



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, October 28, 2015
2:00 pm – 4:00 pm
Building 9 – Room 154

Members Present: Diva Ward, Max Hartman, Misha Maggi, Ruth Miller, Kim Lopez, Melissa Alforja, Adolfo Leiva, Carlos Luna, Lizette Bricker, Sunny Choi, Bob Haick, Debbie Joy, Margie Carrington, Soraya Sohrabi, Lina Mira, Sarah Aranyakul, Evelyn Valenzuela, Nicholas Jerrard

Members Absent: Supinda Sirihekaphong, Trish Guevarra, Jeanne Stalker, Gloria Darafshi, Maggie Baez

Guests: Loretta Davis Rascon

1. Approval of Minutes – Minutes from October 14,2015 were approved.

2. Business

**I. Student Engagement Plan Progress Report 2014-2015
(Valued and Nurtured)**

Kim will take #2 and #4 to Academic Senate to discuss how to follow up and whether they are still important to our college.

Activities	Who's Responsible	Timeline
1. Early Alert: Conduct early alert with intentional interventions and develop a formal progress report. COMPLETED	Faculty Counseling	Fall/Spring
2. Student and Teacher Interaction: Require all students to meet with their faculty member at least once.	Faculty	Fall/Spring

3. Services: Implement an email nurturing campaign promoting services based on the courses students are enrolled. (e.g., “We see you are taking math or English, did you know free tutoring of two hours per week is available?”)	PIO Center	Fall/Spring/Summer
4. New Students: Ask who the new students are in the class and provide information on services available to help them succeed.	Faculty	Fall/Spring/Summer
5. Professional Development: Conduct incentivized faculty development on student support services.	Faculty CIETL	Fall
6. Shared Stories: Develop student, faculty, and staff perspectives campaign on students’ stories. (e.g., banners, website, murals)	PIO	Fall/Spring/Summer
Benchmark Assessment Measures: #1 Successful Course Completion #2 Fall-to-Fall Persistence Rate		

Kim will take #1 to Michelle and #2 to the ACES Committee to see how the College can follow up with these two.

Activities	Who’s Responsible	Timeline
1. Service Learning: Work with faculty to develop a service learning program with possible mentoring program.	Dean, ALL	Spring
2. Habits of the Mind: Conduct a habits of the mind program with monthly topics that everyone embraces.	CIETL	Fall
3. Experiences: Encourage internships, field trips, lecture series, inquiry based learning.	CIETL Faculty	Fall
4. Taste of the Classroom: Conduct opportunities for students to learn about the next courses they need to take (similar to the Fashion Design and Merchandising Luncheon program).	Faculty	Fall
5. Student Success Team: Create a campus-wide student success team to provide information on ways to improve what we do. COMPLETED	Basic Skills Committee Center for Student Life and Leadership Development	Fall
6. Student Success News: Create a publication to focus on student success and provide the campus with ideas on what they can do to improve it.	VPSS Center for Student Life and Leadership Development	On-going
Benchmark Assessment Measure: CSSEE Survey 12h, 12j, 12k, 12l, 12m, 12n, 12o		

SSPC discussed how hard it is to answer the questions below and to measure this type of plan.

- a) What is your assessment of the progress to date?
- b) Are there objectives that are no longer necessary or could be deferred?
- c) Are there objectives that require more urgent attention and/or need additional resources to be approved by PBC in order to accomplish the work?
- d) Are there new activities that should be added in order to accomplish the objectives?

II. Career/Transfer Center Relocation – Pros and Cons

Kim continues to gather pros and cons to take to Planning and Budgeting Council where they will evaluate the pros and cons and propose a recommendation to the President's Office.

The purpose of this proposed relocation is to increase visibility for our College Career and Transfer Centers.

Educational Master Plan Goals:

1. teaching and learning

Equip students with the knowledge and transferable skills so they can become productive citizens in our global community; provide clear pathways for students to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems

2. completion

Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals.

3. community connections

Build and strengthen collaborative relationships and partnerships to support the needs for our community

4. Global and Sustainable

Promote shared responsibility for our environment and social justice; and create a diverse and culturally enriched community of global citizens.

III. Fall 2015 Hiring Process Evaluation

SSPC discussed the hiring process and gave possible changes below.

- Not enough time; 5, 8, 10 minutes is not enough time to articulate the needs
- Not enough people showed up to discuss the strength and weaknesses
- The question and answer time is the most valuable
- There needs to be time for questions for presenter to discuss question on strengths and weaknesses
- Justifications were not clear; lots of data and numbers that didn't explain why the position is needed
- Use live website/webpage for strengths, weaknesses, comments and questions
- No presentations – just questions and answers only (read justification prior to meeting)

- Positions posted and questions posted prior for question and answer meeting
- Voting online
- SSPC / IPC rank positions using a rubric

3. Report Outs

Priority Registration begins Monday, November 2nd

Scholarship website opens on October 29. Deadline is February 18th

November 17, ACES –Setting Stage for Race Talks 3:00-4:30 in CIETL

November 18 – Majors2Careers Day

Gospel Choir Rehearsal will begin to celebrate Black History Month

Flex Day – Wednesday, November 25th

Holiday Hours – Close early, 4:30 pm on November 25, December 21st, 22nd and 23rd

4. SSSP Plan

Lizette brought the latest revised SSSP Plan to SSPC as the SSSP Advisory Group. If there are any other last minute updates, please get them to Lizette right away.

Cañada has received their final allocation from SSSP and it is about 1.2 million

5. Other

2015-2016 Meetings

August 26

September 9 & 23

October 14 & 28

November 11

December 9

January 27

February 10 & 24

March 9 & 23

April 13 & 27

May 11 & 25