



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, February 14, 2018
2:00pm to 4:00pm
Building 9-Room 154**

Members Present: Lorraine Barrales-Ramirez, Nick Martin, Debbie Joy, Bob Haick, Ruth Miller, Phillip King, Maria Huning, Kathy Kohut, Diva Ward, Adolfo Leiva, Tessa Noriega, David Reed, Soraya Sohrabi, Jeanne Stalker, Karla De La Rosa (for Melissa Alforja)

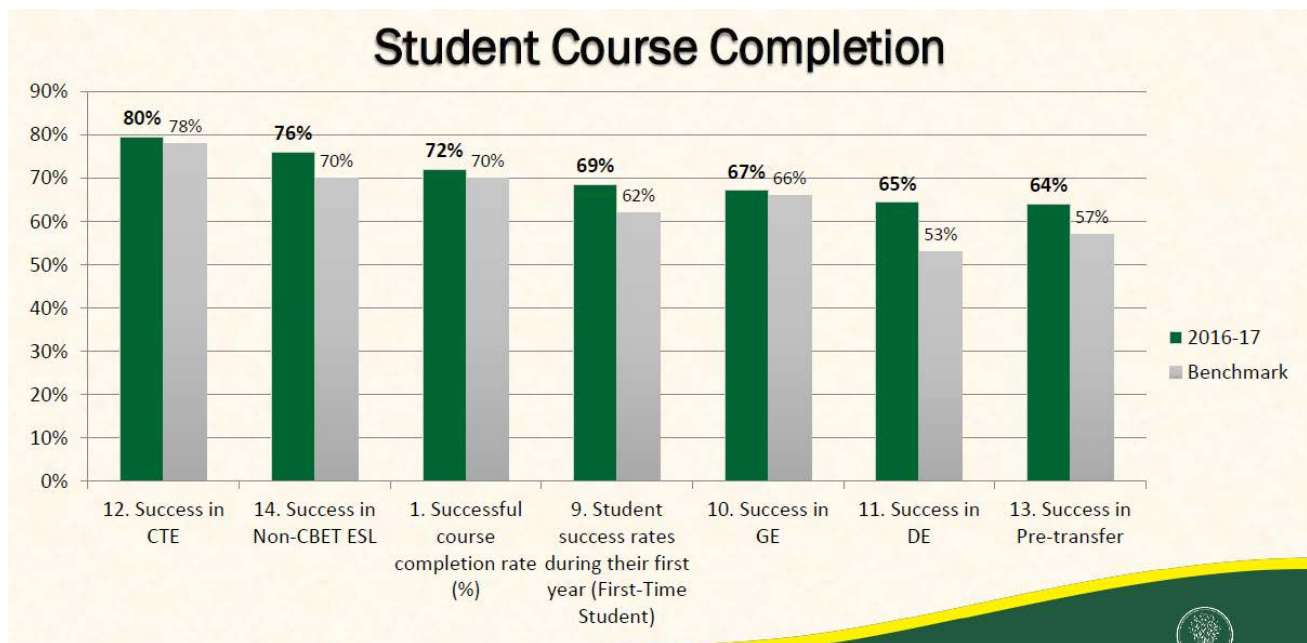
Members Absent: Nenaji Jackson, Max Hartman, Margie Carrington, Tracy Huang, Melissa Alforja, Mayra Arellano, Misha Kealoha

1. **Approval of Minutes** – January 24, 2018 minutes approved.

2. **Business**

I. Institutional Set-Standards (Benchmarks)

Tracy Huang went over our previous institutional set-standards in preparation for reviewing our benchmarks.



Next steps for Student Services Planning Council and Teams:

- Go through data
- Adjust standards that we are meeting extremely well

- What can we do to work on Benchmarks that we're not meeting?
- Develop plans and steps toward closing the gaps
- Discussion about the set-standards – both the metrics and goals
- Do we want to think about “exit surveys” with students?
- Share and get feedback

II. Review Updated Program Review Feedback Calendar

Updated Feedback Calendar for the Spring 2018 semester:

Program	Feedback Forms Due	Q&A and Reflection	Resource Request Review
Transfer Center	March 7	March 14	Counseling – March 14
Career Services			Puente – March 14
EOPS, CARE, CalWORKs & FYSI	March 21	March 28	Assessment, Orientation and Registration – March 14
A2B			International Students - March 28
Wellness: Disability Resource Ctr., Personal Counseling Ctr., Health Center	April 4	April 11	SparkPoint, Financial Aid and Financial Literacy - April 11
TRIO, Bridge to Opportunities & Veterans			Student Life and Leadership Development - April 11
Prioritizing		April 25	

III. Prioritizing Resource Requests

Resource Request Process

1. Access SPOL through the following link... <https://canadacollege.edu/programreview/spol.php>
2. Follow these directions to create resource requests through the following link... <https://canadacollege.edu/programreview/docs/EnteringPlanningObjectives.pdf>
3. Ensure that you put all resource requests in the system (IT, M&S, Short term staffing, etc.) by February 28.
4. The output will be configured per our conversation in SSPC, each request will be attached/downloaded to prioritization requests. All SSPC members will get a set of requests/prioritizations to use during our upcoming process in SSPC.

You can find the new [Resource Request Rubric](#) at the Program Review website.

We will request a Master List of all that was requested and as follow we'll request a list of what was funded and was not funded.

Scoring will be objective vs. subjective.

SLOs in Tracdat due Feb. 28th. Reference in Program Review.

Check with Allison Hughes regarding Open Labs to input information into SPOL.

3. Other

Middle College offices have stayed where they've always been. Libia Bustamante is the new Staff Assistant.

Brenda Martinez is the new Staff Assistant in the Dream Center. She's working on Monday, Thursday and Friday.

Welcome Klaressa Ortiz who is the new SparkPoint Coordinator and doing Financial Coaching.

The Awareness Summit is on campus March 22.

The Learning Center is in the process of replacing Trish Guevarra who resigned. Pat Sehl also resigned and Hannah Morrison is on maternity leave.

The International Student Center has 24 new students for the Spring 2018 semester. Total 130 from 40 countries. Cecilia and Kathy will be traveling during the month of March.

The International Student Center is the on campus resource for Study Abroad. Kathy is the representative and there are 5 short trips in June and July.

There is a new Passport Office at Skyline (Special International Programs) where you can renew and process new passports. www.skylinecollege.edu/passport

Upward Bound is recruiting for students for the Summer program. Check with Maria if you have questions.

On February 3 Upward Bound students went to the Education Summit and they will be attending the Dream Conference on March 3 at Sequoia High School.

Admissions & Records notified us that the process for students receiving their email account is changing. An email will go out District-wide.

The Spring Internship Faire is April 11. Volunteers are needed. If you are interested, contact Bob Haick.

Zoom gives free access for community colleges. Counselors are looking into using it for live counselling meetings.

ADTs are due 2/15/18

EOPS and the Veterans Center is using the new Food Voucher Program through the Bookstore.

The VPI Forums are scheduled for Tuesday, March 13, Wednesday, March 14 and Thursday, March 15.

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

January 24

February 14

February 28 (Cancelled)

March 14 & 28

April 11 & 25

May 9 & 23

November 22 (Cancelled)
December 13
December 27 (Holiday Break)

June 13 & 27

[Student Services Planning Council Website](#)