



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, January, 24, 2018  
2:00pm to 4:00pm  
Building 9-Room 154**

**Members Present:** Ruth Miller, Nenaji Jackson, Deborah Joy, Max Hartman, David Reed, Lorraine Barrales-Ramirez, Nick Martin, Margie Carrington, Kathy Kohut, Jeanne Stalker, Tracy Huang, Sandra Robles for Melissa Alforja, Soraya Sohrabi, Maria Huning, Phillip King

**Members Absent:** Robert Haick, Carlos Luna, Diva Ward, Mayra Arellano, Adolfo Leiva, Misha Kealoha,

**Guests:** Maggie Baez, Ada Ocampo, Ana Avendano

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**1. Approval of Minutes** – December 13, 2017 minutes approved.

**2. Business**

**I. 2017-2018 SS Programs for Program Review**

**2017-2018 Program Reviews are due February 28.**

Transfer Center  
Career Services  
Wellness Center  
EOPS, CARE, CalWORKs & FYSI  
TRiO, Bridge to Opportunities and Veterans  
A2B

If you are not due for Program Review this year remember to update your Tracdat and **Resource Requests are also due February 28.**

Tracy Huang asked Student Services if any of the Program Review Teams needed to be updated.

There were several changes.

- ESO Adelante, A2B and University Center will be removed from Transfer to have their own team.
- A2B will do Program Review this year (due Feb. 2018) because it is their last year of the grant.
- ESO Adelante and University Center will do their Program Review in Feb. 2019.
- Added Puente to Counseling on the Program Review website.
- Changed the name on the Program Review website from Psychological Services to Personal Counseling Center.
- Changed the name on the Program Review website from Beating the Odds to Bridge to Opportunities.
- Diva Ward will be asked to consider writing Beating the Odds and Veterans Program Reviews.  
*Phillip will meet with BTO and Veterans to discuss writing the Program Review.*

- On the Student Services Program Review Template under *Program Context*, number 4 was added.
  - 4. *Equity and Access – Describe how your program assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delver method.*
- On the Student Services Program Review Template under *Current State of the Program* and under *6B. State of the Program – Evaluation* a bullet point was added
  - In this section be sure to also reflect Program Context question 4. Equity and Access.*
- The changes to the Student Services Program Review Template will be made in SPOL as well.
- The Feedback Calendar will be updated for Spring 2018 removing the Study Sessions and including dates to discuss and prioritize resource allocations (due to the VP of Administrative Services April 25), as well as Q&A and reflections on the Program Reviews due this year. We will review the updated Feedback Calendar at the next Student Services Planning Council meeting on Feb. 14.

A workgroup was formed to discuss how and where to upload resource requests, to plan the request cycle deadlines and to discuss the request process. Planning and Budgeting Council will review resource requests in May.

The workgroup is:

Phillip King  
 Tracy Huang  
 Margie Carrington  
 Kathy Kohut  
 Max Hartman  
 Michelle Marquez

*Phillip will meet with ESO Adelante, TRiO, TRiO Upward Bound, A2B and University Center to discuss using their Federal Annual Reports/Compliance Reports for Program Review.*

## **II. Accreditation Update – Standard II.C.**

Max Hartman reviewed Standard II.C. with Student Services and asked that everyone review the link to be sure all Student Services activities have been captured. The link below will take you to the google doc so please take a few minutes to review and support the work on Standard II.C.

Read each standard and if you see yourself in that standard, add evidence and gap analysis.

<https://docs.google.com/document/d/160MoCUE6iGDJGF30PZvgNLLNPrp7q-Gj8smq2YXh8qU/edit>

Nenaji Jackson joined Standard II.

## **III. Guided Pathways Update/Next Steps**

SSPC discussed what they learned/heard about Guided Pathways at our Flex Day on January 11.

What is Guided Pathways?

What is a finished project and what do we need to do to get this job done?

Chancellor's Office is giving us an opportunity to look at what we're doing and how we can change our procedures.

The Chancellor's Office is giving over \$515,000 for 5 years which will be front loaded to be largely spent in the first 2 years. The first report is due in March.

We want to look at how we can help our students complete their goals.

The State wants us to have a higher percentage of students reaching their goals; i.e. transfer, graduate, etc.

The first year we want to listen to students using Student Focus Groups. We're calling this the "Student Voices Project" using our students and potential students in the community. These focus groups will be facilitated by Career Ladders.

If you are interested in joining the Guided Pathways team, contact Phillip King. Maria Huning joined today.

### 3. Other

- Nursing Program Informational meeting, Feb. 12 1:00-3:00; Contact Tanya Chirapuntu (tchirapuntu@sfsu.edu)
- Let students know if they are interested in Study Abroad to talk to Kathy or Cecilia in the International Student Office. They have 5 two week programs abroad.
- EOPS is still excepting students. EOPS is giving Food Vouchers for \$6.00 a day 5 days/week per month to be used at the Bookstore or the Pony Espresso.
- ESO Adelante and A2B are presenting events for Black History Month.

### 4. Adjournment

#### Upcoming Meetings

August 23

September 13 (meeting room change – 2-10)

September 27

October 11 (Cancelled for Flex Day)

October 25 (meeting room change – 2-10)

November 8

November 22 (Cancelled)

December 13

December 27 (Holiday Break)

January 24

February 14 & 28

March 14 & 28

April 11 & 25

May 9 & 23

June 13 & 27

[Student Services Planning Council Website](#)