



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, April 27, 2016
2:00pm to 4:00pm
Building 9 – Room 154**

Members Present: Carlos Luna, Lina Mira, Diva Ward, Max Hartman, Ruth Miller, Kim Lopez, Chialin Hsieh, Misha Maggi, Bob Haick, Melissa Alforja, Trish Guevarra, Lizette Bricker, Debbie Joy, Supinda Sirihekapong, Adolfo Leiva, Camuel Baldwin, Soraya Sohrabi, Gloria Darafshi

Members Absent: Sarah Aranyakul, Margie Carrington, Khoa Nguyen, Nicholas Jerrard, Sunny Choi, Jeanne Stalker

Guests: Anniqua Rana

1. Approval of Minutes – April 13, 2016

Unanimously approved with correction of

2. Business

I. TRiO, Bridge to Opportunities and Veterans Program Review Q&A

Melissa Alforja and Lina Mira presented for TRiO/Upward Bound, and Trish Guevarra presented for BTO and Veterans.

See attached Program Review Feedback Reflection for the recommendations and commendations for TRiO, BTO and Veterans.

Next SSPC meeting: EOPS, CARE, CalWORKs, FFYSI, and Dreamers

II. Hiring Timeline Process

- Not always necessary to hire if there is not a strong enough position or doesn't meet the needs of the college
- Because of the calendar process there is more collaboration between programs
- More creative ways of using dollars
- Compliance issues come forth
- Don't let the budget drive the process

III. Roundtable Updates

May 2

Priority registration for EOPS, DRC, CalWorks, Veterans and Foster Youth. Current Student Educational Plan required except for Foster Youth

May 3

Priority registration for Athletes, Honor Students, Trio Students, International Students and Associated Student Board

May 4-9

Priority registration for continuing students with current Student Educational Plan by unit value earned. Continuing Middle College students register on May 9

Deadline to drop – April 28

Sharon Bartels attended a conference on Stopping Sexual Assault and Domestic Violence. **Take the pledge** to stop sexual assault and domestic violence on Thursday, April 28 11:00-1:00

Connect to College, Thursday, April 28 6:00-8:00

TRiO Student Recognition Ceremony, Friday, May 6 10:00-12:00

Student Leadership Ceremony/Awards, Thursday, May 12 5:00-7:00

Cañada Student Achievement Award Ceremony, Friday, May 13 4:30-6:30

Connect to Culture, Thursday, May 19 9:00-1:00

48th Annual Commencement, Saturday, May 28 10:00

Colts Academy 1 July 25-28
Colts Academy 2 August 2-4

Supinda Sirihekaphong and Gena Rhodes attended the Building Bridges: Expanding Knowledge of Diversity and Mental Health in Community Colleges on April 21 and 22.

Supinda was on an International Student recruiting trip to Mexico; visiting 3 cities, Guadalajara, Monterrey and Mexico City.

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

Annual Program Plan/Review Assessment
 Student Services Planning Committee
PROGRAM/OFFICE: TRIO- SSS, UB, BTO, VROC

#	Section	Feedback	Response
0	Executive Summary	Good description of program but could include more data on number of students served, retention and or persistence info.- Dean Bricker	We failed to mention number of students served which is 165 for TRIO SSS, UB- 60. We confused and under the impression to keep this area very general assuming the audience knew the specifics of our data and programming.
1	Mission (Program Context)		
2	Program Description (Program Context)		
3	Community and Labor Needs (Program Context)		
4	Major Accomplishment (Looking back)	Look forward to see how ambassador program develops for TRIO.- Dean Bricker	The TRIO Ambassador program has had a rough start because it is hard to recruit students who are not only work study eligible but who are willing to visit classrooms and give class presentations. Thankfully we have found 2 students who are we can start by this month to help recruit for summer.
5	Impact of Resource Allocations (Looking back)	Great to see increased campus and community collaboration. Also good to see there is continued support for students such as DREAMers and vets.	Thank you with TRIO SSS as a considered so lean we are forced but in a good way to have creative programming which means increased collaboration to serve more students. Collaboration for the most part has been a successful endeavor for TRIO, thus helping recruit from COLTS 1 and 2 for new incoming TRIO participants.

6 A	State of the Program - Observation	Has TRIO seen much impact from using the Buddy Up app? Do students find it useful? Did they even know about it from any of the other programs in the LC? How heavily has the staff cut affected VROC and are their plans for the near future	TRIO SSS has not seen an impact from Buddy UP. In fact, Learning Center staff invited the creator of Buddy UP to come out and gave our feedback in terms of how to make it stronger but as of late, no changes have been made yet.
6 B	State of the Program - Evaluation	TRIO – staff professional development should be listed in a different area. No program evaluation from BTO and VROC.	Yes you are absolutely correct- We mistakenly put in the wrong area.
7 A	Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment		
7 B	SAO Assessment Plan	EOPS had suggested we measure services such as counseling appointments, workshops etc. VPSS has also suggested measuring more daily services and tying that into our objectives	We chose to measure National TRIO Day in which a workshop of transfer was explored- More data needed to be mentioned.
7 C	SAO Assessment Results and Impact	EOPS comments: TRIO - What is the impact of the progress reports that you have seen in your students? Are they able to improve their grades or how many students were connected with a tutor? Upward Bound – good analysis and impact on students who participated on the activities. How many students completed the SAO? BTO – what are the questions on SAO and how many students completed SAO?	The return rate of progress rates is about 35-40% and at this time we have not been able to measure how this improved their grades.
7 D	SLO Assessment Plan	EOPS comments: TRIO – good SLO questions.	
7 E	SLO Assessment Results and Impact	TRIO & Upward Bound -good analysis and impact on students. For Upward Bound, how many students responded to the survey? BTO –14	

		students responded to the survey, how could we increase the number of students responding to the survey? Was there a Pre/Post survey to measure the data?	
7 F	SAOs and SLOs for the Next Review Cycle		SAO's and SLO's are to be done every year regardless if our program year is up from our understanding. It is always good idea when it is your year to present to use the timeline of 1.5-2years of reporting (from the last time you presented til current school year).
8	Equipment, technology, and facilities requests		We did not fill this area out and misunderstood the rationale behind this. Now that we know it is to be used to budget in funding possibly out of fund 1 for resources such attending national conferences, we will be sure to fill out this request every year.
9	Strategic Action plans		

Overall Commendations:

-

Overall Recommendations:

-

Overall Program Effectiveness:

-

Annual Program Plan/Review Assessment
 Student Services Planning Committee
PROGRAM/OFFICE: TRIO Upward Bound

#	Section	Feedback	Response
0	Executive Summary	Report # of students served by Upward Bound	63 Students served annually
1	Mission (Program Context)	Positive feedback	
2	Program Description (Program Context)	Information is clear and concise	
3	Community and Labor Needs (Program Context)	Student Services is well represented under this section. Most programs addressed this section.	Upward Bound strives to prepare students for college and career. In addition, the program provides students with career workshops and discusses trends in the labor market.
4	Major Accomplishment (Looking back)	What is Upward Bound's graduation and retention rate?	The high school completion rate for 2014-2015 was 100% and the retention rate is 92%.
5	Impact of Resource Allocations (Looking back)		
6 A	State of the Program - Observation	Good read. For UB how many are duplicated students?	None of our students are duplicated. They are not enrolled or served by another Cañada College program.
6 B	State of the Program - Evaluation	Did UB request funds?	No additional funds were requested. Upward Bound is a federal grant with a set budget amount.
7 A	Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment	Good feedback. How many students completed the survey? What is your response rate? Recommend to reword the SLO to read "TRIO UB students will be knowledgeable about high school and college requirements and will show skill and improvement in subject areas."	Will reword SLO in the future. Thank you for the recommendation.
7 B	SAO Assessment Plan	Good Job	

7 C	SAO Assessment Results and Impact	Good Analysis and impact. How many students completed the SAO? Excellent job in quantifying impact. Good data.	36 students completed the SAO during the summer session and 63 during the academic year.
7 D	SLO Assessment Plan	Clear, good plans	
7 E	SLO Assessment Results and Impact	Good analysis. Clear. How many students complete the survey?	The average respond rate for surveys is 50%. Good sample size for our program and to capture feedback and needs.
7 F	SAOs and SLOs for the Next Review Cycle	Good analysis. Make sure to measure student learning.	
8	Equipment, technology, and facilities requests	N/A	Separate process through the technology committee and VPSS office due to funding source.
9	Strategic Action plans	Could not find	Noted for future Program Review

Overall Commendations:

- Good, positive, clear and concise

Overall Recommendations:

- TRIO data must be linked to our students; otherwise it's not very useful for our SLO's.

Overall Program Effectiveness:

- Yes, program is effective (4 effective, 1 highly effective)