

MEMBERS PRESENT: Lynda Halttunen, Michelle Barton, P.J. DeMaris, Jose Fernandez, Katheryn Garlow, Tere Hogan-Egkan, Diane McAllister, Pat Roberts, Jorge Saavedra, Anne Stadler

MEMBERS ABSENT: Bruce Bishop, Perri Brock, Terrie Canon, Berta Cuaron, Ron Haines, Herman Lee, Gloria Kerkhoff, Stan Levy, Carol Lowther, Nimoli Madan, Joseph Madrigal, Scott McClure, Don Sullins and ASG Representative

GUESTS:

Recorder: Carol Naddi

The meeting was called to order by Lynda G. Halttunen, Chair, at 2:05 p.m.

1. **Approval of Minutes**
The minutes of the 21 September 2006 meeting were approved.
2. **Additions to Agenda –**
 - Consequential Validity
 - Counseling Services Supervisor Position
3. **Student Services Program Review & Technical Assistance Site Visit Model for Matriculation, EOPS, CARE, DSP&S and CalWORKs** – A copy of the letter on the Student Services Program Review, received by the System Office, was sent to each committee member. The last site visit was held in 1996. In between that time a combined EOPS/DSPS site visit was held; Matriculation was not included in that visit. One year prior to a college's self-study, the System Office will conduct a site visit. Since the System Office can not visit all 23 colleges, it has asked for colleges to volunteer for a site visit. All colleges will prepare a self-study of the categorical programs to be submitted to the System Office by Feb. 15, 2007. Lynda will be on vacation from February 6-22, 2007, she is hoping to have the document completed and signed by the end of January. A copy of the self-study will be sent to all committee members via email once it's been completed.
4. **Credit Matriculation Update (Consequential Validity)** – Last year Research & Planning conducted a Consequential Validity Study. The Study indicated that the Math Department should make changes to its cut scores. Matthews Chakkanakuzhi, Math Professor, made the necessary changes that will alter the cut scores. Effective Feb. 1 the cut scores for Math 60 will be lowered. Both the Reading and English results were fine with Reading receiving stellar reviews. Thank you to faculty and students for completing the Study and turning them in on time.

Counseling Services Supervisor Position – The Counseling Services Supervisor position which was previously district funded will now be a Matriculation funded position due to the restoration of permanent funds. Due to the Counseling Department's need of a Supervisor, it has been determined that the position is appropriate. A position authorization form will be processed at a range 45 and the position will report to Lynda Halttunen just as the Assessment Coordinator position does.

Due to the volume of Instructional equipment and furnishing requisitions, the requests will have to go out to bid. The process will take place in January and it may be March or April before the equipment and furnishings will be received. All computers in the Assessment Center will be updated/replaced and the replaced computers will be given to the English lab. In addition, computers at San Marcos High School will be replaced since they currently are out of warranty.

5. **Transfer Center Update** – The priority application deadline for students transferring has passed; however some universities such as UC Davis and Merced are still accepting applications. Students should check the web to see which universities are still accepting applications.
6. **Non-Credit Matriculation Update** – Anne Stadler reported that Non-Credit Matriculation has received an additional \$76,000 and is working on how to spend the money. A wish list has been developed. Some suggestions on spending the money would be on student workers, equipment and a new desk for Jose Luis' office.
7. **Peers Update** - The Peers called approximately 2500 STAR students from last year as a follow up to see if they received the help they needed through the Program. Students that did not take classes at Palomar were encouraged to take at least one class.

Most Peers kept the same schedule for spring 07 as they had in the fall 06 semester.

8. **Other** – Michelle Barton reported that in the fall 07 semester, 1400 credit students will be surveyed to determine if students are accessing and using student services programs and whether or not they are satisfied.. The survey that will be used is called CCSSE (Community College Survey of Student Engagement) and will be administered in randomly-selected classes and will take approximately 20 minutes to conduct. The survey will be compared to the last study completed on campus, other colleges in California and colleges nationwide. Studies have proven that students who are more engaged are more successful.
10. **Next Meeting** – May 10, 2007, 2:00 p.m. in SU-30
11. The meeting was adjourned at 2:55 p.m.