

Student Services Planning Council

May 25, 2016

1:30pm-3:00pm

ST-107

MINUTES

Present: Natalie Aceves, Mejghan Ahmadi, Miriam Alonso, Eva Amezola, Patti Brusca, Zina Chacon (co-chair), Keith Coleman, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Monica Green (co-chair), Mark Hartley, Timothy Huneck, Leticia Martinez (co-chair), Daniela McC Carson, Koji Uesugi

Absent: William Diehl, Maria Gonzalez, Pam Kollar, Lisa McAllister, Lisa Nelson, David Payan

Approval of 4/27/16 minutes

Motion to approve by Daniela McC Carson

Seconded by Patti Brusca

Motion passed unanimously

Amendment of Agenda

Motion to amend the agenda to add Committee Membership by Miriam Alonso

Seconded by Koji Uesugi

Motion passed unanimously

Committee membership

Motion to approve by Eva Amezola

Seconded by Timothy Huneck

Motion passed unanimously

Nominations for Faculty and Classified co-chairs

Dr. Green recommended a 2-year cycle for co-chairs; the committee agreed to have nominations every even numbered year. The following nominations were made:

Eva Amezola nominated Mejghan Ahmadi (faculty) - will reply later

Koji Uesugi nominated John Moore (faculty) - not present

Mark DeAsis nominated Natalie Aceves (classified) - accepted

Voting will occur at the June meeting.

Program Review Timeline

Leticia reviewed the timeline through July and reminded the group that they have a June 16 deadline for submission of the Program Review document, and June 27 deadline for the Peer Review and Dialogue Session of Assessment Plan.

Peer Review Matrix and Rubric

Some minor modifications have been made; will be sent out electronically. Completed document should be sent to your peer reviewer, Dr. Green and cc: Tanya.

2015-16 Resource Allocation/Equipment update

Leticia reviewed and updated the spreadsheet; the following items require follow-up:

- all Health Services requests
- Secondary monitors for A&R and Veterans – none in surplus inventory; possible obtain when Assessment computers are replaced

- Articulating arms for A&R and Veterans

A finalized list will go out with the minutes

Recycling Program

Mark Hartley presented information on a new initiative started by ASNC as a result of challenges experienced by facilities. Several large receptacles with advertising will be placed around campus. A student group would gather items weekly and moves them to the pickup point. \$300 a month is paid to back to the college (ASNC). Currently trying to work out access to locked offices; may institute a procedure to place bins throughout the campus for individuals to take the blue cans to the bins. A suggestion was made to renegotiate the monthly amount we are paid as the program grows. The current contract is for three (3) years.

Student Climate Survey

An email will be sent out 5/29/16 to all students and be available through 6/12/16; the information was shared with Nor-all by Dr. Ocegüera. There is a subsequent survey that will occur after commencement of which a limited number of students will be invited to participate. The survey is sent out every three (3) years and the current area of concentration centers around Title IX. Please encourage your students to participate and ensure them that it is a confidential process handled by a third party. Incentives will be offered to encourage participation.

After the results are evaluated, responses and training that are needed based on these results will occur.

Credentials update

Mark DeAsis gave an update on the electronic transcript program scheduled to go live on June 29, 2016. The fee structure will change as follows (first 2 are still free):

- Regular service - \$7 (was \$5)
- Rush service - additional \$10 (no change)
- Same day/on demand (new) - additional \$13 (immediate delivery within 15 minutes)

Good of the order

Mark DeAsis distributed a Summer Session postcard from Strategic Communications and asked that they be given out to students

Meeting adjourned at 2:48pm

Next meeting: June 27, 2016 (Monday)