

STUDENT SERVICES PLANNING COUNCIL

Role

- 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
 - Behavioral Health & Campus Wellness Committee
 - Campus Police Committee
 - Recruitment and Retention Committee
 - Registration Committee
 - Scholarship Committee
 - Student Program Eligibility Appeals 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.

Products

- 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.

Chair

Vice President, Student Services

Members

- Dean, Counseling Services
- Director, Athletics
- Director, Career Services
- Director, Enrollment Services
- Director, Health Services
- Director, Student Affairs
- Director, Transfer Center
- Chair, Counseling (or designee)
- Chief of Police
- Manager of Outreach
- Research Analyst
- One EOP&S Faculty Member
- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- One Palomar Faculty Federation representative appointed by PFF
- One Faculty representative from the Pride Center, appointed by the Faculty Senate
- 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
- One Administrative Association representative appointed by AA

Approved by SPC 5-07-02
Latest Revision 10-04-16