



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, October 22, 2014
2:00 pm – 4:00 pm
Building 9 – Room 154

Members Present: Robin Richards, Sarah Aranyakul, Kim Lopez, Chialin Hsieh, Jeff Rhoades, Carlos Luna, Misha Maggi, Evelyn Valenzuela, Jeanne Stalker, Regina Blok, Luanne Canestro, Lizette Bricker, Diva Ward, Gloria Darafshi, Trish Guevarra, Supinda Sirihekaphong, Bob Haick, Margie Carrington

Members Absent: Noel Chavez, Ruth Miller, Melissa Alforja, Adolfo Leiva, Soraya Sohrabi

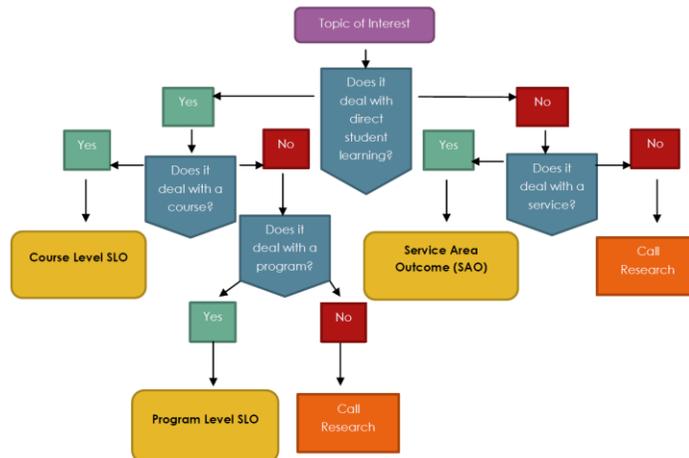
1. Approval of Minutes – Approved minutes from September 24, 2014

2. Business

I. Assessment Manual

Cañada College’s commitment to providing exceptional educational opportunities for its community is demonstrated by its robust processes of assessment of student learning and Program Review. Both processes, which are mandated by the ACCJC, are integrated into the culture of the college. As a student-centered institution, the college is engaged in assessment, evaluation and reflection in order to gauge the effectiveness at an institutional, service area, program, and course level.

SSPC reviewed and approved the Assessment Manual to move forward to Planning & Budgeting Council for final approval.



II. College Recommendation Report

a. College Recommendation #1

In order to improve institutional effectiveness the college should record the robust dialogue that exists at the College between planning councils and governance groups, particularly the exchanges that relate to planning and resource allocation outcomes and processes. (I.B.4)

SSPC reviewed and discussed the College Recommendation Report and approved and recommended to forward to the Planning and Budgeting Council for final approval. The follow-up visit will be Nov. 12. The visiting team members are Marvin Martinez, President of East Los Angeles College and Tim Woods, Vice President of Instruction from Fresno City College.

[College Recommendation Report](#)

III. District Recommendation Report

a. District Recommendation #1

In order to increase effectiveness, the District and Colleges should broadly communicate the modification of the evaluation process for faculty and others directly responsible for student progress, which includes student learning outcomes, and ensure that the process is fully implemented. (III.A.1.c)

b. District Recommendation #2

In order to improve institutional effectiveness, the Board of Trustees should develop goals for increasing its professional development and orientation of new Trustees. (IV.B.1.f)

c. District Recommendation #3

In order to improve institutional effectiveness, the District should establish a regular cycle for the evaluation of its services and provide documentation regarding the outcomes of the evaluations. (IV.B.3.b, IV.B.3.g)

SSPC reviewed and discussed the District Recommendation Report and approved and recommended to forward the plan to the Planning and Budgeting Council for final approval.

[District Recommendation Report](#)

IV. Strategic Plan Progress Report

The purpose of the strategic plan for Cañada College is to provide annual direction and priorities for key initiatives for the college. The plan was developed using the mission, vision, values, strategic directions and objectives from the Educational Master Plan, as well as information from the Facilities Master Plan, the Technology Plan, the Student Equity Plan, the Distance Education Plan, and the Basic Skills Plan. There are so many great ideas in all of these plans, and it was important that to get them accomplished, they needed to be prioritized by year.

By incorporating all of the various initiatives into one document, the college is provided with clear direction on what needs to be accomplished over the next five years. This plan is by design very brief and serves as the blueprint for college actions – setting the direction – for the next five years.

SSPC reviewed and discussed the Strategic Plan Progress Report and approved and recommended to forward the plan to the Planning and Budgeting Council for final approval.

[Strategic Plan Progress Report](#)

V. **Educational Master Plan Progress Report**

It is important to assess both the processes and outcomes for the Master Plan activities. Because the EMP is an action-oriented master plan, an annual report on the activities will be created. From this assessment, revisions to the current implementation objectives will be completed annually. The annual report contains an analysis of each of the objectives in the implementation plan and each year, the campus reviews the vision, mission, values and strategic directions as part of the evaluation process.

Educational Master Plan Goals:

- Teaching and Learning (5 objectives)
- Completion (12 objectives)
- Community Connections (4 objectives)
- Global & Sustainable (4 objectives)

SSPC reviewed and discussed the Educational Master Plan Progress Report and approved and recommended to forward the plan to the Planning and Budgeting Council for final approval.

[Educational Master Plan Progress Report](#)

VI. **Program Plan Review Task Force Update**

The Task Force gave an update and asked if there were any questions regarding their updated Program Plan form. Suggestions were made and the committee will update the form.
(Task Force-Margie Carrington, Gloria Darafshi, Ruth Miller, Adolfo Leiva, and Loretta Davis Rascon)

VII. **Demo of Online Program Review**

The link below was reviewed and discussed.

Strategic Planning with Strategic Planning Online (SPOL)– The Planning Module

<http://youtu.be/r12TERpn0tc>

Strategic planning and a commitment to continuous improvement is at the heart of any successful institutional effectiveness effort. In this presentation Erin Bell, VP of Client Services for Strategic Planning Online demonstrates how the planning module in Strategic Planning Online enables institutions to collaborate with constituents and stakeholders involved in the planning and assessment process by defining objectives, setting goals, allocating resources, and measuring the results of strategic planning efforts. This brief yet informative overview of the planning module in Strategic Planning Online illustrates how the system mirrors the Nichols assessment model and can be expanded to address resource allocation, unit-level planning, and a more detailed assessment of planning results.

3. **Other**

International Education Week 2014 – November 10-13, 2014
DACA Renewal Free Workshop – Wed. Nov. 5, 2014

2014-2015 Meetings

October 8 – cancelled

October 22

November 12

November 26 – cancelled

December 10

January 14 & 28

February 11 & 25

March 11 & 25

April 8 & 22

May 13 & 27

June 10