



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Shannon Lienhart				Date: November 17, 2009			
Proposed Name of Requested Group: Student Services Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role:</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. • Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. • Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. • Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. • Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. • Provides guidance, direction, and oversight to these committees: Academic Review Committee, Campus Police Committee, Student Equity Committee, Matriculation and Transfer Committee, Registration Committee, Financial Aid & Appeals Committee, Scholarship Committee • Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <p>Products:</p> <ul style="list-style-type: none"> • Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities • Progress report on Strategic Plan and AIP • Annual goals and accomplishments • Full-time Position Priority Recommendations 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.							
<p>Chair: Vice President, Student Services</p> <p>Members:</p> <ul style="list-style-type: none"> <li style="width: 33%;">• Dean, Counseling Services <li style="width: 33%;">• Director, Career Services <li style="width: 33%;">• One EOP&S Faculty <li style="width: 33%;">• Director, Health Services <li style="width: 33%;">• Director, Athletics <li style="width: 33%;">• One DRC Faculty <li style="width: 33%;">• Director, Enrollment Services <li style="width: 33%;">• Chief of Police <li style="width: 33%;">• Chair, Counseling (or designee) <li style="width: 33%;">• Director, Student Affairs <li style="width: 33%;">• Research Analyst <li style="width: 33%;">• Director, Transfer Center • One Faculty representative appointed by Faculty Senate from Instructional Areas • One Faculty representative who is also on the Faculty Senate • One Palomar Faculty Federation representative appointed by PFF • Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services) • One Student representative appointed by ASG • One Confidential and Supervisory Team representative from Student Services appointed by CAST 							

Reviewed by Strategic Planning Council:

10-07-03 Approved
03-15-05 Revised

04-04-06 Revised
03-03-09 Revised

11-17-09 Revised