STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF

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

Members Present:	Kim Lopez, Melissa Alforja, Trish Guevarra, Loretta Davis Rascom (For Jeanne Stalker), Noel Chavez, Debbie Joy, Carlos Luna, Diva Ward, Lizette Bricker, Supinda Sirihekaphong, Robin Richards, Ruth Miller, Margie Carrington, Soraya Sohrabi
Members Absent:	Chialin Hsieh, Misha Maggi, Lorraine Barrales-Ramirez, Jeffrey Rhoades, Bob Haick, Regina Blok
Guests:	Alejandro Meza, Jorge Martinez, Aurelyn Ancheta

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

2. Business

    I.   **Review of DRAFT Student Success and Support Program Plan**
        SSPC will be the advisory committee for SSSP. SSPC (as advisory committee) will review the
        SSSP plan at the August meeting.

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

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

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

- **Assessment, Orientation and Registration**
  - Presented by Loretta Davis Rascon (for Jeanne Stalker). SSPC members' review documents are included at the end of the minutes.

    III.   **Other**

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

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

Cañada College

Annual Program Plan Feedback - SSPC

Program: TRiO, BTD, VROC

SSPC Member(s) Reviewers: Carlos L.

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
Guidelines: This section should include the following:				
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: It's great the two programs are growing but I'm a little confused about why so few surveys were completed. Was it just because of the late start on data collection?				

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

Annual Program Plan Feedback - SSPC

Program: Trio/BTO/VROC

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
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				• need collect more data • want std's t be more proact
Comments/Questions: Pre-Post surveys — I'm aware of tutoring and not reach (#31) Know how to use access tutoring — During orientation explained tutorin				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.	will use	survey	and portfolios to assess results	
Comments/Questions: each area articulated SAO's Recommend: select one SAO per program area and identify on assessment to measure.				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: Included				

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

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

Annual Program Plan Feedback - SSPC

Program: ___TRio / BTO / VROC___

SSPC Member(s) Reviewers: ___Supinda Sirihekaphong___

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

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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: TRIO - tutoring				

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

BTO
10→12→16 peer-mentors
A2B
STEM
Sequioa HS→afterschool mentoring

VROC
100 self-identified
focus group

Annual Program Plan Feedback - SSPC

IV. __Faculty and Staff Hiring Request__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. __Professional Development Needs__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. __Equipment Request__ (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information		✓		
2. Justification is consistent with Department/Division/College needs		✓		
Comments/Questions: lots of overlap, will this include cost sharing				

Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	Incomplete information	Complete information w/out analysis	Complete information analysis	Complete information analysis plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs			✓	
Comments/Questions: BTD permanent space, maybe include privacy issues/noise				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: TRIO / BTO / VROC

SSPC Member(s) Reviewers: Lizette Bricker

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
Guidelines: This section should include the following:				
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: Include how you provided the information.				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.		✓		✓
Comments/Questions: Wow! your doing a significant amount of services. Add assessment.				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.			✓	
2. Justification fits Program /Department/Division/College needs			✓	
Comments/Questions: add more data on students in each program. List in this section.				

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

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

Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	Incomplete information	Complete information, no/little analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly how the request will serve Department/Program/Division/College needs.*				
Justification is consistent with Department/Division/College needs			✓	
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Trio / BTO / VROC_

SSPC Member(s) Reviewers: _Margie Carrington_

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
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			*[marking]*	X
Comments/Questions: Have identified that starting earlier w/ SLO might have been helpful –				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				/
Comments/Questions: Engagement through men's/women's groups innovative				

✗ Peer mentor growth impressive
✗ H.S. outreach @ Sequoia great.

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions: *would consider more training / prof development*				

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

Annual Program Plan Feedback - SSPC

Program: _TRIO/BTO/VROC_

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
Guidelines: This section should include the following:				
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: BTO - grown for 10-16 mentors (100-160 students) - ↑partnerships VROC - continuing looking ... TRIO - changes - staffing ... used to 1) increase # provided workshop 4/19 2) may want to make more complete				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: TRIO - working to strengthen academic regi.				

Cañada College

Annual Program Plan Feedback - SSPC

Program: TRio/BTO/Veterans

SSPC Member(s) Reviewers: Ruth Muller

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
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			~~XXXX~~	✓
Comments/Questions: Providing focus groups and outreach for veterans Held workshops + orientation				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: Continuing to mandate orientation Continue Intentional Counseling				

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

SSPC Co-Chair Signature: _Ruth Mullen_   Date: _6|18|14_

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Outreach_

SSPC Member(s) Reviewers: _TRISH GUEVARRA_

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

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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: - missing students in PEP → data				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: - connect to college - great idea!				

Annual Program Plan Feedback - SSPC

Program: _Orientation, Assessment & Registration_

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
Guidelines: This section should include the following:				
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: To ellaborate on changes you have seen due to your accomplishments				

II __SAOs__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: Add the number of survey to your charts				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions: - Add the cost of Professional Developments - Recommend to consider other conferences regarding Retention and SSSP ~~~~~~~~~~~~~~~				

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

Annual Program Plan Feedback - SSPC

Program: *OUTREACH*

SSPC Member(s) Reviewers: *NOEL CHAVEZ*

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

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

Annual Program Plan Feedback - SSPC

Program: _Orientation, Assessment & Registration_

SSPC Member(s) Reviewers: _Chris L._

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
Guidelines: This section should include the following:				
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: It's great that the orientation provides concise info to incoming students. Orientation seems to be where a lot of students get overwhelmed with all the info being thrown at them				

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

Annual Program Plan Feedback - SSPC

Program: _Outreach / Application_

SSPC Member(s) Reviewers: _Carlos L_

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

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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: It's impressive that calling potential students got a good response ~~...~~ and got people to register for PEP workshops. Do you have plans to reach out to more high schools in the near future				

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

Annual Program Plan Feedback - SSPC

Program: Outreach

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
Guidelines: This section should include the following:				
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: Wants to change SLO for next year. Ask in Application workshops (how to prepare for Assessment tests, understand math/Eng. need to take first/similar				

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

① Calling PEP students works with getting them here. (141/132 attended PEP)

② Follow-up Application workshop participants to see how many attended orientation? How many registered.

Annual Program Plan Feedback - SSPC

Program: _Outreach_

SSPC Member(s) Reviewers: _Supinda Sirihekaphong_

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

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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:

450 students on campus
10 app workshops ⇒ 150 students
collab w/ Fin Aid & CBET

Preview District-wide
evening-students-parents

Preview Surveys +++
Xing SLO learn steps to success
@ App workshop
PEP - Spring break

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

Comments/Questions:

# of PEP who enroll
concurrent AVID program

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

Research
reporting

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: Outreach and application

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
Guidelines: This section should include the following:				
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: 10 Application Workshops new Brought 450 Students great student feedback — Will use pre + post surveys at first contact				

ADD a Question about Assessment Preparation

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: Increase # of students that attend workshops that actually register				

New Changes — Will go to highschools twice a week
  - Big push for concurrent enrollment

  - connect to college
  - change pep around to accomodate students

Annual Program Plan Feedback - SSPC

Program: _Outreach/_

SSPC Member(s) Reviewers: _Peter 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
Guidelines: This section should include the following:				
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:				

* Did review this prior SLO and made changes on what he wants to do; suggestions for addition: 1) prep for assessment, 2) importance of math/English

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

- High school visits changing to bi-weekly & then going to other HS in other districts

- Changing "Preview Day" to "Connect to College" – might add outreach to community
- FEP – students are exhausted – add spring break & Saturday

Annual Program Plan Feedback - SSPC

Program: *Outreach*

SSPC Member(s) Reviewers: *Margie Carrington*

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
Guidelines: This section should include the following:				
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 for 13-14 plan	for 14-15 good		
Comments/Questions: *due to transition prior SLO not administered proposing to move learning opportunity to the first contact point —*				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.	X for 13-14	plan for 14-15		
Comments/Questions: *Increase % of students who participate in PEP Phone call project — personal touch that effective* *≈ 400 students to campus* *Challenge in getting parents involved in Preview Day & other learning opportunities.* *→ Connect to College @ CSM*				

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

Need data to analyze student cohorts via PER, etc.

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: *Outreach*

SSPC Member(s) Reviewers: *Lizette Bricker*

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

I. __SLOs__ *N/A*	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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: *10 steps can appear to be a lot for students – Create Marketing to help visualize – or consider paring it down.* *Survey data can be included here. Recommend 1 SLO vs. 2.*				

II __SAOs__ *N/A*	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: *Recommend focus on 1 SAO instead of 3.*				

Annual Program Plan Feedback - SSPC

IV. __Faculty and Staff Hiring Request__ _N/A_	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. __Professional Development Needs__ _N/A_	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. __Equipment Request__ (Item description, Number of Items, Total Cost) _N/A_	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
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) *N/A*	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Orientation Assessment & Registration

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
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				Where is the analysis?
Comments/Questions: How many students completed the SLO survey? (100) Providing follow-up calls to schedule a second counseling appointment				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: ① Follow-up on Orientation, Assessments, Counseling and Registration.				

② Satisfaction Survey — 98% are satisfied

③ Add EMP Goal and annual progress, etc.

Annual Program Plan Feedback - SSPC

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs		(to answer phones and proctor exams)		
Comments/Questions: 100% Welcome center staff member				

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

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: none				

Cañada College

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
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: none				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Orientation, Assessment & Registration_

SSPC Member(s) Reviewers: _Supinda Sinhekaphong_

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

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
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: Missed orientation, all & reschedule call students who have not registered after Orientation) great calendar w/ prog brochure post & pre eval ~ 20% increase				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: Satisfaction survey 98% satisfaction				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: 100% Welcome Ctr Staff answer main phone-line ESL Institute Math Jam Testing				

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

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

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

Research Request
reporting on new student enrollment ✓✓✓

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: *Orientation, Assessment & Registration*

SSPC Member(s) Reviewers: *Lizette Bricker*

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
Guidelines: This section should include the following:				
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
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.		✓		
Comments/Questions: *Can be more clear but incorporate the great work you are doing.*				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.		✓	.	
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: *If you included the amount of students you have contact w/ — this could support the request for staff.*				

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

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

Cañada College

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**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs. N/A				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: Assessment, Ore + Counseling

SSPC Member(s) Reviewers: Margie Carrington

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
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			add in n=100	Henderson X
Comments/Questions: using new handbook - pre/post improved calling students to reschedule				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				→ just needs to be restated
Comments/Questions: engagement 1.4 / Campus tour good addition				

SAO: Create a useful & informative orientation

Assessment: + Student satisfaction survey

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.*				
1. Justification is consistent with accurate data.		X		
2. Justification fits Program /Department/Division/College needs				

Comments/Questions: Did not have full justification but
need expressed due to increased responsibility/
special testing, etc.

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly how it will serve Department/Program/Division/College needs*				professional workshop
Justification is consistent with Department/Program needs		X		

Comments/Questions: *All Welcome Center Staff due to
increase in demands*

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

Comments/Questions: n/a (Data needs)

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
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: none				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

2'20

Annual Program Plan Feedback - SSPC

Program: _Orientation & Assessment_

SSPC Member(s) Reviewers: _Peter Richardy_

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
Guidelines: This section should include the following:				
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: *good results; students have learned about websmart, etc.; are thinking about ↑ by 15 minutes*				

II __SAOs__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.		✔		
Comments/Questions: *good idea: useful informative orientation program (measure w/ satisfaction)*				

![Cañada College logo]

Cañada College

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: *(handwritten, illegible)*				

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

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

Annual Program Plan Feedback - SSPC

Program: Assessment, ORIENTATION and REGISTRATION

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
Guidelines: This section should include the following:				
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: SATISFACTION Survey NeeDS TO Be INCLUDED. This shouLD BE OUR SAO				

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

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.	✓			
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: 100% NEW WELCOME STAFF POSITION				

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

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: NO EQUIPMENT REQUEST				

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
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: no FACILITIES REQUET				

SSPC Co-Chair Signature: _E Mullin_   Date: 6/18/14

VPSS Signature: _____   Date: _____