



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, June 28, 2017
2:00pm to 4:00pm
Building 2 – Room 10**

Members Present: Diva Ward, Phillip King, Debbie Joy, Ruth Miller, Sunny Choi, Candice Johnson, Jeanne Stalker, Bob Haick, Soraya Sohrabi, Sarah Aranyakul, Joshua Forman-Oritz, Misha Maggi, Adolfo Leiva, Maria Huning, Carlos Luna, Lizette Bricker, Max Hartman

Members Absent: Gloria Darafshi, Caroline Ouyang, Mayra Arellano, Trish Guevarra, Margie Carrington

1. Approval of Minutes – May 10, 2017 minutes approved unanimously

2. Business

If you are unable to attend SSPC, please let Ruth, Phillip or Debbie know prior to the meeting and send a representative in your place.

I. Review Program Review Process

SSPC discussed where we are in the Program Review process/cycle.

- Program Reviews are due at the end of February
- Put new position requests in SPOL and under Resource Requests
- Write Program Review in WORD and copy into SPOL
- Send WORD doc to the Vice President's Office
- Have at least one or two program reviews at each SSPC meeting
- Copy and paste comments into the reflection document, send to SSPC committee members and then present the reflection document at the SSPC meeting
- No more than 30 minutes per program feedback and answers for peer support, guidance and improvement
- Update SLOs in TracDat by the end of the semester

If you're not getting the information you need or are lost in the process, let Phillip know (in any area).

II. [Educational Master Plan Strategic Initiatives](#)

Student Services will make sure that all their work is connected to the Educational Master Plan Strategic Initiatives.

The Goals and Strategic Initiatives are attached at the end of these minutes.

III. Purpose and Goals of the Student Services Supervisory Council

- reports to the Planning and Budgeting Council
- tasked to review Program Review in the Spring
- approve initiatives and recommend to PBC for approval or not
- report back and share information from other committees, councils and programs
- ensure we're clear and accountable to others

Should the purpose be added to the SSPC website?

3. Other

Congratulations to Lizette Bricker for her new job at CSM and we wish her the very best. Lizette's last day at Cañada is June 29, 2017.

Gloria Darafshi starts as Interim, Dean of Counseling on July 17, 2017.

SSPC will invest in Strength Finders.

Student Services Leadership Team will be:

Phillip King
Melissa Alforja
Margie Carrington
Gloria Darafshi
Max Hartman
Maria Huning
Misha Maggi
Ruth Miller

- Learning Center – Colts Academy and the August Jams are starting soon!
- Admissions & Records – Spring evaluations for degree certification are now being completed.
- A2B – Colts Academy begins July 24th. Volunteers and presenters are still needed. NDNU classes began this week.
- Orientation – Very busy with assessments.
- Career Center – Job Fair, Internship Fairs and Field Trips are being scheduled.
- Transfer – Planning for Fall College Fair in October.
- Student Life – Busy working on the 4th of July Float and dancers are still needed. Vending Commission requests will begin in early August and preparing for the ASCC Leadership Retreat.
- SparkPoint – The goal is to give out 100,000 pounds of food this year. The Legal Clinic will be continuing.
- Upward Bound – High School students are doing high school level and College level courses. Upward Bound has been funded for another five years!
- Library – The Library is gearing up for the Fall. TLC is a semester long program that is free for students to rent laptops and calculators. The Library is looking for Student Assistants.

- Counseling – Chris Rico is the new Basic Skill tenure track Counselor College for Working Adults is in the process to hire a new Counselor. Chrissy Kincer will begin her new job in the Instruction Office on July 10th as the Executive Assistant.
- Wellness Center – The Health Center hours are 9:00-1:00 during the summer. The Personal Counseling Center has openings. We have new DSKL classes beginning in the Fall.

More discussion to follow:

The Promise Program

Enrollment Management

Free Speech – Time, Place, and Manner responsibilities

Customer Service using Kognito

4. Adjournment

Upcoming Meetings

August 23

September 13 (meeting room change – 2-10)

September 27

October 11

October 25 (meeting room change – 2-10)

November 8 & 22

December 13

December 27 Holiday Break

January 24

February 14 & 28

March 14 & 28

April 11 & 25

May 9 & 23

June 13 & 27

[Student Services Planning Council Website](#)