PALOMAR COLLEGE
Learning for Success

CHAIR: Adrian Gonzales

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

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: R. Antonecchia, C. Moore and M. Spence.

GUESTS: Kristyn Lewko and Tracie Sayre

Order of Agenda Items	Attachments	Time Allotted

A. MINUTES
1. **Approval of Minutes for November 18, 2015**
MCS – (Titus/Harris): The minutes for November 18, 2015 were approved and accepted into the record with an abstention from Sherry Titus.

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

B. ACTION ITEMS/FIRST READING
1. **Appoint AA representative to SSPC**   10 minutes
The Administrative Association President, Justin Smiley will send out a request to the AA requesting a representative for our Council. The member selected will be announced at the next SSPC meeting on January 27, 2016.

C. ACTION ITEMS/SECOND READING
1. **Review Student Services SPPF Request**   Exhibit A   10 minutes
Sherry Titus – Student Union Outdoor Digital Signage Upgrades
Sherry discussed that the original intent of the SPPF request was to upgrade the Student Affairs' two outdoor electronic signs. It was suggested in SPC to implement a District-wide signage plan, linking all the signs together for emergency messaging purposes. There was an inquiry at SPC regarding alternate funding available to fund the signs for Student Affairs. This request was forwarded to Connie Moise, Director of Information Services to receive feedback on the district-wide integration of signs. Connie will also be presenting the Technology plan here at SSPC in spring 2016. The Council agreed this item will be reviewed at SPC on February 2, 2016. There was discussion on implementing the following:
- More integration with the blue emergency phones
- An active shooter simulation
- Emergency management procedures

D. INFORMATION/DISCUSSION ITEMS
1. **Degree Audit Presentation**   10 minutes
Kristyn Lewko, Senior Academic Evaluator and Tracie Sayre, Systems Module Specialist gave a presentation on the Degree Audit. She advised that a degree audit is a document of any type that shows how a student has or has not met each college requirement based upon their declared academic plan. The information is currently being tracked in Excel. They have been working on creating an online, electronic system supported in PeopleSoft which will be accessible to staff and students. It will include completed Palomar College and transfer coursework, total units completed, GPA, district requirements, general education requirements and major requirements for all certificate programs and associate degrees. They have built 120 of the most popular plans in PeopleSoft. Kristyn and Tracie were acknowledged for all their hard work on this effort. There were suggestions to:
- Create a timeline on implementing the online degree audit
- Have students involved in the test database to receive feedback
- Implement transfer-credit evaluations

This system will be in place as a guidance tool and students will still be encouraged to meet with advisors.

2. **Discussion of SSPC Council Membership**   Exhibit B   15 minutes
    Two new SSPC Council membership options were discussed with the following noted:
    - Council members disseminating information to their constituent groups and bringing feedback to the Council
    - Decision-makers serving on the Council
    - Moving agendas forward on this planning council
    - Implementing a sub-committee for Special Populations
    - Including Student Equity and SSSP representatives
    - Keeping two CCE representatives
    - Current structure includes a CAST member from Student Services

    The Council will review each seat and begin making decisions on which will be added or taken away at the SSPC meeting on February 10, 2016.

3. **Review Student Services PRP's**   Exhibit C   35 minutes
    All PRP's were tabled, excluding the Pride Center.
    - a) **Athletics – Non-Instructional**
    - b) **Career Center**
    - c) **EOPS**
    - d) **Evaluations & Records**
    - e) **Grant Funded Student Programs**
    - f) **Health Services**
    - g) **International Students**
    - h) **Pride Center –**
        This PRP was reviewed by Abbie Cory. The following points were noted:
        - They would like to become more revisable on campus by holding additional events
        - They are requesting a full-time Director with release time
        - They are in need of technology updates for their offices
        - Their long-term goal is to have a Pride Center built that is fully staffed and funded
        - It was suggested to identify future positions, requests, services, peer educator programs and SAO's in this PRP

        Abbie will revise this PRP to include the suggestions noted.

E. <u>COMMITTEE REPORTS</u> – Tabled.   5 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. <u>Other Business</u>   5 minutes
    1. Staffing Updates – Tabled.

Meeting was adjourned at 11:00 a.m.

Next Meeting: January 27, 2016