Division/College
Justification is consistent with				
Department/Division/College needs				
Comments/Questions:	<u> </u>			
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VPSS Signature:			Date:	

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Program:

SSPC Member(s) Reviewers: TRISH GUEVARRA					
The purpose of this form is to provide feedback to the Program Team.					
I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan	
Guidelines: This section should include the following:					
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SSPC Member(s) Reviewers:				
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Guidelines: This section should include the	following:			
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II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan		
Guidelines: This section should include th	e following:					
3. Status of SAO Assessment Cycle.						
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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 clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.					
Justification is consistent with accurate data.					
2. Justification fits Program /Department/Division/College needs					
Comments/Questions:					

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Office of Student Services . Page 2 of 3



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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	ne following:			
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I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan	
Guidelines: This section should include the following:					
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Comments/Questions:				

Office of Student Services Page 1 of 3



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VPSS Signature:		Date:	

Office of Student Services Page 3 of 3



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Office of Student Services	- C	onnect T	o coule	(4) E) (1) Page 1 of 3 STUDENT	



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I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan		
Guidelines: This section should include the following:						
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Program: Outl	ach			
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Office of Student Services	Connect	to Coll	rege @	Page 1 of 3



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			/Division/College
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Guidelines: This section should include the	e following:			
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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 clear Department/Program/Division/College need be included.	arly and with sup ds. Information f	pporting data how	it will serve	
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V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clea	urly how it will s			
Justification is consistent with Department/Program needs				
Comments/Questions:				.4.
VI. Equipment Request (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 clear needs including Item description, Number of			artment/Program	Division/College
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Office of Student Services Page 2 of 3



maintenance issues)	Incomplete information	information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Office of Student Services Page 3 of 3





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IV. Faculty and Staff Hiring Request	Incomplete information	Complete information,	Complete information,	Complete information,
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V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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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
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VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information,	Complete information,	Complete information,
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Office of Student Services Page 3 of 3



Orientation, Assessment & Registration

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Guidelines: This section should include to	he following:			
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2. How has student learning been improved due to the changes made?				
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Office of Student Services Page 1 of 3



IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Office of Student Services . Page 2 of 3



VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Orentation, Assessment + Legistration (s) Reviewers: Uzotte Bricker

The purpose of this form is to provide feedback to the Program Team.

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I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include th	e following:			
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Office of Student Services Page 1 of 3



IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Office of Student Services . Page 2 of 3



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Office of Student Services Page 3 of 3



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Office of Student Services
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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
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