



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
September 14, 2016**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: September 14, 2016
	<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:** Ambrocio, Antonecchia, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Large, Magnuson, Meyers, Moore, Moss, Nunez, O'Brien, Spence, Stockert, Titus and Williams.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of August 24, 2016		
B. <u>ACTION ITEMS/FIRST READING</u> – None.		
C. <u>ACTION ITEMS/SECOND READING</u>		
1. Add Manager of Outreach to SSPC Membership	Exhibit A	10 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Review PRP forms	Exhibit B	30 minutes
2. Student Services District BP/AP	Exhibit C	30 minutes
E. <u>COMMITTEE REPORTS</u>		
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. <u>OTHER BUSINESS</u>		
1. One-Stop Student Services Center User Group Meetings		10 minutes

Next Meeting: Wednesday, September 28, 2016 in MD-155C



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
August 24, 2016**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: R. Antonecchia, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, J. Harris, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, P. O'Brien, B. Stockert, S. Titus and R. Williams.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: J. Ambrocio, A. Cory, L. Kretchman, C. Moore and M. Spence.

GUESTS: Natalie Lopez

Order of Agenda Items	Attachments	Time Allotted
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A. WELCOME

1. Introductions were made for new members.

B. MINUTES

1. **Approval of Minutes for May 11, 2016**
 MSC – (Moss/Stockert): The minutes for May 11, 2016 were approved and accepted into the record with abstentions from Adrian Gonzales, Patrick O'Brien and Sherry Titus.

Minutes, agendas and attachments are posted on the following Palomar College website:
<http://www2.palomar.edu/pages/sspc/>

C. ACTION ITEMS/FIRST READING –

1. **Add Manager of Outreach to SSPC Membership** Exhibit A 10 minutes
 Dr. Kendyl Magnuson advised the Council that interviews for this position will be on September 1, 2016. This item will be brought back for second reading on September 14, 2016.

D. ACTION ITEMS/SECOND READING – None.

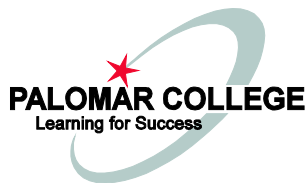
E. INFORMATION/DISCUSSION ITEMS

1. **SSPC Orientation** 10 minutes
 VP of Student Services Adrian Gonzales led the discussion about the purpose of the SSPC.

2. **Presidential Priorities for 2016-17** 10 minutes
 VP of Student Services Adrian Gonzales reviewed several priorities the President is discussing for 2016-17:
 - Implementing legislation and how it fits into the shared governance structure (SSSP, Campus SaVE Act, NCSSSP, SEP, BSI, AEBG, Workforce)
 - Dual Enrollment
 - Distance and Online Education
 - CTE/Non-Credit offerings
 - Enrollment and Retention
 - The Palomar Promise
 - Marketing (3rd party vendor will be here this fall 2016)
 - Completing the classification study

Additionally, our payment plan will be available in October 2016. CCCApply (including our mobile application), CCCAssess, our and degree audit will be available to students in spring 2017.

3. **PRP forms** Exhibit B 10 minutes
VP of Student Services Adrian Gonzales advised the Council we will be updating our PRP forms, reviewing the structure and identifying which elements should be included or omitted. Student Services PRP's will be due on Thursday, November 3, 2016.
 4. **Student Services District BP/AP** Exhibit C 10 minutes
VP of Student Services Adrian Gonzales advised the Council that we will be working on updating the Student Services BP/AP's this academic year.
 5. **Appoint SSPC member to serve on SSEC** Exhibit D 10 minutes
VP of Student Services Adrian Gonzales advised that there is a seat open on SSEC for a faculty member from the SSPC. Patrick O'Brien volunteered to serve in this capacity and step down from his seat as Faculty from Counseling on SSEC. He will send out a request to replace his seat on SSEC.
Motion: MSC (Titus/Williams): A motion was made to add Patrick O'Brien to the SSEC membership as Faculty from SSPC.
Result: Motion approved.
 6. **Linking State-wide Initiatives together** Exhibit E 10 minutes
-BSI/SSSP/SE/AEBG/Workforce
VP of Student Services Adrian Gonzales discussed specific legislation for each initiative listed. We will begin to discuss how to integrate the initiatives, collaborating with our campus and Region X.
- F. COMMITTEE REPORTS** – None. 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
- G. OTHER BUSINESS** 10 minutes
1. **Staffing Updates** – Rick Gommel, System Module Functional Specialist will be retiring in December 2016. Jeff Higginbotham, DRC Director accepted another job offer and his last day will be September 2, 2016. Lindsay Kretchman, Student Activities Coordinator will be moving out of state at the end of August 2016. We are advertising to fill the Director of Financial Aid position. There are many positions that are on hold from the Classification Study and they will be posted once a resolution is agreed upon between the District and CCE.
 2. **Enrollment Updates** – Dr. Kendyl Magnuson reported our enrollments are currently down 1% from last fall.
 3. **Student Health Centers** –
 - a. New Part-time Vet Center Behavioral Health Counselor, Robyn Allard was hired.
 - b. BIT Needs Assessment Report – A consultant team came out in July 2016 and made recommendations, including BIT Campus Wide Training on October 17-21, 2016.
 4. Lori Meyers reported there is a new student club on campus called *No Limits Club* which includes a group of students who promote: disability awareness; develop friendships and a network; motivational/informational guest speakers; have informal small group gatherings.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Brian Stockert					Date: September 14, 2016													
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, Behavioral Health & Campus Wellness Committee, Campus Police 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. <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> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Dean, Counseling Services</td> <td style="width: 33%;">• Director, Career Services</td> <td style="width: 33%;">• One EOP&S Faculty</td> </tr> <tr> <td>• Director, Health Services</td> <td>• Director, Athletics</td> <td>• One DRC Faculty</td> </tr> <tr> <td>• Director, Enrollment Services</td> <td>• Chief of Police</td> <td>• Chair, Counseling (or designee)</td> </tr> <tr> <td>• Director, Student Affairs</td> <td>• Research Analyst</td> <td>• Director, Transfer Center</td> </tr> </table> <p>• Manager of Outreach</p> <ul style="list-style-type: none"> • 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 • One Administrative Association representative appointed by AA • One faculty representative from the Pride Center, appointed by the Faculty Senate 							• Dean, Counseling Services	• Director, Career Services	• One EOP&S Faculty	• Director, Health Services	• Director, Athletics	• One DRC Faculty	• Director, Enrollment Services	• Chief of Police	• Chair, Counseling (or designee)	• Director, Student Affairs	• Research Analyst	• Director, Transfer Center
• Dean, Counseling Services	• Director, Career Services	• One EOP&S Faculty																
• Director, Health Services	• Director, Athletics	• One DRC Faculty																
• Director, Enrollment Services	• Chief of Police	• Chair, Counseling (or designee)																
• Director, Student Affairs	• Research Analyst	• Director, Transfer Center																

Reviewed by Strategic Planning Council:

10-07-03 Approved

04-04-06 Revised

11-17-09 Revised

03-15-05 Revised

03-03-09 Revised

02-03-15 Revised

Approved by PAC: 10/2/01

**Palomar College – Program Review and Planning
Non-Instructional Programs
Academic Year 2016-17**

Purpose of Program Review and Planning: The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

Discipline: _____

11/03/2016

Non-Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)

STEP I. ANALYSIS (Note: Each Department Will Use Their Own Previous Analysis Data)

	2012-2013	2013-2014	2014-2015	<<Prelim>> 2015-2016	Definitions

I. A. Reflect upon and provide an analysis of the four years of data above

I. A. Reflect upon and provide an analysis of the four years of data above

I. B. Please summarize the findings of SAO assessments conducted.

I. C. Reflect upon the SAO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2016, describe/discuss the discipline planning related to the following:

II. A.

II. B.

STEP III. RESOURCE REQUESTS FOR DISCIPLINE:

III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SAO assessment results in Step I and/or to any other evidence not apparent in the data or SAO Assessment results.

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a1.							
a2.							
a3.							
a4.							
a5.							

b. Technology (computers, data projectors, document readers, etc.) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
b1.							
b2.							
b3.							
b4.							
b5.							

c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
c1.							
c2.							
c3.							
c4.							
c5.							

d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d1.							
d2.							
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
e1.							
e2.							
e3.							
e4.							
e5.							

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
f1.							
f2.							
f3.							
f4.							
f5.							

III. B. Are there other resources (including data) that you need to complete your discipline review and planning?

None

STEP IV. SHARE YOUR ACCOMPLISHMENTS Please include at least one discipline accomplishment that you'd like to share with the college community.

STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

n/a

STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

Please identify faculty and staff who participated in the development of the plan for this department:

Name	Name	Name
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Name	Name	Name
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Department Chair/Designee Signature

Date

Division Dean Signature

- Provide a hard copy to the Vice President Gonzales no later than November 7, 2016.
- Email an electronic copy to mlavigueur@palomar.edu by November 7, 2016.
- Email an electronic copy to rjohnson3@palomar.edu by November 7, 2016.

Student Services District Board Policies and Administrative Procedures			
Area	BP/AP	Title	Suggested Revise
Institutional	BP 5000	Student Responsibility	* Change title to "Student Rights and Responsibilities" * Review student focus/insert student focus
Enrollment Services	BP 5010 AP 5010	Admissions and Concurrent Enrollment	* Needs review and updating
Enrollment Services	AP 5011	Admission and Concurrent Enrollment of H.S. & Other Young Students	* Needs review and updating
Enrollment Services	AP 5012	International Students	
Enrollment Services	AP 5013	Students in the Military	* Needs review
Enrollment Services	BP 5015 AP 5015	Residence Determination	* Needs review and updating
Enrollment Services	BP 5020 AP 5020	Nonresident Tuition	* Needs review and updating
Fiscal Services	BP 5030 AP 5030	Fees	* Shift to Fiscal Services
Enrollment Services	AP 5031	Instructional Material Fees	* Needs review and updating
Enrollment Services	BP 5035 AP 5035	Withholding of Student Records	* Needs review and updating
Enrollment Services	BP 5040 AP 5040	Student Records, Directory Information and Privacy	* Needs review and updating
Enrollment Services	BP 5045 AP 5045	Student Records: Challenging Content and Access Log	* Needs review and updating
Counseling Services	BP 5050 AP 5050	Matriculation	* Needs review and updating
Enrollment Services	BP 5052 AP 5052	Open Enrollment	* Needs review and updating
Enrollment Services	BP 5055 AP 5055	Enrollment Priorities	* Needs review
Enrollment Services	AP 5070	Attendance	* Needs review
Enrollment Services	AP 5075 BP 5075	Course Adds and Drops	* Needs review
Counseling Services	BP 5110 AP 5110	Counseling Services	* Needs review
Counseling Services	BP 5120 AP 5120	Transfer Center	* Needs review

Enrollment Services	BP 5130 AP 5130	Financial Aid, Veterans' & Scholarship Services	* Needs review
Counseling Services	BP 5140 AP 5140	Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)	* Needs review
Counseling Services	BP 5150 AP 5150	Extended Opportunity Programs and Services (EOPS)	No review needed
Counseling Services	AP 5160	GEAR UP Program	* Needs review
Counseling Services	AP 5170	TRIO Program	* Needs review
Health Services	BP 5200 AP 5200	Health Services	Review completed
Health Services	BP 5210 AP 5210	Communicable Disease	Review completed
Counseling Services	BP 5300 AP 5300	Student Equity	* Needs review from Olga Diaz
Student Affairs	BP 5400 AP 5400	Associated Student Government (ASG)	Review completed
Student Affairs	BP 5410 AP 5410	Associated Student Government (ASG) Elections	Review completed
Student Affairs	BP 5420 AP 5420	Associated Student Government (ASG) Financial Management	* Needs review
Student Affairs	BP 5500	Standards of Conduct	At P&P
Student Affairs	BP 5510	Off-Campus Student Organizations	No review needed
Student Affairs	AP 5520	Student Discipline Procedures	* Needs review
Student Affairs	BP 5530	Student Rights and Grievances	At P&P
Institutional	AP 5550	Speech: Time, Place and Manner	At P&P
Institutional	BP 5570 AP 5570	Solicitors on Campus	* Being reviewed and revised
Enrollment Services	AP 5610	Voter Registration	* Need review
Athletics	BP 5700 AP 5700	Athletics	Review completed
Police Department	BP 5757 AP 5757	Parking	* Needs review
Fiscal Services	BP 5800	Bookstore	* Shift to Fiscal Services
Police Department	BP 5900 AP 5900	Prevention of Identity Theft in Student Financials	* Needs review

Indicates complete

Not Student Services