

Student Services Planning Council  
December 13, 2016  
1:30pm-3:00pm  
ST-107

## **MINUTES**

**Present:** Natalie Aceves (co-chair), Eva Amezola, Patti Brusca, Miriam Carrillo, Keith Coleman, Mark DeAsis (co-chair), Lilia Garcia, Mark Hartley, Pamela Kollar, Daniela McC Carson, John Moore (co-chair)

**Absent:** Chris Castillo, Hortencia Cuevas, Maria Gonzalez, Monica Huizar, Leticia Martinez, Lisa McAllister, David Payan, Koji Uesugi

**Guests:** Eric Betancourt, Maria Jurado

### **Approval of 10/26/16 minutes**

Motion to approve by Keith Coleman

Seconded by Patti Brusca

Motion passed unanimously

### **Peer Review of Assessment Plans**

Mark reviewed a sample of a Peer Review Assessment Plan Checklist and gave the committee information on what is expected as they perform the review and tips on how to accomplish this.

The group was given time to review and evaluate their assigned program assessment plan, then broke out into pairs to perform the peer reviews.

Peer Reviews that were not completed today should be reviewed with the assigned program leader and the completed forms sent to Tanya by Friday, 12/16/16.

Comments from the group:

- liked the practice sample peer review
- the breakdown of the relationship to the mission statement helps a lot

Meeting adjourned at 2:18

**Next meeting: January 25, 2017**