



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, April 8, 2015  
2:00 pm – 4:00 pm  
Building 9 – Room 154

**Members Present:** Robin Richards, Max Hartman, Ruth Miller, Soraya Sohrabi, Carlos Luna, Sarah Aranyakul, Melissa Alforja, Supinda Sirihekaphong, Jeffrey Rhoades, Krishna Maharaj, Loretta Davis Rascon, Misha Maggi, Gloria Darafshi, Margie Carrington, Elizabeth Ontiveros, Kim Lopez, Jessica Boyle

**Members Absent:** Trish Guevarra, Diva Ward, Lizette Bricker, Bob Haick, Adolfo Leiva, Noel Chavez, Chialin Hsieh

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**1. Approval of Minutes** – February 11, 2015 minutes approved

**2. Business**

**I. GE Pathways**

Nick Martin presented the GE Thematic Pathways. A set of thematically associated courses across the IGETC pattern, CSU GE, and AA/AS GE.

Pathway Possibilities:

- Social Justice
- Climate Change
- Sustainability
- Global Studies
- Power and Politics
- Arts, Media and Culture

Enrollment Services Council will discuss/review whether the GE Pathways will be noted on student transcripts.

See attached PowerPoint from presentation.

**II. Annual Plan/Program Review Presentations**

**A. Counseling**

Gloria Darafshi presented the Counseling Department's annual plan.

Suggestions:

- Add survey questions to program review
- Include action plan to SAO/SLO
- Add resource request

See attached presentation information and Feedback Forms

**B. International Student Center**

Supinda Sirihekaphong presented the International Student Center's annual plan with student ambassadors; Jiating "Sierra" Weng, Moody Metry, Yingjie "Alexandra" Zhuang, Dominique Franceschi Suescun

See attached Feedback Forms

## 2014-2015 Meetings

October 8 – cancelled  
October 22  
November 12  
November 26 – cancelled  
December 10

January 14 – cancelled  
January 28 – cancelled  
February 11  
February 25 – cancelled  
March 11- cancelled  
March 25 - cancelled  
April 8 & 22  
May 13 & 27  
June 10



### GE Thematic Pathways

A set of thematically associated courses across the IGETC pattern, CSU GE, and AA/AS GE

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### Provides . . .

1. Course integration that explores an issue from different perspectives
2. Thematic learning approaches
3. Collaboration across disciplines – faculty and students
4. Context and relevance to the GE pattern
5. Opportunities for students to choose themes that interest them and explore them from multiple perspectives
6. Knowledge/skill sets that may support or complement a major
7. Development of student cohorts
8. Frameworks for honors pathways
9. Increased enrollments
10. Streamlining of the GE pattern

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### The Process

1. Identify thematic areas broad enough to provide an interdisciplinary experience, but narrow enough to be cohesive
2. Determine the number of courses (from the spectrum of GE areas) that need to be in the pathway
3. Develop learning outcomes for the pathways
4. Identify existing courses for the pathway (no new curriculum development)

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### Flexibility

1. Students can opt in/out at any time
2. Major/Minor
3. Offers opportunities for high impact practices:
  - a. Community Service
  - b. Public Lectures
  - c. Field Trips
  - d. Integrative teaching on a common theme open to everyone in the pathway
4. Honors/Non-Honors

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### Pathway Possibilities

1. Social Justice
2. Climate Change
3. Sustainability
4. Global Studies
5. Power and Politics
6. Arts, Media and Culture

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### Thematic Ideas of Your Own

- Pathway Brainstorm . . .
  - Themes of interest?

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<b>A. Looking Back 2013-14 (with Fall 2014)</b>
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- Completed 4,638 **counseling sessions** in Spring 2014: 3,477 appointments and 1,161 drop-in sessions; Fall 2014, 3,598 appointments, 1,206 drop-ins for a total of 4,804 counseling sessions. This represents a 15% increase from the previous year.
- Instituted new policies for **dismissed/reinstated students**.
- Hired Retention Specialist.
- Increased assignment of counselor time to **student subgroups**.
- Advocated for and secured a **Puente Program** beginning Fall 2015; 50% release time of a general Counselor will be allocated to Puente.
- **Instruction:** offered 8 CRER courses in Sp14, 10 CRER courses in Sum/Fall 14; increased course enrollments to department load of 523; began offering CRER 137 in Summer; developed online CRER 137 that will debut in Summer 2015; two transfer courses modified and offered online.
- Highlights of **Professional Development:** Focus on Freshman 2014 Conference; UC Ensuring Transfer Success; CSU Counselor Conference; CCCAA Athletic Counselor Certification; STOT 1 Training; Rehabilitation Counselor training and certification.
- Examples of **Outreach/Campus Involvement:** Workshops for High School Preview Day; Workshop at Woodside HS College & Career Day; Veterans Day Activities Coordinator; SEP Campaigns; staffing at PTK Evening of Academic Excellence.
- Participation and membership on all college **governing boards** and many additional **committees**.

<b>B. Current State of the Program 2014-15</b>
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**Strengths:**

- Counselors emphasize giving **accurate information and excellent service** to students.
- There is rarely a **counseling appointment that remains unfilled** even during non-registration periods.
- **Collaboration and support among counselors is strong;** new adjunct Counselors report feeling welcomed and supported.
- Counselors always **place the student first** even with their multiple responsibilities.
- There exists a **seamless pathway** for new students from the application for admission, to assessment, orientation, counseling appointment, and registration; excellent collaboration exists between the welcome desk, matriculation/orientation staff, and counselors.
- Counselors have **excellent technology tools** for student tracking, degree and transfer evaluation, career advising and SEP development.
- Creating a campus-wide expectation that all students have a **Student Educational Plan**.
- **Strong collaboration with instructional faculty** through initiatives such as Learning Communities, Honors Program, STEM Center activities, classroom presentations, ACES, and Puente Program planning.
- Expansion of appointment options for students through **e-counseling and phone appointments**.
- A department mindset that emphasizes **service improvement** and finding new and innovative ways to deliver counseling services.

**Challenges:**

- **High volume drop-in counseling periods** in the weeks preceding the start of the semester.
- **Orientation for transfer-in students:** there exists an unmet need to orient transfer-in students who are exempt from orientation.
- **Centralized electronic location for Counselor tools and information:** Counselors need quick access to wide-ranging information and websites to properly advise students.
- **Students with academic progress issues:** Counselor time is limited to follow up with students and provide additional supports.



- **A defined follow-up procedure for general counseling students:** students enrolled in specialized programs – EOPS, TRIO, CWA, DRC – are given clear messages on meeting regularly with their counselor. Benchmarks should be provided to general counseling students on how often and when they should see a Counselor.
- **Currently, 60% of students enrolled in 6+ units have an updated SEP:** Our goal is to increase that percentage over the next year.

#### What changes could be implemented to improve your program?

- Pilot an **“Express Counseling”** initiative during peak registration periods.
- Form a small working group comprised of matriculation staff and counselors to design a **specialized orientation** for students transferring into Cañada with 15+ college units.
- Develop a **SharePoint folder** for each Counselor’s desktop.
- With the addition of Retention Specialists for Counseling and Basic Skills, **re-define staff responsibilities** in the areas of Early Alert and Probation/Dismissal.
- Include language in new student orientation, that defines a recommended schedule for making counseling appointments. Promote these **benchmark dates** to all students through marketing events. This will increase the percentage of students with updated SEP’s.

#### C. SLOs and SAOs

##### Student Learning Outcome:

Students will be able to clearly state their academic and/or career goal(s) and record them in a Student Educational Plan (SEP) or other appropriate document as one outcome of a counseling session. Survey Question #4: Do you know what classes to take this semester to meet your education goal?

##### Results:

- Pre Survey: In Fall, 2014, 46% of students indicated that they knew what classes to take this semester to meet their educational goal.
- Post Survey: after their counseling appointment, 98% of students indicated that they knew what classes to take this semester to meet their educational goal.

##### Service Area Outcome:

Gather student data on how to improve the quality of the counseling program. A survey was developed to collect data from students after completion of their counseling appointment. The survey was administered in February 2015 and completed by 40 students.


##### Results:

- Our SAO assessment results demonstrate that students are very satisfied with counseling services. In response to 4 out of 5 survey questions, 100% of the students agreed that they received the information, planning and support that they needed. “Disagree” was checked only once in response to just one survey question. One recommendation is to obtain a larger student sample when the survey is administered again.

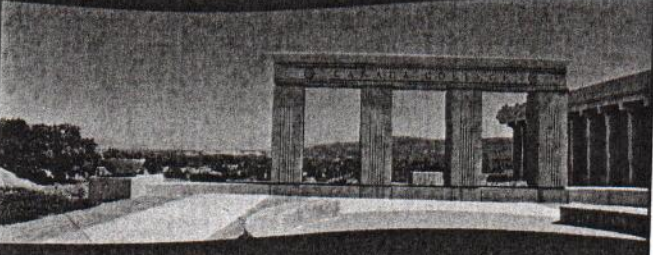
#### D. Resource Requests

- We anticipate submitting a request for a FT Tenure-track Counselor for Fall 2016. We will be losing 50% time of a General Counselor to the Puente Program. We have lost several of our adjunct counselors to full-time positions outside the District. For consistency of staff, it is important to focus our resources on a FT position rather than hiring and training adjunct Counselors who eventually leave.






**Cañada College**  
From here you can go anywhere



**International Student Center**  
Supinda Sirihekaphong • sirihekaphongs@smccd.edu • 1-650-304-3440


## Mission Statement

- Provide individualized services to students, so they can achieve their personal, educational, and professional goals.
- Promote understanding and respect for community engagement and cultural exchange.




## Student Learning Outcomes

1. International students will understand and maintain their F-1 immigration rights and responsibilities.
2. International students will increase their knowledge of services and tools available to reach their education goal (complete a program of study or transfer to a 4-year university).
3. International students will become an active member of the Cañada College community. ISC must help international students understand the importance of engagement in achieving their education goals.



## Activities & Services

- Recruitment & Outreach
- Admissions
- 3-day Orientation
- Immigration Advising
- Academic Advising
- Employment Advising
- Student Life
- Study Abroad



## Recruitment & Outreach



### Armchair Recruitment & Outreach

- Mail outreach materials to agents and high school partners
- Email photos of students to agents and overseas high school partners
- Post Cañada achievements on EducationUSA Facebook pages
- Ambassadors responsible for email inquiries, which include 6 weekly emails

### Domestic Recruitment

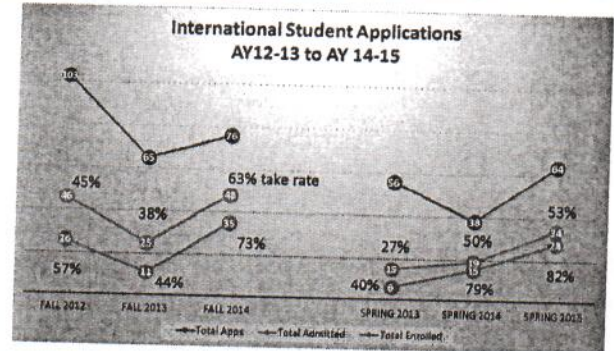
- ESL Language School Presentations (4-5 presentations per semester)
  - 4 students from 1 ESL language school partner
- Drop Ins: current J-1 au pairs, relatives, and current F-1 students in the area
  - 5 former au pairs

### Overseas Recruitment

- Mostly District driven and ISC nurtures the relationships established by District
- Fall 2014 U.S.-Mexico Mobility Fair (need 1.5 student to enroll to break even)

## Admissions Application Trends

### International Student Applications AY12-13 to AY 14-15



## International Enrollment Trends



## Orientation

### 2 weeks before the start of the semester

#### Day 1:

- Math and ESL/English Assessment Testing
- Check In for immigration purposes
- Handbook for Cañada College International Students
- Community Welcome Luncheon



#### Day 2:

- Meet with an academic Counselor
- Meet with an International Student Ambassador to register, pay for tuition, and forward emails from My.SMCCD.edu



#### Day 3:

- F-1 Immigration Workshop
- Academic Expectations and Integrity with ESL Faculty
- Safety/Student Code of Conduct with Public Safety
- Wellness and Health Insurance Workshop with Health Center
- Tour of Cañada College campus with Ambassadors
- Tour of Redwood City (banking and public transportation)





## Orientation Evaluation

### Math and Word Jam

- ~30% (10) international students attended

### Evaluation Results

- ~50% attended, the rest did makeup orientation
- ~50% completed orientation evaluation
- 7 questions about immigration, WebSmart, academic expectations, getting around campus and Redwood City, making friends, and overall evaluation. Only making friends received a 50% negative response rate.



### Spring Supplemental Evaluation

- Overwhelming majority agree that Assessment Testing should be completed first

### Additional comments

The staff and students are super helpful and friendly, it makes new students feel like they made the right decision to be in Cañada :) Keep it up!

## Other Support Services

### Extended Orientation (Every Wednesday, first month of semester)

- Transfer Center (13 students, in demand will outreach more)
- Class Participation (~20 students, ESL department outreach)
- Employment (2-4 students, in demand will outreach more)
- Tax Workshops (5 students, 1 more workshop tomorrow)

### International Education Week Fall 2014

- Campus-wide collaboration (STEM, ASCC, VROC, Social Science Hub)
- Study Abroad Fair: Collected 40 evaluations with over 50% reporting that they considered study abroad before and after the fair and nearly 25% who did not consider study abroad before but do now

### Study Abroad

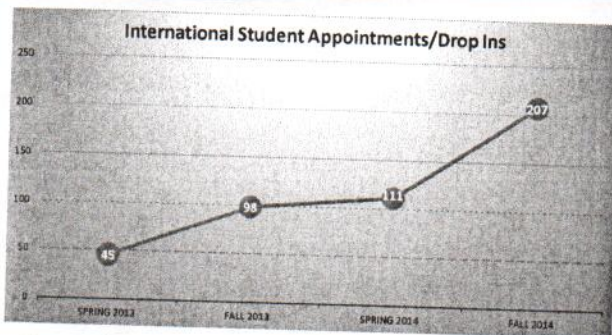
- Unsure of District role in study abroad
- AIFS-Northern CA Study Abroad Consortium, Barcelona Fall 2015
- AIFS-Northern CA Study Abroad Consortium, Florence Spring 2016 (?)
- AIFS-Cañada Partnership Program, Fashion in Florence Summer 2016
- AIFS-Cañada Partnership Program, Art in Paris Spring Break 2016



### Transfer Workshop for International Students



## International Services Trends



The move from Building 5 to Building 3 seems to have driven traffic to ISC.

## Other Social Support Services

### The Olive Branch Newsletter

- Biweekly
- Ambassadors write articles

### International Student Ambassador Program

- Answer email inquiries (30-50 per month)
- Mentors 5-10 new international students

### International Culture Exchange Club

- Welcome Back Party, End of the Year Party
- Thanksgiving Luncheon
- Ice skating, Bowling
- Foreign Film Nights

### Community Outreach

- Redwood City International
- ISP Homestays



## International Student Impact

### New sections of ESL

- Fall 2014: Opened up a section of ESL 923 (6 internationals of 28 students)
- Spring 2015: Opened up a section of ESL 400 & LIBR 100 (8 of 20 students)

### Student Employment

- AY 2013-2014: 8 employment on campus (Ambassadors, Bookstore, Tutors)
- AY 2014-2015: 17 employment on campus

### ISC Collaborations

- Transfer, Class Participation, and Employment Workshops are open to all International and ESL students

### Student Life

- ASCC Service of International students doubled from AY13-14 to AY 14-15
- International Culture Exchange Club (Foreign Film Nights, Language Exchange), Glee Club, Career Club, Business & Entrepreneurship Club, Math Club

## Challenges

### Housing

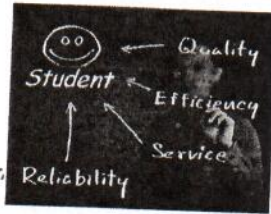
- ICR no longer available, only ISP Homestays
- ISP shared housing for gov't sponsored students, requires full year rent upfront

### Office Space

- Students use office to hang out, use computer, do homework, Ambassadors meet with mentees (no privacy)

### Staffing

- Requesting PT Program Services Coordinator
- International admissions & students services
- Measure H funding to extend office



Questions?  
Thank You.







**Annual Program Plan Feedback - SSPC**

Program: Counseling

SSPC Member(s) Reviewers: Bob Haick

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	Retention specialist			X yes not enough Data yet.
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions:				

CRER 401: Offered in Fall as Online course  
 Offered in Spring Evenings as Learning Comm.



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				Yes
2. Justification fits Program /Department/Division/College needs				Yes
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				Yes
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				Yes
2. Justification is consistent with Department/Division/College needs				Yes
Comments/Questions:				





**Annual Program Plan Feedback - SSPC**

**Program:** Counseling

**SSPC Member(s) Reviewers:** Carlos Luna

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

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				Y
<b>Comments/Questions:</b> It's great to see students are getting proper guidance. It seems more applicable				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				Y
<b>Comments/Questions:</b> Impressive results.				



**Annual Program Plan Feedback - SSPC**

**Program:** Counseling

**SSPC Member(s) Reviewers:** Soraya

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				✓
<p><b>Comments/Questions:</b> <i>all services we provide are covered.</i>  <i>May add the transcript evaluation to NE Transfer-in students ori tation</i>  <i>• Add comments on the needs for demand on additional career sections</i>  <i>We added - CRER 137 in summer (more session in SP 15)</i>  <i>ORER 110 in SPRING (for Puente) - SP 2016</i></p>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
<p><b>Comments/Questions:</b>  <i>If we have the data on # of Prob. Students in 2014 and compare them w/ 2015 to reflect the impact of new Reinstatement Petition Process.</i></p>				





### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>may ask for larger classroom for career classes.</i>				

**SSPC Co-Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPSS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

**Program:**     Counseling    

**SSPC Member(s) Reviewers:**     Robin Richardson    

**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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				✓
Comments/Questions: <i>good SLO results - 46% to 98%            did</i>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: <i>• Express counseling plans like a ge indicated            • New counselor informati - helpful</i>				





**Annual Program Plan Feedback - SSPC**

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: <i>Rec: 1. info, 1. about yr term</i>				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <p align="center">NA</p>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

**Program:** COUNSELING

**SSPC Member(s) Reviewers:** MELISSA ALFORD

**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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				X
Comments/Questions: <p align="center">GREAT JOB!</p>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions:				





### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs	X			
Comments/Questions: <div style="text-align: center;">↓ BASED IN SUMMARY + PRESENTATION</div>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	X			
2. Justification is consistent with Department/Division/College needs	↑			
Comments/Questions: <div style="text-align: center;">↓ BASED IN HANDOUT + SUMMARY</div>				



### Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs	X			
Comments/Questions:	↓ <i>Disposed through + summary</i>			

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Annual Program Plan Feedback - SSPC

Did NOT  
GET COMPLETE  
PROGRAM REVIEW

Program: COUNSELING

SSPC Member(s) Reviewers: Not an SSPC Member / Guest ORIENTATION & ASSESSMENT

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				
Comments/Questions: <i>Needs more statistics on comparison of total student population vs actual attendance at various events</i> <i>Do comparison</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				





**Annual Program Plan Feedback - SSPC**

Program: Counseling

SSPC Member(s) Reviewers: Supinda Sinheekaphong

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?		✓✓		
Comments/Questions: Reinstated/dismissed/probation pls. include # of students in different status vs # of students served CRER courses how many WL students, is there an increase in demand?				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: include how many student in Puente cohort				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: centralizing information system ✓ use sharpint.?				



**Annual Program Plan Feedback - SSPC**

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs		✓		
Comments/Questions: <i>old computers need updating</i>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

Program: Counseling

SSPC Member(s) Reviewers: Gloria

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
Comments/Questions: <u>New position not put forward.</u>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.		✓		
Comments/Questions: <u>Can we prove efficiency of current scheduling model? (30min, 15min drop-in)            I agree that we need data on how to improve the quality of program.            Are we trying to reach students that are not using counseling services?            A bit more information regarding the survey would be useful.</u>				





### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: <i>Actually, a 15% increase in counseling appointments may warrant a full-time tenure track prior to fall 2016.</i>				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs ?				
Comments/Questions:				

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



**Annual Program Plan Feedback - SSPC**

**Program:** Counseling

**SSPC Member(s) Reviewers:** Misha Maggi

**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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
<b>Comments/Questions:</b> Added puente this year! congrats! Looking into ratios of why student coming in. How many on dismissal?				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
<b>Comments/Questions:</b> The survey information is fantastic & #'s are growing. (keeping same so compare #'s)  Action				



### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.			✓	
2. Justification fits Program /Department/Division/College needs			✓	
Comments/Questions: <span style="float: right; font-family: cursive;">would like FT Tenure track counselor → fills old position from puente.</span>				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: <span style="float: right; font-family: cursive;">Details conferences attended Looks robust.</span>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="float: right; font-family: cursive; font-size: 2em;">NA</span>				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="margin-left: 200px;">NA</span>				

**SSPC Co-Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPSS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Annual Program Plan Feedback - SSPC**

Program: Counseling

SSPC Member(s) Reviewers: Jessica Boyle Not a member

The purpose of this form is to provide feedback to the Program Team. *did not receive all material*

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				
Comments/Questions: <i>It's great to see an increase of counseling Appts. As well as more time being spent on reinstated students and probation students. More time will definitely improve the probability of student success.</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information			✓	
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

**Program:** Counseling

**SSPC Member(s) Reviewers:** Elizabeth Ontiveros

**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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions: <i>Administrative help for Puente Program</i>				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>4 - Additional laptops (Apple or PC)</i>				





**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

**SSPC Co-Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPSS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

Program: Counseling

SSPC Member(s) Reviewers: Kim Lopez

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions: <del>Have any changes occurred in the counseling program due to SLO results. It was included in original plan.</del>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: Great survey.				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="font-size: 2em; font-family: cursive;">laptops.</span>				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="float: right; font-size: 2em;">NA</span>				

Overall Great Program Review.

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

**Program:** Counseling

**SSPC Member(s) Reviewers:** Ruth Miller

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions: <p align="center">GOOD INFORMATION</p>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: <p align="center">GOOD INFORMATION</p>				





### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			✓	
Comments/Questions:				

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="margin-left: 200px;">N/A</span>				

SSPC Co-Chair Signature:  Date: 4/8/15

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

Program: COUNSELING

SSPC Member(s) Reviewers: MAX HARTMAN

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			X	
Comments/Questions: WOULD LIKE TO SEE THE SLO'S TIED INTO NEW PROPOSALS LIKE "EXPRESS COUNSELING" AS A RESULT OF SLO FINDINGS, OR HAVING JUSTIFICATIONS				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions: PLAN TO INCREASE SAMPLE SIZE IS GOOD, WOULD LIKE TO SEE ACTIONABLE PLAN BASED ON THE COLLECTED DATA				



### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions: FT POSITION FITS NEED OF PROGRAM COMBINED WITH LOSS OF HOURS,				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <p align="center">NOT APPLICABLE</p>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Annual Program Plan Feedback - SSPC

Program: International Student Center

SSPC Member(s) Reviewers: \_\_\_\_\_

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				Yes Very well thought out
Comments/Questions: <i>good data for slo's - and provides info for you to do planning improvements.</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				Yes
Comments/Questions: <i>Your SAOs are very well thought out and evaluated.</i>				



### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				YES
2. Justification fits Program /Department/Division/College needs				yes
Comments/Questions:				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				yes
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				/
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				yes
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Annual Program Plan Feedback - SSPC

Program: International Student Center

SSPC Member(s) Reviewers: Carlos Luna

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				Y
Comments/Questions:				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions:				

How can we as the college community best support international students? (More staff outreach, one on one, etc.?)



**Annual Program Plan Feedback - SSPC**

**Program:** International Student Program

**SSPC Member(s) Reviewers:** Sorey

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

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
Comments/Questions:				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions:				





### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <div style="text-align: center; font-size: 1.2em;">N/A</div>				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-size: 1.2em;">N/A</div>				



**Cañada College**

**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

**Program:** International

**SSPC Member(s) Reviewers:** Robin Richards

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
<b>Comments/Questions:</b> <i>Evaluation of Overhaul/Online evaluation</i> <i>Each workshop has evals.</i>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
<b>Comments/Questions:</b> <i>good</i>				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

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



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

**SSPC Co-Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPSS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





Annual Program Plan Feedback - SSPC

DID NOT GET COMPLETE REVIEW PROGRAM

Program: INTERNATIONAL PROGRAM

SSPC Member(s) Reviewers: Not an SSPC Member - Guest Orientation & Assessment

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions:				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

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



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annual Program Plan Feedback - SSPC

Program: ISC

SSPC Member(s) Reviewers: Supinda

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	✓			
Comments/Questions: <i>I don't think there was a previous SLO assessment?</i> <i>Are students understanding &amp; maintaining I-1 status?</i>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.	✓			
Comments/Questions: <i>It is not clear what the SAO was/is...</i>				

*I only had the power point and did not have the hardcopy results, thus I had no reference.*



### Annual Program Plan Feedback - SSPC

<b>IV. Faculty and Staff Hiring Request</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.	✓			
2. Justification fits Program /Department/Division/College needs		Probably		
Comments/Questions: <i>More information in the position proposal.</i>				

<b>V. Professional Development Needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs	✓			
Comments/Questions:				

<b>VI. Equipment Request (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	✓			
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs	✓			
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Annual Program Plan Feedback - SSPC**

**Program:** International Student Center

**SSPC Member(s) Reviewers:** Misha

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

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
<i>Comments/Questions:</i> very detailed & did trips in Mexico & Kuwait which is great! Great work w/ international enrollment Detailed orientation. Great collaborations w/ student life & the impact side info was great.				

How collect SLOs

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.	✓			
<i>Comments/Questions:</i> only covered SLOs				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: <div style="text-align: center; font-family: cursive;">NA need more justification for PT program serv 160 v d.</div>				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <div style="text-align: center; font-family: cursive;">NA</div>				

<b>VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-family: cursive;">NA</div>				



**Annual Program Plan Feedback - SSPC**

VII. <b>Facilities Request</b> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="margin-left: 150px;">NA</span>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annual Program Plan Feedback - SSPC**

**Program:** International

**SSPC Member(s) Reviewers:** Jessica Bayle *Not a member*

**The purpose of this form is to provide feedback to the Program Team.** *Did not receive all material*

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions:				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

<b>VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Annual Program Plan Feedback - SSPC**

**Program:** International Programs

**SSPC Member(s) Reviewers:** Elizabeth Ontiveros

**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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

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



**Annual Program Plan Feedback - SSPC**

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>More space needed / more housing needed w/out up front rent (too expensive)</i>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual Program Plan Feedback - SSPC**

**Program:** International students.

**SSPC Member(s) Reviewers:** Kim

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

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				
<b>Comments/Questions:</b> How are SLO's collected? SLO data? ? included in original Program review				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
<b>Comments/Questions:</b> not mentioned in presentation (included in original document.)				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-size: 2em; margin-top: 10px;">PT</div>				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

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



**Annual Program Plan Feedback - SSPC**

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <span style="font-family: cursive; font-size: 1.2em;">extend office</span>				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Annual Program Plan Feedback - SSPC**

**Program:** INTERNATIONAL STUDENT CENTER

**SSPC Member(s) Reviewers:** MAX HARTMAN

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

<b>I. SLOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?		X		
<b>Comments/Questions:</b> TABLE IS CONFUSING, LIKE THE ACTION PLAN, WOULD LIKE THE PLAN TO RELATE DIRECTLY TO THE SLO <del>TABLE</del>				

<b>II SAOs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
<b>Comments/Questions:</b>				



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions: PT POSITION REQUEST MATCHES NEED FOR GROWING PROGRAM.				

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

<b>VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: NOT APPLICABLE				



**Annual Program Plan Feedback - SSPC**

<b>VII. Facilities Request (Either new or maintenance issues)</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs			X	
Comments/Questions:				

SSPC Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Annual Program Plan Feedback - SSPC

Program: International Student Center

SSPC Member(s) Reviewers: Ruth Miller

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				
Comments/Questions: <u>INCLUDED in original document</u>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: <u>INCLUDED in original document</u>				

GOOD Information



### Annual Program Plan Feedback - SSPC

<b>IV. <u>Faculty and Staff Hiring Request</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

<b>V. <u>Professional Development Needs</u></b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

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



### Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

SSPC Co-Chair Signature:  Date: 4/8/15

VPSS Signature: \_\_\_\_\_ Date: \_\_\_\_\_