Student Services Planning Council  
Meeting Notes  
Wednesday, August 26, 2009  
1:00-3:00  9-354

In attendance: Peter Barbatis, Alejandra Reyna, Mike Walsh, Debbie Joy, Ruth Miller, Soraya Sohrabi, Eliazer Ayala-Austin, Ariackna Alvarez, Greg Stoup, Margie Carrington, David Patterson, Rita Sabbadini, Aja Butler, Karen Olesen, Kathy Sammut

I. Ed FUND

Guests: Colleen McDonald – Ed fund  
Luanne Buchman – Ed Fund

- Ed Fund – contributes to the high retention
- Tutoring
- math instructors hold office hours in the Learning Center
- customer service
- personalized one-on-one service
- welcoming approach toward students
- counseling and transfer services
- helping students – guiding them to their goal
- staying up-to-date with statewide changes
- learning communities
- staff commitment toward student success; exceptional effort
- innovative ideas
- book rental program
- duplicate text books in Learning Center/Library, 2 – 3 day textbook Library rental
- donations for textbooks in the Library
- Stanford grad students to come help at Cañada

II. Membership of SSPC

Discussion regarding changes/additions to the SSPC membership
  - Adjunct counselor/counselors – Karen Olesen
  - Cashier’s Office
  - Assessment – Bob Haick
  - Admissions & Records – Maria Lara or Jeanne Stalker as needed

Propose change of membership to CPC

IPC/CPC – talk to CPC about the disconnect – no one from IPC and SSPC are on the CPC to tie the planning and good communication – time to improve communication and improve flow
III. 2009-2010 Possible Initiatives

- Calendar of Activities
- SLOs
- Program Reviews
- Possible Future Positions
- Software Needs Assessment
- Hours of Operation and Appointments
- Enrollment Audit
- Reports (EOPS, Matriculation, Articulation, DSPS)
- Enrollment Management Plan
- Webpages / Review of Publications
- Reduction of Counseling Hours and Student Impact
- Student Services Accomplishments
- CRER Classes and First Year Experience
- Honors Day – life in the day of the honor students
- Parent Orientation – Freshman Impression
- Retreat
- Fundraising/revenue generating
  - Student Services Gala
  - Book Faire
  - St. Francis Teddy Bear Tea
  - Holiday Career Fair
  - Silent Auction
  - Madrigal Dinner
  - Write Letters – requesting donation
  - Track event/athletic event
  - Benefit Concert for bus passes/books

IV. Other

  SLOs – what assessment tool are we using?
  Program Reviews
  Possible future positions
    a) Cut counseling by 2/3
    b) Counselors
    c) Coursework evaluator
    d) Academic advisor

  Need demo of SARS
  Collection of data
  Need classes on how to pull data for reports
  Read report for accreditation – due October 14th
V. Next Meeting – September 9th 1:00-3:00

a. Calendar of Activities
b. SLOs
c. Program Reviews
d. Possible Future Positions
e. Software Needs Assessment
f. Degree Work/Prerequisite Purge
g. Hours of Operation and Appointments
h. Enrollment Audit
i. Reports (EOPS, Matriculation, Articulation, DSPS)
j. Enrollment Management Plan
k. Webpages / Review of Publications
l. Reduction of Counseling Hours and Student Impact
m. Student Services Accomplishments
n. Accreditation
o. Career Fair
p. CRER Classes and First Year Experience
q. Honors Day
r. Parent Orientation – Freshman Impression
s. Fundraising/Revenue Generating
t. Retreat
u. Other