

Student Services Planning Council  
July 18, 2016  
1:30pm-3:00pm  
ST-107

**MINUTES**

**Present:** Natalie Aceves (co-chair), Miriam Alonso, Eva Amezola, Patti Brusca, Hortencia Cuevas, Mark DeAsis, Monica Green (co-chair), Maria Gonzalez, Pam Kollar, Daniela McC Carson, John Moore (co-chair), David Payan

**Absent:** Keith Coleman, Lilia Garcia, Mark Hartley, Monica Huizar, Timothy Huneck, Leticia Martinez, Lisa McAllister, Koji Uesugi

**Approval of 6/27/16 minutes**

Motion to approve by Miriam Alonso  
Seconded by Eva Amezola  
Motion passed with one abstention

**Welcome Day**

John passed out a copy of the postcard invitation that will sent out to the community. A committee is being formed and anyone who wants to participate can join; meetings will be 7/20, 7/27 and 8/24 11am - 12pm. Classified employees who participate on Welcome Day will receive compensation time. Kevin Fleming & Mark Hartley are spearheading the event.

**Administrative Program Review ranking change**

For many years SSPC has does its own ranking, APC has ranked faculty, including counseling faculty, and BFPC has ranked all Administrative Units. There is an upcoming proposal to change this process that will result in all SSV and SSV Administrative Unit requests being combined and ranked together. The timing of the rankings is a challenge because the Administrative Unit review is usually on a different schedule. Both processes will need to be completed by mid-August to be included in the rankings. APC and BFPC will be ranked by subsets of those groups. This will leave us with four lists: Faculty, SSV, AA and BS. Should this proposal be passed, the executive team then will sit down with the three rankings (SSV, AA, BS) to determine what will be funded.

**Student Services Program Review Peer Review Matrix (16SPR)**

Dr. Green distributed and reviewed the 16SPR Peer Review Matrix, which is a compilation of the peer review and administrative review submission and scores. Because there are a number of new members, some training will be conducted during the fall meetings. The final should be posted by early August. The 2016 template will be out in early to mid-fall.

Student Services Program Review documents

Motion to approve keeping the same Statement of Purpose by Pam Kollar  
Seconded by Patti Brusca  
Motion passed unanimously

The group discussed the desire to have more direction in how to more appropriately use the point system to assist in arriving at an accurate score during ranking. Several suggestions were made, including not using a "score". The council determined that the Ranking Criteria will remain the same. Motion to approve keeping the same Ranking Criteria by John Moore.  
Seconded by Natalie Aceves.  
Motion passed unanimously

The group made the following changes to the Student Services Program Review 2016-17:

- Removed 10/3/16 2015-16 Program Review Debrief at the SSV management meeting
- Added 11/15/16 to the timeline and moved the Process & Forms finalizationw to that date

**2016-2017 Meeting Dates – 4<sup>th</sup> Wednesday, 1:30pm – 3:00pm – ST107** (*unless otherwise indicated*)

- July 18, 2016 (*Monday*)
- August 17, 2016 (*3<sup>rd</sup> Wednesday*)
- September 28, 2016
- October 26, 2016
- November 15, 2016 (*Tuesday*)
- December 13, 2016 (*Tuesday*)
- January 25, 2017
- February 22, 2017
- March 22, 2017
- April 26, 2017
- May 24, 2017
- June 28, 2017

Meeting adjourned at 3:56pm