



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, May 13, 2015
2:00 pm – 3:30 pm
Building 9 – Room 154

- Members Present:** Robin Richards, Chialin Hsieh, Gloria Darafshi, Bob Haick, Lizette Bricker, Melissa Alforja, Supinda Sirihekaphong, Debbie Joy, Ruth Miller, Jeanne Stalker, Kim Lopez, Margie Carrington, Adolfo Leiva, Moody Metry, Sarah Aranyakul, Soraya Sohrabi, Trish Guevarra
- Members Absent:** Misha Maggi, Carlos Luna, Max Hartman, Noel Chavez, Lina Mira, Jeffrey Rhoades, Diva Ward
- Guests:** Luanne Canestro, Loretta Davis Rascon, Yesenia Haro, Daniel Barba, Maggie Baez, Vivien Huynh

1. Approval of Minutes – Minutes from April 8, 2015 and April 22, 2015 were approved.

2. Business

I. Annual Plan/Program Review Presentation

A. Assessment, Orientation & Registration

Ruth Miller, Vivien Huynh, Jeanne Stalker, Yesenia Haro and Loretta Davis Rascon presented their Program Review.
See attached Feedback Forms

B. SparkPoint, Financial Aid and Financial Literacy

Adolfo Leiva and Margie Carrington presented their Program Review.
See attached Feedback Forms

II. Review Resource Allocations

(From Annual Plan/Program Reviews)

This will be discussed at the next Student Services Planning Council on May, 27, 2015.

III. Update on SSSP

- Carryover needs to be spent by December 31, 2015
- Draft for the 2015-2016 SSSP plan will be written over the summer to be vetted through participatory governance in the Fall semester.

IV. Review Bylaws

(task force: Margie Carrington, Debbie Joy, Robin Richards)

Bylaws were reviewed and changes made in 2013. No changes needed at this time except to update the membership. Once the membership has been updated, it will be uploaded to the SSPC website.

V. Other

- Add all 2014-2015 Program Review/Annual Plans and SLOs to Tracdate by the end of May.
- 2015-2016 Program Review/Annual Plans will be added to our new software “SPOL”.
- 2016-2017 Program Review Cycle:
 - ~Transfer Center, A2B and University Center
 - ~Career Services
 - ~Wellness: Disability Resource Center, Psychological Services, Health Center
 - ~EOPS, CARE, CalWORKs & FFYSI
 - ~TRiO, Beating the Odds and Veterans
 - ~Outreach & Application

2014-2015 Meetings

October 8 – cancelled

October 22

November 12

November 26 – cancelled

December 10

January 14 – cancelled

January 28 – cancelled

February 11

February 25 – cancelled

March 11 – cancelled

March 25 – cancelled

April 8 & 22

May 13 & 27



Annual Program Plan Feedback - SSPC

Program: OAR

SSPC Member(s) Reviewers: _____

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
<i>Guidelines: This section should include the following:</i>				
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: <div style="text-align: center; font-family: cursive; font-size: 1.2em;">excellent</div>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: <div style="text-align: center; font-family: cursive; font-size: 1.2em;">excellent</div>				



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: <i>NA</i>				

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

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



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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>yes ! 9-106 should be allocated to the services</i>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Assessment / Orientation / Registration

SSPC Member(s) Reviewers: Robin Richard

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				<i>greatful improvements made</i>
2. How has student learning been improved due to the changes made?				
Comments/Questions: <i>very good use of data</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				<i>good plans to increase & solid</i>
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.		Y/A		
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

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


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


Annual Program Plan Feedback - SSPC

Program: Assessment / ORI + Reg

SSPC Member(s) Reviewers: Bob Haick

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				4 Questions Increase of Knowledge 
Comments/Questions: Good Questions on the survey, they also made them accountable for knowing services + their course plan				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: WOW 99% awesome!				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: <i>good choice of conferences will build knowledge + Best Practices Depth -</i>				

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

Annual Program Plan Feedback - SSPC

Program: Orientation, Assessment, Matriculation.

SSPC Member(s) Reviewers: Gloria Darafshi

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

Inc. student knowledge of SSSP

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓ <i>provided data results for surveys, etc.</i>
Comments/Questions: <i>33% inc. smc 26% req. 33% knowledge of placement</i> <div style="float: right;"><i>sample - 100 students</i></div>				

Inc. student satisfaction of Orientation

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓ <i>presented</i>
Comments/Questions: <i>99% were satisfied.</i> <div style="float: right;"><i>survey results - 99% of students were satisfied.</i></div>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i> <p style="text-align: right;">N/A</p>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: CACCRAO CAI WAVES - Veterans ongoing assessment				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i> <p style="text-align: right;">N/A</p>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				✓ provided justification for facilities request.
Comments/Questions: <i>PEP and gen. Ori/Assessments - need 9-10G .</i>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Assessment, Orientation, Registration

SSPC Member(s) Reviewers: Soraya Sohrabi

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
<i>Guidelines: This section should include the following:</i>				
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: <i>great data, clear info on slo's and the measurements.</i>				

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



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

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

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



Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Registration, Assessment, Orientation

SSPC Member(s) Reviewers: Adolfo Leiva

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
<i>Guidelines: This section should include the following:</i>				
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: ↑ student satisfaction of ORL Asses there 94% - satisfied 1%				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: ↑ 10% Access Student email - 33% ↑ login website 27% ↑ understand results 33% ↑ know classes 52% ↑				

we have student satisfaction - pre/post - implement assessment

↑ 55% → 60% - send follow up letters to remind

SLOs - 1) ↑ knowledge at 'SSSP', 10% ↑ in knowledge - pre/post

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.		N/A		
2. Justification fits Program /Department/Division/College needs		N/A		
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: <i>admission go to counter Vet waste center CAP center + ongoing 6PPS</i>				

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



Annual Program Plan Feedback - SSPC

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

priority of 9/06

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Fantastic Presentation
Great visuals

Annual Program Plan Feedback - SSPC

Program: Registration, Orientation, Assessment

SSPC Member(s) Reviewers: Kim Lopez

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
<i>Guidelines: This section should include the following:</i>				
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: <p style="font-size: 1.2em; text-align: center;">increase knowledge by 100% - large increases in knowledge. 100 students completed SLO's</p>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: <p style="font-size: 1.2em; text-align: center;">Student Satisfaction Survey 99% satisfaction</p>				

Excellent!!!

Annual Program Plan Feedback - SSPC

Facilities

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions: <i>Requesting priority use of 9-106 (for Ori/Assessment)</i>				

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

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

Faculty/Staff 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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>NA</i>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Assessment, Orientation & Registration

SSPC Member(s) Reviewers: Supinda Sinvlekaphong

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
<i>Guidelines: This section should include the following:</i>				
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: <u>more than 10% increase</u>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.		✓		
Comments/Questions: <u>plan send follow up emails to register, take rate only 75%.</u> <u>new SAO Summer & fall registration</u>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs		✓		
Comments/Questions: CACUOA, WAVE, CAI opportunities to share				

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



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs			✓	
Comments/Questions: <i>a-106 will it limit use to other programs?</i>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Admissions, Welcome Center
Orientation, 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
<i>Guidelines: This section should include the following:</i>				
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: <i>Excellent Work.</i>				

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

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				☑
2. Justification fits Program /Department/Division/College needs				☑
Comments/Questions: <div style="text-align: center; font-family: cursive;"> Great suggestions n/A </div>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions: <div style="text-align: center; font-family: cursive;">Great suggestions.</div>				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-family: cursive;">n/A</div>				

Annual Program Plan Feedback - SSPC

Program: ADMISSIONS, WELCOME CTR., ORIENTATION, REGISTRATION

SSPC Member(s) Reviewers: MELISSA ALFARO

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				X
2. How has student learning been improved due to the changes made?				X
Comments/Questions: <i>Impact of SSPC campus - Orientation by pre-trip</i> <i>74% take rate for crit neg. - Sky team - 202</i>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: <i>Increase CR, awards, tuition</i> <i>Increase student numbers by 10% - 99% of USA - 12 net - 4 DIFFERENCES</i> <i>sampled 100 students</i>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.	X			
2. Justification fits Program /Department/Division/College needs	X			
Comments/Questions:				

Don't see

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

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



Annual Program Plan Feedback - SSPC

Program: Assessment, Orientation & Outreach

SSPC Member(s) Reviewers: Margie Cunningham

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
<i>Guidelines: This section should include the following:</i>				
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: <p align="center">100 student sampled</p>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: <p align="center">Satisfactorily goal measurable & achieved - need to develop new one for 15-16 since unlikely to move from 99% - 100%</p>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions: <i>Should support funding for prof development</i>				

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



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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				X
Comments/Questions: <i>priority use of 9-106</i>				

SSPC Co-Chair Signature: *Margaret L. M...* Date: 5/13/15

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Financial Aid Literacy

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, <u>plan</u>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	NO	SLO	THIS YEAR	NO PLAN FOR NEXT YEAR
Comments/Questions:				

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



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

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

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	XXXX			✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-family: cursive;"> <p>Need Vendor, Catalog #, Unit Price For Scanning machine</p> </div>				



Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature:  Date: 5/13/15

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Financial Aid / Spark Point

SSPC Member(s) Reviewers: Robin 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
<i>Guidelines: This section should include the following:</i>				
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: <i>Making changes - planning for next year</i>				

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

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs			✓	
Comments/Questions: <i>< Additional staff workshops & scalability ></i> <i>Need to have more data on students, demand</i> <i>• Promotions / Added activities (outside FA office)</i> <i>Financial coaching / Lack of staff for park tour (only 1.95)</i>				

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

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



Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: FA Spark Point

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
<i>Guidelines: This section should include the following:</i>				
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: <p style="text-align: center; font-size: 1.5em;">excellent</p>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: <p style="text-align: center; font-size: 1.5em;">excellent</p>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: <i>Can the requests also be put in SEP ?</i>				

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

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>yes, can the requests also be put in SEP?</i>				



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <p style="text-align: center; font-size: 2em;">NA</p>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Financial Aid, Financial Literacy

SSPC Member(s) Reviewers: Patricia Guzman

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	y			
Comments/Questions:				

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

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

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

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



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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

SSPC Co-Chair Signature: _____ **Date:** _____

VPSS Signature: _____ **Date:** _____



Annual Program Plan Feedback - SSPC

Program: Orientation, Assessment, Registration

SSPC Member(s) Reviewers: Patricia Guevara

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



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

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

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



Annual Program Plan Feedback - SSPC

Program: Sparkpoint / Fin Aid + Literacy

SSPC Member(s) Reviewers: Bob Hartz

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	NO SLO's for these	programs	for 2014-15	complete SLO's for 2015-16 ✓
Comments/Questions: Good SLO's for 2015+16				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				yes for both fiscal years
Comments/Questions: SAO's for Sparkpoint + Finaid were very good for 2014 as are the SAO's for 15-16				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.	In process			
2. Justification fits Program /Department/Division/College needs				Yes
Comments/Questions:				

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

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				Yes
2. Justification is consistent with Department/Division/College needs				Yes
Comments/Questions: Colon is powerful tool to market to students. I recommend that they should have one —				



Annual Program Plan Feedback - SSPC

Program: FINANCIAL AID, FIN LITERACY + SPARKPOINT

SSPC Member(s) Reviewers: MELISSA ALFARO

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
<i>Guidelines: This section should include the following:</i>				
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:				

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

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

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

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

Annual Program Plan Feedback - SSPC

Program: Financial Aid, SparkPoint, & Financial Literacy

SSPC Member(s) Reviewers: Liette Bricker

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
<i>Guidelines: This section should include the following:</i>				
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			8
Comments/Questions: <p style="text-align: center;"><i>Couldnt the # of false completion rates become your SLO for this year.</i></p>				

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

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions: <i>Are these positions full-time or part-time? Great idea for Fin Aid Counselor - they have a good model at CCSF.</i>				
V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions:				
VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information			X	X
2. Justification is consistent with Department/Division/College needs			X	X
Comments/Questions:				



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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Fin Aid, Fin. Literacy

SSPC Member(s) Reviewers: Gloria Darafski

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
<i>Guidelines: This section should include the following:</i>				
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: N/A				

*Inc. FAFSA apps by 10%
Fin Aid - incorporate workshop into appeal process.*

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓ SP Center opened;
Comments/Questions: appeal was established ✓ FAFSA - dec. in the past yr. 				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions: <i>- dedicated counseling time. Program Services Coordinator for FA, SP & Outreach. Office Assistant</i>				
V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>- Have resources in budget to cover this - - Go to "Best Practices" trips/conferences.</i>				
VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>Laptop, printer</i>				



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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <p style="text-align: center;">N/A</p>				

Non-Instruction Card-Swipe System

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Fin Aid & Literacy

SSPC Member(s) Reviewers: Sopinda Simelephony

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
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?		N/A		
2. How has student learning been improved due to the changes made?				
Comments/Questions: Financial Aid: not sure what the SLO is no consistency in delivery of workshops, so did not collect data → future Fin Aid course no SLO's Sparkpoint new				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: Financial appeal process increase FAFSA by 10%. → did not meet this year (-5%) will be doing comparison of student enrolled to % of Fin Aid not increase of apps in general				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: <i>Financial Aid counselors</i>				

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

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	<i>cardswipe</i>	<i>laptop</i>		
2. Justification is consistent with Department/Division/College needs	<i>cardswipe</i>	<i>laptop</i>		
Comments/Questions: <i>cardswipe how many students attending workshops now? 2-9 ppl per workshop</i>				

Annual Program Plan Feedback - SSPC

Program: SparkPoint, financial Aid & financial Lit.

SSPC Member(s) Reviewers: Soraya Sohrabi

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
<i>Guidelines: This section should include the following:</i>				
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: Clearly stated the changes made to the program by developing ^{the} Sparkpoint, adding staff, to F/A.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: You may also add add financial aid workshop for transfer students.				

instead of Career 401 course, I recommend to develop Seminars.
~~needed to be~~ Changing career 401 requires changes in the COE that must done by a counselor, & approved by the curriculum committee.
 A Seminar may allow to create the opportunity now than later.

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

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

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

Annual Program Plan Feedback - SSPC

Program: Financial Aid + Sparkpoint

SSPC Member(s) Reviewers: Sarah Aramyan

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
<i>Guidelines: This section should include the following:</i>				
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: <u>NO SCC</u>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: <u>Sparkpoint - participation Satisfaction 3.76</u> <u>Financial Aid - increase fassa.app</u>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions: <i>financial counsday Program Services Coordinator (financial aid Sparkpoint + cuts</i>				
V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			X	
Comments/Questions: <i>Sparkpoint - visit other colleges to verify best practices.</i>				
VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program: sparkPoint / Financial aid

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
<i>Guidelines: This section should include the following:</i>				
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 to begin in		Fall 2015.	
Comments/Questions: Financial aid will begin to implement pre and post surveys in Fall 2015 sparkPoint will track SLOs beginning Fall '15				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: SAO: 1 - increase fin. aid application rate. (FA) decline in 2013-14 by .5% financial				

SAO-1 - Provide workshops to develop awareness.
 sparkPoint - survey of student behavior will begin in Fall 2015
student satisfaction surveys indicated a 3.76/4.0 satisfaction by students.

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>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.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: counseling for FA - PSC - FA Sparkpoint OA - Spring 2016				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: on going training will be needed				

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



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
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: <div style="text-align: center; font-size: 2em; margin-top: 10px;">NA</div>				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____