



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, February 10, 2016
2:00pm to 4:00pm
Building 9 – Room 154**

Members Present: Lizette Bricker, Max Hartman, Supinda Sirihekaphong, Sunny Choi, Trish Guevara, Ruth Miller (Co-Chair), Jeanne Stalker, Soraya Sohrabi, Sarah Aranyakul, Bob Haick, Rosalina Mira, Melissa Alforja, Diva Ward, Kim Lopez (Co-Chair)

Members Absent: Khoa Nguyen, Carlos Luna, Nicholas Jerrard, Chialin Hsieh, Misha Maggi, Adolfo Leiva, Debbie Joy, Gloria Darafshi, Margie Carrington

Guests: Jose Garcia, Megan Rodriguez Antone, Catalina Ruiz-Healy, Fadia, Asaad

1. Approval of Minutes – January 27, 2016

2. Business

I. Grad Guru –

- a. Nonprofit started in 2013
- b. 12 campuses are using Grad Guru
- c. Mission: To help students succeed and be on track
- d. Why: Students have been in school longer because they have missed deadlines or for different reasons
- e. Free student application for students
- f. Students use phones a lot so this would be a useful tool to get them on track

Why do students drop?

- a. Financial reasons
- b. Under resourced
- c. Social isolation
- d. Financial literacy

- Grad Guru has three sections
- Deadlines – depending on departments
- Grad Guru Tips – Can be customized
- My badges

Grad Guru will guide students through the steps of enrollment, financial aid, depending on campus need.

Grad Guru will be taken to other meetings to see if the campus would like to use this application for future students to help keep students on track.

II. Step by Step Review of the New Program Review Process

Located at <http://canadacollege.edu/programreview/spol.php>

Log in: SSPC
Password: 12345

This will be used to request equipment, personnel and program review. There are tutorials on how to use the program.

If you have any questions, please contact Doug Hirzel.

II. Reminder: Spring Hiring Proposals to Vice President Student Services' Office by February 17

Hiring proposals will be presented on March 2 and 9

Puente Office Assistant II
International Students Program Services Coordinator
Alternative Media Instructional Aide II

3. Other

4. Adjournment

Upcoming Meetings

August 26

September 9 & 23

October 14 & 28

November 11

December 9

January 27

February 10 & 24

March 9 & 23

April 13 & 27

May 11 & 25