



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 12, 2016**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: Ambrocio, Antonecchia, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Magnuson, Meyers, Nguyen, Nunez, O'Brien, Springer, Stockert and Titus.

RECORDER: Michelle LaVigneur

MEMBERS ABSENT: Hopp, Large, Moore, Moss and Williams.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for September 14, 2016

MSC – (Stockert/Cecere): The minutes for September 14, 2016 were approved and accepted into the record.

Minutes, agendas and attachments are posted on the following Palomar College website:

<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS/FIRST READING – None.

C. ACTION ITEMS/SECOND READING – None.

D. INFORMATION/DISCUSSION ITEMS

- 1. Update on Student Services District BP/AP** Exhibit A 30 minutes

VP Gonzales reported that the VP Student Service (VPSS) Cabinet is currently working on updating the Student Services Board Policies (BP) and Administrative Procedures (AP). As they update a BP and/or AP, they will be brought to SSPC for further review and input. Then they will be presented to the Policies and Procedures committee (P&P), SPC and finally to the Governing Board. Our goal is to complete the updates by December 2016 and hand them off to P&P > SPC > Governing Board for final review in spring 2017. Current BP/AP's can be found here: <https://www.palomar.edu/gb/Web%20Pages/PoliciesAndProcedures.html>
- 2. Update on new PRP forms** 10 minutes

VP Gonzales reported that Student Services will be completing a one year PRP report this year (2016-17) which is due to the VP office by November 3, 2016. We will begin a three year PRP cycle starting next year (2017-18) using an updated form. The workgroup that is updating the PRP form is being extended to include members from key Student Services areas. An informational email will be sent out asking for volunteers to participate in a standing monthly meeting. It is not required to have a seat on SSPC in order to participate. Our goal is to identify the core elements of the form by December 2016. We will utilize the spring semester to refine the details of the form.
- 3. Behavioral Health Intervention Structure and Process** 20 minutes

VP Gonzales gave an overview of three components to the Behavioral Health Intervention Structure: *Crisis Intervention, Prevention and Training.*

 - Crisis Intervention - Counseling, Student Affairs, Behavioral Health Counseling and /or Campus Police were identified as the core areas and steering committee. The team will review threat assessment, crisis management and case load management of specific students.
 - Prevention - The Behavioral Health and Campus Wellness (BHCW) committee is our shared governance group that focuses on broader prevention strategies to aid in campus behavioral health and wellness. The BHCW committee would be the ideal group to discuss and develop information campaigns, on-going training and preventative strategies.
 - Training – Behavioral Health Intervention Training will be provided periodically to the campus community to ensure that we are equipped with tools to assist students in need. The next Behavioral

Health Intervention training will be held October 18 – 21, 2016 for faculty and staff. Details can be found on the Student Health Centers website: <http://www2.palomar.edu/pages/healthservices/events/>.

4. **Student Health Centers announced two upcoming activities:** 10 minutes
 - a. National Behavioral Intervention Team Association (NaBita) Training October 18-21, 2016 for faculty and staff.
 - b. Flu shots are available beginning October 17, 2016. The shots are free to students and are \$20.00 for staff and faculty.

- 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. **Common Assessment** – VP Gonzales reported that the State has delayed plans to implement the Common Assessment in order to do additional validation. It is unclear as to when the State expects to be ready to roll out the implementation of the Common Assessment. We currently use Compass for English, Math and Reading assessment (and Accuplacer for math challenges); however, Compass has informed colleges that it will no longer be producing the assessment in November 2016. As a result, we will be moving to a “multiple measures” model of course placements where by students would answer a series of questions at the time of application and then be placed into courses based on those responses. Our transition to the “multiple measures” model will start with the Spring 2017 testing period.

 2. **SSSP/SE conference in Sacramento**

VP Gonzales reported that he, Carmelino Cruz and Olga Diaz attended the SSSP/SE Conference in Sacramento on September 26 – 28, 2016. The integration of SE/SSSP/BSI at the state-wide level was discussed. The Chancellor’s Office advised that we will not need to submit an annual plan this year for any of these three initiatives. However, we will still submit a financial report regarding how the funds are being spent. There was discussion on the Legislative Analyst Report (LAO) which indicated that California Community Colleges have been following the general intent of SSSP/SE, but the level of implementation varies from college to college. The report also discussed the need for Student Education Plans (SEP) be integrated with Enrollment Management.

 3. Student Services PRP’s are due November 3, 2016 and there will likely be \$200,000 in SPPF funding available. More information on SPPF funding will be forthcoming as we receive it from SPC.

Meeting was adjourned at 11:03 a.m.

Next Meeting: October 26, 2016