Cañada College

STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF

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

Members Present: Jeanne Stalker, Carlos Luna, Sandra Mendez, Supinda Sirihekaphong, Bob Haick, Kim Lopez, Debbie Joy, Robin Richards, Regina Blok, Melissa Alforja, Noel Chavez, Jeffrey Rhoades, Misha Maggi, Trish Guevarra, Soraya Sohrabi, Diva Ward, Khoa Nguyen

Members Absent: Lorraine Barrales-Ramirez, Chialin Hsieh, Margie Carrington, Ruth Miller, Lizette Bricker

Guests: Sunny Choi, Karen Olesen

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1. Approval of Minutes – Minutes from February 12 and February 26 were approved

2. Business

    I.   Review of three 2014-2015 Annual Plans/Program Reviews

- **Assessment, Orientation and Registration**
  - This plan will be reviewed at the April 23rd meeting

- **Transfer Center, A2B and University Center**
  - **See Feedback Forms below**

- **Counseling**
  - **See Feedback Forms below**

    II.   Other

Earth Day – April 22 10:30-12:30

Classified/CSEA Staff Appreciation Breakfast – May 22 8:30-10:30

Upcoming Meetings: April 23, and May 14

Annual Program Plan Feedback - SSPC

Program: _Transfer / A2B / University Center_

SSPC Member(s) Reviewers: _S. Sirihekaphong_

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?		new financial resources (good to address obstacle to transfer)		
Comments/Questions: 73% TAG 87% A2B AA/AS-T yay ☺ 93% UC/CSU Apps 79% UC Website info less than 50% (want more personal info) Increase staffing argument				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: add support services provided by A2B/Uni Center cohort, Supplemental instruction, tutoring, learning center ↳ more cohorts business				

~~SAO add~~ → add working w/faculty? A2B?

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

Yes, Transfer Ctr needs add'l PT staff/counselor (coordinator)

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Cañada College

Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: Providing classroom for uni reps will also help w/developing relationships w/ uni partners				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Transfer Center A²B_

SSPC Member(s) Reviewers: _Noel Chave_

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			✓	
Comments/Questions: Revise A2B.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.			✓	
Comments/Questions: N/A				

Cañada College

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

VII. **Facilities Request** (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly how the request will serve Department/Program/Division/College needs.*				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Transfer Center A2B, University Ctr_

SSPC Member(s) Reviewers: _TRISH GUEVARRA_

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			X	
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions:				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs			X	
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program: _TRANSFER A2B UNIVERSITY Center_

SSPC Member(s) Reviewers: _MELISSA ALFORJA_

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments?			X	
2. How has student learning been improved due to the changes made?			X	
Comments/Questions:				

PLEASE INFO more on A2B - Accomplishments + changes
- TOI.
- Social science Hub
- Psych center

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions:				

A2B- More info on Counselors

Annual Program Plan Feedback - SSPC

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Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

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Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Transfer Center, A2B, Univ. Center

SSPC Member(s) Reviewers: Kim Lopez

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:		X		
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	target more courses in the Fall (A2B) target different classes (Am & pm)(A2B)			
Comments/Questions: Pre-Post survey for TAG workshop participants (34) A2B pre-post survey in CRER 137 course (22) survey and analysis indicated student learning				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:			X	
3. Status of SAO Assessment Cycle.		Add Business cohort (needs to be added)		
Comments/Questions: ① A2B- increase bachelor degree programs offered at Univ. Center ② Transfer Center- enhance in-reach activities (classroom presentations) 2014/15- Plan includes pre-post survey.				

(need to add A2B SAO's)

Cañada College

Annual Program Plan Feedback - SSPC

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: Request a full time counselor and office support.				

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

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Annual Program Plan Feedback - SSPC

VII. Facilities Request (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions: A classroom for workshops · office for univ. reps				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: *Transfer Center, A2B, University Center*

SSPC Member(s) Reviewers: *Soraya Sohrabi*

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
Comments/Questions: *need more clear data for Transfer + A2B but small sample (23) for open ended questions in case BT*				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: *Is SAO same as last year, or is it new this year?*				

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Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: *expand data and service accomplishments for A2B and university center*				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: *very clear list of needs*				

Cañada College

Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: *clear list – how many transfer counselors and visits/week need office space. Does university need added office space?*				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Transfer, A2B, University Ctr_

SSPC Member(s) Reviewers: _Robin Richards_

The purpose of this form is to provide feedback to the Program Team.

I. **SLOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓ _target # number, & types (AMA PhD) (topic)_
Comments/Questions: _Survey tools used; did do an analysis; will hopefully expand; would like to add classes - target cohort classes (for pre-post)_				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: _Did have many accomplishments for the year. Revised website information, sent newsletters, created brochures_				

- need to add more information on A2B; they are planning to add a cohort

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Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: *need to have more justification regarding # of students served, what the added staff will do*				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				✓
Comments/Questions: - *do have needs identified*				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Transfer_

SSPC Member(s) Reviewers: _Rob Haick_

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?			X	
Comments/Questions: Good content of the transfer slo's. A2B awareness is improving. As with all programs on campus getting the info to students is a challenge.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				X
Comments/Questions:				

Cañada College

Annual Program Plan Feedback - SSPC

Program: *Counseling*

SSPC Member(s) Reviewers: *Sandra Mendez*

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
Comments/Questions: *career courses are now on-line* *Good summary of survey data; easy to read chart* *150 students (samples)*				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data. *1.0 FTC Counselor*				
2. Justification fits Program /Department/Division/College needs		*data will be continue gathered*		
Comments/Questions: *to assist w/ development of Puente Program*				

V. **Professional Development Needs**	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions: *attend conferences inservice*				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program: _Counseling_

SSPC Member(s) Reviewers: _S. Sinhekaphong_

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				
Comments/Questions: # of SEP data?				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				
Comments/Questions: # of SEP data? like the new survey re: counseling services				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.	1:564 ratio			
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: FT Tenure track counselor Puente Program				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions: Some specific: vets, basic skills Some general: student success, transfer				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

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Annual Program Plan Feedback - SSPC

VII. **Facilities Request** (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: N/A				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Counseling_

SSPC Member(s) Reviewers: _Noel Chavez_

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✓
Comments/Questions: Great information & Updates.				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: 				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly how the request will serve Department/Program/Division/College needs.*				
Justification is consistent with Department/Division/College needs				✓
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: COUNSELING

SSPC Member(s) Reviewers: TRICH GUEVARRA

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				X
Comments/Questions: great data analysis of base group.				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: 				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program: *CANSELING*

SSPC Member(s) Reviewers: *MELISSA ALFARJA*

The purpose of this form is to provide feedback to the Program Team.

I. **SLOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments?				X
2. How has student learning been improved due to the changes made?				X
Comments/Questions:				

II **SAOs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				X
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: *The request should explain clearly how the request will serve Department/Program/Division/College needs.*				
Justification is consistent with Department/Division/College needs				Y
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Counseling_

SSPC Member(s) Reviewers: _Soraya Schrabi_

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				✓
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Counseling_

SSPC Member(s) Reviewers: _____

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				X
Comments/Questions: Excellent start to a new process; really like the survey— well thought out + it gives good info back.				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions: Good goal to set more SEP's + setting others to help funnel more to set them.				

Cañada College

Annual Program Plan Feedback - SSPC

Program: Counseling

SSPC Member(s) Reviewers: Kim Lopez

The purpose of this form is to provide feedback to the Program Team.

I. __SLOs__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				X 30 minute appointment are needed for new student
Comments/Questions: 150 students were survey and 138 in the post survey indicated they understood what classes to enroll in for their first semester. Via student comments students demonstrate very specific knowledge on their course placements				

II __SAOs__	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.			X	
Comments/Questions: SEP campaign each semester and a student satisfaction will be implemented next year. Emp 2.6 - Intentional counseling				

IV. **Faculty and Staff Hiring Request**	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions: Plans to request an additional full-time General Counselor				

V. **Professional Development Needs**	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: NA -				

Annual Program Plan Feedback - SSPC

VII. __Facilities Request__ (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.				
Justification is consistent with Department/Division/College needs				
Comments/Questions: —NA —				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: _Counseling_

SSPC Member(s) Reviewers: _Robin Richards_

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?				✔ ✔
Comments/Questions: - *unsure add Ed Plan* - *measured - what classes to take to meet goal* *56 to 138 (55% increase) (150 total)* - *goal setup for continuity (movement to persist)*				*good information to include in objective*

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				✔
Comments/Questions: *Will look at data collection & ways to improve*				

Annual Program Plan Feedback - SSPC

IV. **Faculty and Staff Hiring Request**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.				
1. Justification is consistent with accurate data.			✓	
2. Justification fits Program /Department/Division/College needs			✓	
Comments/Questions: *Unit be asking for an additional provo; unit be supporting auto program (release time)*				

V. **Professional Development Needs**	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				