



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, September 11, 2013  
2:00 pm – 4:00 pm  
Building 9 – Room 154

**Members Present:** Robin Richards, Ruth Miller, Debbie Joy, Sandra Mendez, Lorraine Barrales-Ramirez, Soraya Sohrabi, Bob Haick, Kim Lopez, Misha Maggi, Lizette Bricker, Chialin Hsieh, Carlos Luna

**Members Absent:** Regina Blok, Robert Hood, Margie Carrington, Melissa Alforja

**Guests:** Candice Johnson

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**1. Approval of Minutes** – Minutes for May 8, 2013 were approved

**2. Business**

Introductions

**I. Review of By-Laws and Membership**

SSPC reviewed the membership and by-laws. The DRAFT By-laws and membership list are attached for review and will be voted on at the next SSPC meeting.

SSPC would like to ask Janet Stringer to come to occasional Counseling and SSPC meetings for Articulation updates.

**II. Review 2013-2014 Goals from May 8' 2013 meeting**

SSPC will work on goals through College wide routes; i.e. pathway workgroups, committees, CIETL, Student Life & Leadership, surveys, etc.

The goals to work on:

- Student Learning Outcomes and Program Review and Planning
- Student Engagement
- Pathways to Transfer
- Pathways for African American Students
- Increase Domestic and International student growth

Student Life and Leadership team will begin looking at Student Engagement. The Transfer team will begin working on Pathways to Transfer, Supinda will be the representative on Student Equity to begin work on

Pathways for Africa American Students, and Soraya will add a question on her survey asking for student ethnicity.

SSPC wants to review the goals and to link them back to the Educational Master Plan.

### **III. Final Review of Delineation of Function Map**

SSPC reviewed the Delineation of Function Map from the District Office and chose to accept the final version. Robin will let the District know the outcome.

### **IV. Annual Plan/Program Review Forms, Timeline and Teams**

SSPC reviewed the Teams and the revised teams are attached. Time ran out for review of forms and timeline and these items will be discussed at a later meeting.

### **V. SLOs**

We will discuss this item at a later meeting.

### **2. Other**

Accreditation Team will be on campus October 21-25, 2013.

Meetings:

September 25  
October 9  
October 23  
November 13  
November 27  
December 11