



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 8, 2003**

CHAIR: Joseph L. Madrigal

Members Present: Barr, Bishop, Conway, Crowe, Doran, Egkan (representing Fernandez), Gable, Halttunen, Hugo, H. Lee, Madrigal, J. Mills (representing Waite), Mobilia, Moss, Roth, Sousa, Stadler (representing Ramirez), J. Woods

RECORDER: Marilyn Lunde

Members Absent: Mitchell

Guests:

The Student Services Planning Council meeting was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on October 8, 2003, in the Executive Council Room in the Student Union.

Mr. Madrigal added item (VI) – Position Title Change / Dean of Counseling & Matriculation to the agenda adjusting “Sharing” to item (VII).

I. Approval of Minutes – September 24, 2003 Meeting

The minutes of the September 24, 2003 meeting were approved as submitted.

II. Financial Aid Partnership with Instructional Services

Mr. Madrigal reported that Financial Aid received a budget increase of approximately \$390,000. As a result of this increase, Ms. San Agustin, Director of Financial Aid & Scholarships, developed a plan which focuses on hiring student employees to assist students in completing BOGW and Financial Aid applications on-line on the San Marcos and Educational Centers campuses. Financial Aid will be sending out the 1098T forms in January. The student employees will also be available to provide tax assistance, but not tax advice.

III. Student Union Advisory Committee

MSC: (Bishop) to postpone the proposal indefinitely.

Mr. Bishop explained that it would be more appropriate to handle issues relating to the Student Union through the ASG as opposed to adding another committee to the Palomar College governance structure.

IV. Proposed Revised Health Fee Policy / Procedures

Ms. Conway, Director of Health Services, distributed copies of the proposed Health Fee Policy which was reviewed by the Student Services Planning Council in May of 2003.

The committee worked to streamline the language by more clearly separating the Policy and the Procedure.

MSC: (Halttunen) to approve the revised policy.

The policy statement will be edited to more clearly reflect the intent of Education Code 76355.

V. Institutional Review Criteria / Forms

Mr. Madrigal distributed two (2) criteria forms developed by the Institutional Review Committee to the Student Services Planning Council members. He explained that the process for Institutional Review has been modified. In the past, the review was completed every six years; the new process calls for annual review. Each program will conduct a self-review. The data being gathered (page one and page two of the handout) allows all programs to use their own measuring methods. A portion of the data needed is currently in the MIS. IRC needs to know what data you need in order to be able to assist with the program evaluation. November 15th is the deadline. The Student Services Planning Council members agreed to use page one as a pilot for 03/04.

VI. Position Title Change - Dean of Counseling & Matriculation Position

Mr. Madrigal announced that the recommended proposed title change for the current Dean of Counseling & Matriculation position is "Dean of Counseling Services." He asked for endorsement from the Student Services Planning Council members.

MS: (Woods) to endorse the proposed title change. Following further discussion:

MSC: (Bishop) to postpone endorsement of this recommendation until the next Student Services Planning Council meeting to allow the various departments an opportunity to provide feedback regarding the proposed title change. Mr. Madrigal emphasized the need to move forward with this due to printing deadlines; Board approval, etc. Input regarding the title change should be forwarded directly to Mr. Madrigal via e-mail. This item will be placed on the agenda for the next Student Services Planning Council meeting.

VII. Sharing

Mr. Madrigal proposed that the Student Services Planning Council attend the October 22nd, Governance Workshop (9:30-11:00 a.m. – SU 18) in place of the regularly scheduled Student Services Planning Council meeting. This would give the Student Planning Council members the opportunity to attend as a group.

Mr. Madrigal announced that Sue Doran and Rick Gommel will conduct a PeopleSoft demonstration at the November 12th Student Services Planning Council meeting.

Ms. Conway reported that the Smoking Education Committee is moving forward. With the passage of AB846, the committee is looking at creating designated smoking areas on campus and changing Palomar College's current Smoking Policy from 7 ½ feet to 20 feet from windows and doors. The Safety and Security Committee is working on this. The Committee will be holding educational classes in January and possibly educating

students about the effects of second-hand smoke by going directly into the classroom. Jayne also announced that Smoking Cessation classes will be offered again in the near future.

Being no further business, the meeting was adjourned at 10:25 a.m.