



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, October 23, 2013
1:00 pm – 2:30 pm
Building 9 – Room 154

- Members Present:** Ruth Miller, Robin Richards, Sandra Mendez, Margie Carrington, Soraya Sohrabi, Kim Lopez, Misha Maggi, Regina Blok, Bob Haick, Debbie Joy, Chialin Hsieh, Carlos Luna, Trish Guevarra, Melissa Alforja, Lizette Bricker, Jeffrey Rhoades, Jolani Chun-Moy
- Members Absent:** Lorraine Barrales-Ramirez, Supinda Sirihekaphong, Jeanne Stalker
- Guests:** Accreditation Team Members

1. Approval of Minutes – Minutes for September 25, 2013 were approved

2. Business

I. Introductions

II. Purpose of the SSPC and Role in Participatory Governance

Robin provided an overview of the purpose and role of SSPC to the Accreditation Team, such as the following:

- Program Planning
- Student Engagement Planning
- Recommending Hiring Positions
- Revising Policies and Procedures
- Dealing with Student Services related issues
- Collaborating on ideas

Ruth provided a timeline of the history of SSPC:

- | | |
|-------------|---|
| Spring 2004 | Student Services Supervisory Council Meets for the first time
21-22 Members
One meeting a month
Membership consisted of all the Department heads |
| Spring 2009 | Changed the name from Student Services Supervisory Council to Student Services Planning Council
Membership remained the same
Two meetings a month |

- Spring 2010 Held first joint council meeting with the Instructional Planning Council to review possible new positions for hire
- Spring 2011 Changed the process for Program Review
Members of SSPC were assigned to 6 teams vs each area doing its own Program Review
- Outreach and Application
 - Assessment, Orientation and Registration
 - Articulation and Transfer
 - Financial Literacy
 - Counseling and Career
 - Student Support, Student Life, Academic Support and Wellness
- Spring 2012 Program Review forms were changed to better align with the Instructional programs; number of teams changed to eight:
- Assessment, Orientation and Registration
 - Articulation and Transfer
 - Financial Literacy and Financial Aid
 - Counseling
 - Career Services
 - Student Life and Leadership Development
 - Wellness: Disability Resource Center, Psych Services, Health Services
 - Student Support: TRIO, BTO, Veterans, EOPS/CalWORKs/CARE
- Spring 2013 Changed the number of Program Review teams from 8 teams to 10 teams
- Assessment, Orientation and Registration
 - Transfer/A2B/University Center
 - Financial Aid and Financial Literacy
 - Counseling
 - Career Services
 - Student Life and Leadership
 - Wellness: Disability Resource Center, Psychological Services, Health Center
 - EOPS/CAL WORKS and CARE
 - TRIO/Beating the Odds/Veterans
 - International Students

II. Developing Ideas for the Student Engagement Plan

SSPC Brainstormed Ideas from the “Basic Principles and Guidelines to Support Practices by Terry O’Banion:

1. Every student makes significant connection with another person as soon as possible upon arriving at the college.
 - Adopt A Student program – spend one to two hours per week mentoring a student
 - Following assessment/orientation, have students contact new students to follow-up

- Provide live orientations on our special programs – e.g. BTO, A2B, TRIO – right after orientation (e.g. using the STEM model)
 - Welcome Week – make connections with clubs, Adopt A Student program
 - Convocation – require classes to attend include athletes
 - Involve faculty as they have a significant role
 - Develop a college hour
2. Key intake programs including orientation, assessment, advisement, and placement will be integrated and mandatory.
 - Review exemption criteria and encourage all students to attend orientation for connection to campus
 3. Every student will be placed in a “Program of Study” from Day 1; undecided students will be placed in a mandatory “Program of Study” designed to help them decide.
 - Develop the “Exploratory Pathway” which includes CRER137 in a Learning Community
 - Conduct major and career fairs
 - Develop a support system focused on the students’ major areas; assign support staff
 - Involve faculty directly with students on pathway
 4. Every student who enrolls to pursue a certificate, degree, or who plans to transfer will work with college personnel to create a Student Success Pathway – A Roadmap to Completion.
 - Develop a holistic SEP with “Check in points” along the way
 - Develop an Academic Portfolio of what needs to be done, for example, there can be a Transfer Roadmap which describes the steps that need to be completed and at what times
 5. Every student will be carefully monitored throughout the first term to ensure successful progress; the college will make interventions immediately to keep students on track.
 - Expand early alert; conduct Early, Early alert (related to Adopt A Student)
 - Provide intentional interventions
 - Develop a more formal progress report
 - Have joint SSPC/IPC meeting
 6. Students will engage in courses and experiences designed to broaden and deepen their learning.
 - Examples currently:
 - STEM Speaker, Social Science Hub, Pi Day
 - Work with instruction on service learning
 - Conduct a “Habits of the Mind” program (with monthly topics that everyone embraces – e.g. time management, stress reduction, etc. create a webpage
 - Develop more academic clubs

IV. Other

Upcoming Meetings:

November 13
 November 27
 December 11