



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, May 14, 2014  
2:00 pm – 3:00 pm  
Building 9 – Room 154

**Members Present:** Lizette Bricker, Diva Ward, Carlos Luna, Debbie Joy, Chialin Hsieh, Trish Guevarra, Noel Chavez, Kim Lopez, Misha Maggi, Sandra Mendez, Soraya Sohrabi, Robin Richards, Supinda Sirihekaphong, Lorraine Barrales-Ramirez, Ruth Miller, Margie Carrington, Jeffrey Rhoades, Melissa Alforja

**Members Absent:** Bob Haick, Jeanne Stalker, Regina Blok

**Guests:** Patty Hall

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**1. Approval of Minutes** – Minutes from April 23, 2014 will be reviewed at June 18 meeting.

**2. Business**

**I. Review of three 2014-2015 Annual Plans/Program Reviews**

- **Financial Aid & Financial Literacy**
  - SSPC members' review documents are included at the end of the minutes.
- **International Students Services**
  - SSPC members' review documents are included at the end of the minutes.
- **Assessment, Orientation & Registration**
  - The Annual Plan/Program Review will be presented at the June 18 meeting.

**II. Other**

Upcoming Meetings:

May 14

June 18



**Annual Program Plan Feedback - SSPC**

Program: Financial Aid + Financial Literacy

SSPC Member(s) Reviewers: Licette Bricker

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. <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: FINANCIAL AID

SSPC Member(s) Reviewers: MELISSA ALFORDA

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?				X
2. How has student learning been improved due to the changes made?				X
Comments/Questions: <u>FINANCIAL AID + FINANCIAL LITERACY - SLO</u> <u>3 themes -</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.			X	X
Comments/Questions: • <u>CASH COURSE - DIFF WORKSHOPS + WORKERS TO PUT INTO CLASSES</u> • <u>OUTREACH FOR FALL</u>				

*put Financial literacy in FIN AID*

**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				
Comments/Questions: <p style="text-align: center;">FOFE approved      ↓</p>				

<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		X		
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			x	
Comments/Questions:				

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

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

Annual Program Plan Feedback - SSPC

New Scholarship software is awesome!

Program: Financial Aid + Literacy

SSPC Member(s) Reviewers: Misha

Congrats on financial literacy lab.

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: <ul style="list-style-type: none"> <li>Financial aid costs</li> <li>Accessibility &amp; affordability</li> <li>Wow, didn't realize so many people used college as a financial benefit as opposed to school.</li> </ul> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">             Student success + access           </div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 20px;">             → How does financial aid help in development of students?           </div>				

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: <ul style="list-style-type: none"> <li>Adding some SAOs even though enrollment taking a dip.</li> <li>- want all students to apply.</li> </ul>				

- 55% rate of remembering what to do.  
 - need student assistants to demonstrate.  
 - working on being more engaging.  
 → How will Financial Literacy link to new Sparkpoint center?

No data field  
in program



### 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**

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>can't wait to see the artwork for center!</i>				

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

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



**Annual Program Plan Feedback - SSPC**

Program: Financial Aid & Financial Literacy

SSPC Member(s) Reviewers: Margie Carrington

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: <u>The new SAP Workshops will be a great much needed resource for students.</u>				

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. <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: <i>Great news on the new 1.0 FTE Financial Aid Technician position.</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				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				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				X
Comments/Questions:				

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

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



**Annual Program Plan Feedback - SSPC**

Program: Fin Aid

SSPC Member(s) Reviewers: Robert 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?				Set Locations Better trained Presenters - <u>TBD</u>
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.				Yes
Comments/Questions: Maybe have students sign up for FAFSA workshop during orientation.				

**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				
N/A				



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: \_\_\_\_\_

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



**Annual Program Plan Feedback - SSPC**

Program: Financial Aid

SSPC Member(s) Reviewers: Margie

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**

Program: Financial Aid + Financial Literacy

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?	<u>GOOD</u>	<u>JOB</u>		✓
Comments/Questions: SAP WORKSHOPS F/A PROVIDES A DIVERSE STAFF GOOD PROGRAM INFORMATION & REFLECTION USING SAME SLO FOR NEXT YEAR MOVING SLO'S TOWARD WORKSHOPS PROBATION/DISMISSED MUST GO THROUGH F/A WORKSHOP				

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: HOPE TO EXPAND USE OF LAB FOR NEXT YEAR A LOT OF 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: <p style="text-align: center; font-size: 1.2em;">NO NEED HAVE A NEW 100% HIRE</p>				

<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: <p style="text-align: center; font-size: 1.2em;">F/A SENAS STAFF TO MANY WORKSHOPS</p>				

<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: <p style="text-align: center; font-size: 1.2em;">NEEDS A COLORED WALL DISPLAY RACK TRAIL SCREEN MONITOR</p>				

Annual Program Plan Feedback - SSPC

Program: Financial Aid & Literacy

SSPC Member(s) Reviewers: S. Sirinekaphong

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: <i>community partners Canada as resource access &amp; affordability</i> <span style="float: right;"><i>clarify eligibility fin aid DACA</i></span>				

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: <i>ownership student/college partnership self-efficacy more programs in fin literacy lab FAFSA &amp; Dream App Wksp</i>				

*decreased SLO reflection → more interaction, follow up, more training of student assts ★ ✓ + 😊 but also logistical (room AS)*

*disqualification workshop mandatory ✓ + financial aid staff not counselor*

*will develop SLO for ↑ population ✓✓✓ 😊*



**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>improve Literary Lab yes! ag need 😊</i>				

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

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

**Annual Program Plan Feedback - SSPC**

Program: Financial Aid

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

**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>Some students have shown interest in learning more about scholarships after the workshops have occurred. They <del>was</del> were not aware of the workshops or they could not attend</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>Perhaps more advertising of financial aid tab. To both students and staff</i>				

Annual Program Plan Feedback - SSPC

Program: Financial Aid

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?				Use a pre-post survey & x workshops
Comments/Questions: Provided an analysis on why lower rate of student learning then in 2012-13 SLO cycle.				

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: ① Accessibility & Access - being a resource for the community ② Assist Dream Act students				

③ Financial literacy lab - increase FAFSA application by 10%

④ SAP Workshops - to be mandated for students in summer 2014.



### 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: received a 1.0 FTE Financial Aid Tech.				

<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: included state and federal conferences/workshops.				

<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. Facilities Request (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: improve FLL room - brighter look.				

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

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



Annual Program Plan Feedback - SSPC

Program: Financial Aid

SSPC Member(s) Reviewers: Robin Richards

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
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Guidelines: This section should include the following:

<p>1. What program improvements have been implemented due to the SLO assessments?</p> <p>2. How has student learning been improved due to the changes made?</p>				✓
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Comments/Questions: Used same SLO - we didn't reference by completing all info needed; good SLO results on your past FAFSA tests, did not get as good results & have had to change the being activities to be conducted; will know the <sup>SLOs</sup> workshop in SAP FA (will have SLO on this)

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
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Guidelines: This section should include the following:

<p>3. Status of SAO Assessment Cycle.</p>				✓
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Comments/Questions: 151K Volume - goal to ↑ 10% / last year 11%; keeping the same line / may want to look at the goal in light of flat enrollment; create formal financial literacy calendar

Had numerous accomplishments to improve services - eg. Academic links for scholarships  
 Made many changes - eg. BOB processing  
 Will formalize Financial Literacy



**Annual Program Plan Feedback - SSPC**

**Program:** Financial Aid

**SSPC Member(s) Reviewers:** TRISH GUYAKA

**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?				X
2. How has student learning been improved due to the changes made?				X
<b>Comments/Questions:</b> - self-reflection through 110 grant financial aid workshop - assessments affected by limited resources + space				

<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**

Program: Financial Aid & Financial Literacy

SSPC Member(s) Reviewers: Abel Chavez

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
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.				X
Comments/Questions: - Support to Dream Act students - Collaboration with other organizations in the greater community.				

**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:				

<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				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				X
Comments/Questions:				

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

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



**Annual Program Plan Feedback - SSPC**

Program: International Students

SSPC Member(s) Reviewers: Noel Chavez

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:  Very Clear SLO's.				

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. 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				7
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				7
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 Students

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: OFFERS a RESUME TRAINING GOOD JOB DID AN EVALUATION FOR ORIENTATION IMPLEMENTED A MID TERM PROGRESS REPORT OFFERS TRANSFER WORKSHOP (minimal participation) DID A SURVEY				

GOOD ANALYSIS

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.		<del>NO</del>		✓
Comments/Questions: WILL PROVIDE TO INDIVIDUALIZED SERVICE TO STUDENTS PLANNING TO INCREASE STUDENT ACTIVITIES SAO PLANNED ACTIVITIES are excellent				

(49) Currently we HAVE INTERNATIONAL STUDENTS



**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: <p align="center">NO REQUEST</p>				

<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: <p align="center">WANTS TO PARTICIPATE IN WEBINARS</p>				

<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: <p align="center">NO REQUEST</p>				



**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: 150px;">MOVING TO BLOG 3</span>				

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

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

Annual Program Plan Feedback - SSPC

Program: International Students

SSPC Member(s) Reviewers: Robin Richards

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?				- did a good job of measuring and evaluating assessment
Comments/Questions: - measure of learning/learning - good to check FI status; good idea to have pre-post test; for some workshops, did do 3 pre-post & it worked well				

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: - Have conditional paragraphs and survey - provided good results on how to change the program - excellent, useful results; did a good analysis of what should be changed with the program - set up good objectives/activities for the next year				

Annual Program Plan Feedback - SSPC

Program:   I.C.E  

SSPC Member(s) Reviewers:   MISTA  

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: I love that you're including a pre/post survey. No need to be nervous! Great job. <span style="border: 1px solid black; padding: 2px;">small #s of workshops - how to increase #s? → <u>collab</u></span> ↳ Incorporate faculty for film night				

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: Increase enrollment, <u>collab</u> so important. Requests for next year to help Chinese students.				

↓  
translators great idea

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: <p style="text-align: center;">N/A</p>				

<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: <p style="text-align: center;">N/A</p>				

<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: <p style="text-align: center;">N/A</p>				



### 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: Moving offices - <sup>em</sup> sad you're leaving us. to Building 3 - we need your students				

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

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



**Annual Program Plan Feedback - SSPC**

Program: Internacional

SSPC Member(s) Reviewers: Supinda

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

<b>I. SLOs</b>	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>How do you propose to measure "Increase knowledge?"</u>				

<b>II SAOs</b>	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: International Students

SSPC Member(s) Reviewers: Supinda Sirihetaphong

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:				

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: <u>International Education Week - Great idea!</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.	X			
2. Justification fits Program /Department/Division/College needs	X			
Comments/Questions: <i>Given the number of students in the program have you considered getting funding for an international student counselor?</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	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	X			
2. Justification is consistent with Department/Division/College needs	X			
Comments/Questions:				



**Annual Program Plan Feedback - SSPC**

Program: International Student Center

SSPC Member(s) Reviewers: Carlos L.

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: How are the Transfer/Employment workshops advertised? What sets them apart from workshops offered to non-international students <del>at the center</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.				
Comments/Questions: I like the idea of campus wide collaboration for International Education week.				



**Annual Program Plan Feedback - SSPC**

Program: International Students

SSPC Member(s) Reviewers: Robert 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?				pre + post go further LOOK for Impact  Yes
Comments/Questions: good slo's will help keep them on track + give data - pre + post will help				

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.				Yes
Comments/Questions: great learning went on and your plan shows that you are incorporating it into this next year				

**Annual Program Plan Feedback - SSPC**

Program: Sepinda Sirikaphong / International

SSPC Member(s) Reviewers: Liette Bueker

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

<b>I. SLOs</b>	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>Include number of students in program - year to year.</i> 49				

<b>II SAOs</b>	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: SUPINDA SIRIHEKAPITONG

SSPC Member(s) Reviewers: MELISSA ALFORJA

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  X	#  #
Comments/Questions:  <i>PRE + POST FOR NEXT ACADEMIC YEAR - PER YOUR INPUT DURING presentation</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.				X
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program: International Student Center

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?	Will include a pre- & post survey to measure learning.			Included pre-post data on transfer & Employment
Comments/Questions: ① maintain status ② Increase knowledge to reach goals ③ Become an active member of community.				

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:  
 new for 2014  
 ① International Education week in Nov 2014.  
 ② Recruitment efforts - ELS Language Center Digital Campaign E-STEM.  
 Shared Fall 2013 student survey results  
 Discussed SAO's for 2014/15  
 ① Provide individualized services  
 Also conducted 2 focus groups (Chinese and non-Chinese students)



### 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;">NA</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-size: 2em;">NA</div>				

<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: <div style="text-align: center; font-size: 2em;">NA</div>				





**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>Moving to 3-103 in May, 2014. More centralized location.</i>				

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

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



**Annual Program Plan Feedback - SSPC**

Program: International Studies CN

SSPC Member(s) Reviewers: TRISH GUERRA

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?				X
2. How has student learning been improved due to the changes made?				X
Comments/Questions: + SLOs are connected to EUP + great analysis on data				

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: - great opportunities to increase services + support for int'l students				