



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
October 28, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: October 28, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: MD-155C

CHAIR: Adrian Gonzales **MEMBERS:** Aguilera, Ambrocio, Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Kretchman, Large, Magnuson, Meyers, Moore, Nunez, Romain, Sebring, Spence, Stockert and Titus.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of October 14, 2015		
B. <u>ACTION ITEMS/FIRST READING</u> –		
1. SSPC Membership to include AA Representative	Exhibit A	5 minutes
C. <u>ACTION ITEMS/SECOND READING</u>		
1. Appointment of SSPC Faculty Member to SSEC	Exhibit B	10 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Review Student Equity Plan and Data	Exhibit C	10 minutes
2. Discussion of SSPC Council Membership	Exhibit D	20 minutes
3. Enrollment Strategies Follow-Up		15 minutes
4. SPPF Allocation Update – Due December 2015		10 minutes
E. <u>COMMITTEE REPORTS</u>		
1. Academic Review Committee		10 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
F. <u>OTHER BUSINESS</u>		
1. Staffing Updates		10 minutes

Next Meeting: October 28, 2015



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 14, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, J. Ambrocio, R. Antonecchia, S. Cathcart, L. Cecere, A. Cunningham, A. Cory, M. DiMaggio, J. Harris, L. Kretchman, K. Magnuson, L. Meyers, L. Romain, S. Sebring, B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: M. Large, C. Moore, E. Nunez, and M. Spence.

GUESTS: Olga Diaz

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. <u>Approval of Minutes for September 23, 2015</u> MSC – (Kretchman/Stockert): The minutes for September 23, 2015 were approved and accepted into the record with an abstention from April Cunningham. Minutes, agendas and attachments are posted on the following Palomar College website: http://www2.palomar.edu/pages/sspc/		
B. <u>ACTION ITEMS/FIRST READING</u>		
1. <u>Appointment of SSPC Faculty Member to SSEC</u> Interim Superintendent/ President Gonzales mentioned Veronica Aguilera has agreed to serve on SSEC. It will be brought back as an Action Item/Second Reading at the next SSPC meeting on October 28, 2015.	Exhibit A	10 minutes
C. <u>ACTION ITEMS/SECOND READING</u> – None.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. <u>Review and Input of SSSP Plan</u> Olga Diaz presented the SSSP plan, which is due to the Chancellor's Office on October 30, 2015. It will primarily mirror last year's plan, with an increase in funding. She asked the Council to review the plan and send her any edits. The SSSP plan will be presented to the Faculty Senate on Monday, October 19, 2015 for a First Reading.	Exhibit B	10 minutes
2. <u>Discussion of SSPC Council Membership</u> Interim Superintendent/ President Gonzales reviewed Exhibit C, in relation to the SSPC membership. There was discussion regarding proportionality in regards to Counseling and Enrollment Services. A revised council membership draft will be brought back for review at the next SSPC meeting. There was a discussion regarding a Special Populations sub-committee with the following noted: <ul style="list-style-type: none"> o Each population is unique, but may have commonalities regarding support needed o Include AB540 and create a "Safe Zone" for this population o Include Mental Health o Develop a peer education program Our original conversation around our membership began from the AA requesting a seat on SSPC. This portion will be brought forward for a First Reading at the next SSEC meeting on October 28, 2015.	Exhibit C	10 minutes
3. <u>Enrollment Discussions</u> Dr. Kendyl Magnuson reported our enrollments are more than 4% down for fall 2015, compared with fall 2016. We need to focus on ways to turn this trend around. We have hired a Manager for Orientation and Follow-Up services and are identifying resources to hire an Outreach manager. In the interim, Jamie Moss is continuing to support this effort. Interim Superintendent/President Gonzales reported that SPC is putting an Enrollment Strategies task force together. The SSPC membership suggested the following additional strategies to strengthen enrollments and improve retention:		10 minutes

Student Services Planning Council

- Making students feel welcome, encouraging them and listening to their needs
- Defining "Learning for Success" as it relates to students and community
- Implementing techniques to motivate students, staff, administration, faculty
- Campus community involvement
- Assessing community needs and reaching out through contract training, community classes, program connections, CTE, etc.
- Implementing a better system around canceling classes
- Ensuring faculty are instructing until the end of each class period
- Building our new Student Services center around services need instead of departments (i.e.: bottom floor as a Welcome Center, second floor for continuing students and the third floor for students preparing to graduate/transfer).
- Customer Service training
- Refining our current website
- Evaluating students as different stages in their educational journey
- Accessing the needs and focusing on students age 23-30

These suggested strategies will be taken to SPC in December 2015.

4. PRP's due November 6, 2015 10 minutes
Interim Superintendent/President Gonzales mentioned PRP's will be due in November 6, 2015.
 5. SPPF Allocation Update – Due December 2015 10 minutes
Interim Superintendent/President Gonzales reported that the SPC discussed a 75/25 split of the total 200K SPPF allocation. We would allocate 150K to a couple larger projects and 50K to individual departments. Information is scheduled to be released in early November 2015 and they will be due in mid-November 2015. The SPPF requests will be reviewed at SSSC in December 2015. SPPF funds allocated in 2014-15 will be available until June 2016. Unspent funds from prior years will be reallocated for use on the PRP's. He reminded the Council that the original intent of the SPPF funding was for Strategic Planning and has gradually morphed towards department needs.
 6. Commencement – May 20, 2016 – Sherry Titus 10 minutes
Sherry Titus reported there is an error in the 2015-16 Palomar College Catalog, listing an incorrect date for commencement. The accurate date is May 20, 2016.
- E. COMMITTEE REPORTS – Tabled. 10 minutes
1. *Academic Review Committee* –
 2. *Behavioral Health & Campus Wellness Committee* -
 3. *Campus Police Committee* –
 4. *Registration Committee* –
 5. *Scholarship Committee* –
 6. *Student Program Eligibility Appeals Committee* –
- F. Other Business 10 minutes
1. Staffing Updates - Tabled.
 2. Smoking Policy – Interim Superintendent/President Gonzales reported that "vaping" is being added to the smoking policy and that there is discussion regarding issuing fines for smoking on campus. The issue will be brought to P&P and then to SPC. He encouraged members to discuss this with their constituent groups and bring back any feedback.
 3. Student Success and Equity Council report – Tabled.
 4. New Faculty Senator, April Cunningham joined SSSC.
 5. Judy Harris reported that November 12, 2015 is the Great American Smoke Out. There will be a presentation on vaping.
 6. Lori Meyers reported that there will be an Out of the Darkness walk on Saturday, October 24, 2015 at the NTC Park at Liberty Station - <https://www.afsp.org/local-chapters/find-your-local-chapter/afsp-san-diego/out-of-the-darkness-community-walks>
 7. Sherry Titus reported that specific buildings will be participating in the Great California Shakeout Drill tomorrow, October 15, 2015.
 8. Rosie Antonecchia reported the Career Center Internship program has been a success.

Meeting was adjourned at 11:06 a.m.

Next Meeting: October 28, 2015

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
 - Student Equity Committee
 - Registration Committee
 - Scholarship Committee
 - Campus Police Committee
 - Matriculation and Transfer Committee
 - Financial Aid & 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 SSSPC, 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, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- 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
- 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 Palomar Faculty Federation representative appointed by PFF
- One Faculty representative from the Pride Center, appointed by the Faculty Senate

Approved by SPC 5-07-02
Latest Revision 02-03-15

STUDENT SUCCESS AND EQUITY COUNCIL

Role

The Student Success and Equity Council (SSE) will serve as a steering committee that leads the development of the Student Success and Support Program (3SP) and Student Equity Plan for the District.

The SSE Council will assist in preparing the 3SP and Student Equity Plan, monitoring the District's progress toward meeting the goals in each plan, and review and update each plan as needed. The SSE Council will coordinate its activities with those of the other Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Basic Skills Committee and other District committees as necessary.

Products

- Student Equity Plan
- Student Success and Support Plan

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Friday of the month from 9:00 a.m. to 11:00 a.m.

Chair

Faculty Senate President, Vice President for Instruction, Vice President for Student Services

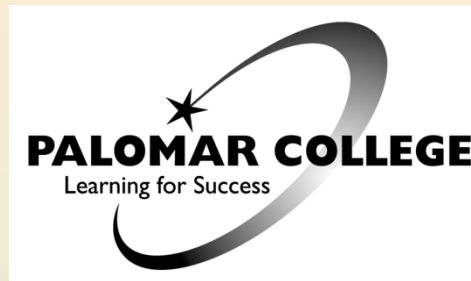
Members

- Two faculty members as appointed by Basic Skills Committee
- Two faculty members as appointed by Instructional Planning Council
- Two faculty members as appointed by Student Services Planning Council
- One faculty member from Reading Department as appointed by the Faculty Senate
- One faculty member from Math Department as appointed by the Faculty Senate
- One faculty member from English Department as appointed by the Faculty Senate
- One faculty member from ESL Department as appointed by the Faculty Senate
- One faculty member from Disability Resource Center as appointed by the Faculty Senate
- Two faculty counselors as appointed by the Faculty Senate
- One faculty member at-large (instruction) as appointed by the Faculty Senate
- One faculty member at-large (student services) as appointed by the Faculty Senate
- Two faculty senators as appointed by the Faculty Senate
- One AA representative as appointed by the Administrators Association
- One CAST representative as appointed by the CAST
- Two classified staff representative as appointed by CCE
- One Dean - Student Services
- Two Deans – Instruction
- One Assessment Supervisor
- One Senior Director of Institutional Planning and Research
- One 3SP Coordinator

Approved by SPC 11-04-2014

Student Equity Disproportionate Impact

2015



Student Equity Topics

- Student Equity Review
- Disproportionate Impact Analysis
- Summary
- Student Equity Plan Update

Student Equity Review

- Form a Student Equity Committee
- Conduct a Disproportionate Impact Analysis
 - ◆ [Success Indicators](#)
 - ◆ [Subpopulations](#)
- Create a Student Equity Plan
 - ◆ Based on Data Analysis
 - ◆ Identify Strategies
 - ◆ 3-5 Year Plan Updated Annually

Disproportionate Impact Analysis

Annual Update

- Data Issues & Changes
 - ◆ Veterans & Foster Youth Data
 - ◆ ESL & BS Completion
 - ◆ Multi-ethnic Category
 - ◆ Academic Standing
- Summary

Summary

Success Indicator	Disproportionate Impact	Differences
Access	Veterans	
Course Completion	Foster Youth	
ESL & Basic Skills Completion	African Americans	Pacific Islanders
	DSPS Students	←
	Males	←
	Hispanics	←
Degree & Certificate Completion	Unprepared Age 25-49	
	African Americans	
	DSPS Students	
Transfer to 4-year Inst.	Unprepared Age 25-49	

Student Equity Plan Update

Success Indicator	Disproportionate Impact	3 Year Goal
Access	Veterans	+5% Enrollment
Course Completion	Foster Youth	+5% Enrollment
ESL & Basic Skills Completion	African Americans	+5% Successful Completion
	DSPS Students	+2% Basic Skills Seq. Comp.
	Males	+5% Successful Completion
	Hispanics	+5% Successful Completion
Degree & Certificate Completion	Unprepared Age 25-49	+2% Completion
	African Americans	+2% Degree Completion
	DSPS Students	+2% Completion
Transfer to 4-year Inst.	Unprepared Age 25-49	+2% Completion

Suggestions

Plan Update

- Use Baseline Data for the Plan Update
- Fill in with Data We Didn't Have Last Year
 - ◆ Academic Standing & Multi-ethnic

Suggestions

Analysis Considerations

- Examine Methodology for Tracking Disproportionate Impact in Basic Skills
- Validate Tracking of Veterans & Foster Youth
- Monitor New Areas that Suggest Disproportionate Impact

Thank You



Success Indicators

- Access
- Course Completion
- ESL & Basic Skills Completion
- Degree & Certificate Completion
- Transfer



Subpopulations to Be Examined

- Gender
- Age
- Race & Ethnicity
- Disability Status
- Economically Disadvantaged
- Veterans
- Foster Youth



SSPC Members and Affiliations		
Members	Appointed Seat	Affiliations
1 Interim, Superintendent/President, Gonzales, Adrian	Vice President, Student Services	Student Services Division
2 Stockert, Brian	Dean, Counseling Services	Counseling Services, Articulation, Assessment, Career Center, Counseling, DRC, EOPS, Grant Funded Student Programs, Behavioral Health Counseling, SSSP and Transfer Center
3 Antonecchia, Rosie	Director, Career Services	Counseling and Career Center
4 Nunez, Elvia	Director, Transfer Center	Counseling and Transfer Center
5 Harris, Judy	Interim Director, Health Services Center	Health Services Center
6 Cathcart, Scott	Director, Athletics	Athletics
7 Magnason, Kendyl	Director, Enrollment Services	Enrollment Services, Admissions, Evaluations & Records, Financial Aid, International Students, Outreach and Veterans
8 Titus, Sherry	Director, Student Affairs	Student Affairs
9 Romain, Lisa	Chair, Counseling	Counseling
10 DiMaggio, Mark	Chief of Police	Campus Police
11 Aguilera, Veronica	EOP&S Faculty Member	Counseling and EOPS
12 Meyers, Lori	DRC Faculty Member	Counseling, DRC and EOPS
13 Cecere, Lisa	Faculty appointed by Faculty Senate from Instructional Areas	Instruction and Faculty Senate
14	Faculty Senator on Faculty Senate	
15 Large, Michael	Research Analyst	IRP
16 Kretchman, Lindsay	CCE/AFT Representative	CCE/AFT and Student Affairs
17	CCE/AFT Representative	CCE/AFT and DRC
18 Spence, Malik	ASG Representative	ASG
19 Sebring, Suzanne	CAST Representative	CAST, Interim Executive Assistant to the VP for Instruction
20 Moore, Christine	PFF Representative	PFF and Instruction
21 Brannick, Monica	Faculty representative from the Pride Center	Instruction and Pride Center

Current Head Count:

Educational Administrators: 8

Classified: 2

Faculty: 9

CAST: 1

ASG: 1

21 Members Total

SSPC Shared Governance, Areas and Departments

Shared Governance	Student Services Areas	Student Services Departments
VPSS	Athletics	
Dean, Counseling Services	Counseling Services	<ul style="list-style-type: none"> • Articulation • Assessment • Behavioral Health Counseling • Career Center • Counseling Services • DRC • EOPS/CARE/Foster Youth • Grant Funded Student Programs • 3SP/Student Equity • Transfer Center
AA (No seat currently)	Enrollment Services	<ul style="list-style-type: none"> • Admissions • Evaluations & Records • Financial Aid • International Students • Outreach/Student Ambassadors • Veterans
ASG	Health Services Center	
CAST	Campus Police	<ul style="list-style-type: none"> • Parking Services • Police Department
CCE (2 members)	Pride Center	
PFF	Student Affairs	<ul style="list-style-type: none"> • Student Activities • Student Affairs/Discipline • Student Government
Faculty Senate (2 members)		

Current Head Count:

Educational Administrators: 8

Classified: 2

Faculty: 9

CAST: 1

ASG: 1

21 Members Total