

Student Services Council Meeting

Tuesday, October 11, 2016

1:00 p.m. – 3:30 p.m.

Room 10-401

Minutes

Attendees:

Jennifer Hughes	x	Claudia Menjivar	x	Aaron Schaefer	x
Sylvia Aguirre-Alberto	x	Michael Mitchell	x	Laura Skaff	
Sharon Bartels		Carol Newkirk-Sakaguchi		Niruba Srinivasan	
Karen Chadwick	x	Autumn Newman	x	Gabriela Topete Eng Goon	x
Gloria D'Ambra		Charles Phan	x	Dennis Tordesillas	x
Rob Dean	x	Louise Piper	x	Ruth Turner	x
Catherine Firpo		Danni Redding-Lapuz	x	Makiko Ueda	x
Estela Garcia	x	Krystal Romero	x	Carol Ullrich	x
Fauzi Hamadeh	x	Michele Rudovsky		Henry Villareal	x

Guests: John Sewart, Bev Madden, Dave McClain

The meeting was conducted at an earlier time and was called to order at 1:09 p.m.

New Staff Member Introduction

Makiko Ueda announced the hiring of Andrea Barborikova as the new mental health educator. She will coordinate the Peer Education program which coordinates classroom visits and mental health events on campus. The position is funded by SSSP. Andrea's office will be in Building 1 next to the Health Center.

Update from Community Relations and Marketing (CRM)

Bev Madden and guest Dave McClain provided an overview of CRM's social media activities and goals. CSM's social media activity has increased by 60% since last year. CRM's strategy is to create campaigns with CSM related topics, which students can tag themselves and other students, to generate social media activity. CRM proposed to the Council that each student services program create a social media channel. Contact Milla Khano at x6231 for any questions or assistance.

Program Review Reports

All reports are to be pre-submitted to department supervisors for review before final submission to PRIE.

All data needs may be requested from PRIE or with John Sewart. PRIE student survey results will be emailed to each SS program. All data pertaining to website activity or Google analytics may be requested from Bev Madden. SLO data will continue to be entered and extracted from TracDat.

A separate meeting will be scheduled among SS program review writers and data providers (John Sewart, Edgar Coronel and Bev Madden) to discuss what type of data are needed, where it is stored and how to extract it.

Subpoenas

All subpoenas are to be brought to the attention of Eugene Whitlock before any responses are provided.

Student Services Retreat

The programs chosen to present at the next retreat are the Veterans Resource and Opportunity Center (VROC) and Assessment Services.

Next Meeting:

Tuesday, November 1, 2:15 – 4:15, 10-468