

Student Services Council Meeting

Tuesday, May 1, 2018

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

Kim Lopez	x	Claudia Menjivar		Ruth Turner	
Sylvia Aguirre-Alberto		Mike Mitchell	x	Makiko Ueda	
Maggie Barrientos	x	Carol Newkirk-Sakaguchi	x	Carol Ullrich	
Lizette Bricker		Autumn Newman		Sara Wojsko	x
Karen Chadwick		Charles Phan			
Gloria D'Ambra	x	Patrice Reed-Fort			
Rob Dean		Danni Redding-Lapuz	x		
Krystal Duncan		Michele Rudovsky			
Estela Garcia		Aaron Schaefer	x		
Fauzi Hamadeh	x	Niruba Srinivasan			
Luis Padilla	x	Dennis Tordesillas			

This meeting began at 2:20 p.m.

1) Review draft of newly proposed Student Services Program Review template

Document: 2018-19 Student Services Program Review

Council members reviewed the revised template and proposed edits on the Purpose section and areas 3b, 3c and 3d. The edits were submitted to Jeramy Wallace and Teresa Morris on May 3, 2018.

2) Continuation of Student Learning Outcomes/Service Area Outcomes and Methods of Assessment Presentations

Assessment Services

Carol stated new learning outcomes:

SLO1: When receiving assessment results students understand & can identify English and math courses eligibility.

SLO2: When completing CSM Priority Enrollment Program (PEP), students learn and understand the matriculation steps and register for classes.

The focus will be on whether students understand where they placed and how they utilized the services whether by in-person or electronically.

Feedback:

Pre- and post-testing should be conducted for students who attended PEP and satisfaction surveys should be used for individuals who called, emailed or used services online.

Next meeting:

Fall 2018

2018-19 Student Services Program Review

Program Name:
Program Contact:
Academic Year:
Status:
Updated on:

-and staff

Purpose: The purpose of Program Review is for faculty to reflect on their the teaching and learning and to promote student success and equity through critical analysis and careful planning. Each program should look thoroughly at their student success data,, learning outcomes assessment data (at the course and program level), and the relevancy of its curricula. The Academic Senate will provide support during Program Review in the form of workshops, guidance documents, and one-on-one mentoring. Program Review authors should also consult their deans for assistance on their Program Review and Resource Requests.

1. Description of Program

Provide a brief description of the program and how it supports the college's Mission and Values Statements, its Diversity Statement, CSM's and SMCCCD's Strategic Plans, and the college's Educational Master Plan. You may also discuss any factors that have impacted the program and its usage. Include changes in student populations, statewide initiatives, transfer requirements, advisory committee recommendations, legal mandates, workforce development and employment opportunities, and community needs, as applicable.

2. Results of Previous Program Review

- a. Describe results, including measurable outcomes, from plans and actions in recent program reviews.
- b. Educational Equity: What have you done to address equity gaps since the last program review? Have there been any changes in the equity gaps since your last program review?
- c. Provide an update on any long-term plans that are still in progress (if applicable).

3. Student Success and Equity

- a. Review student program usage and discuss any differences in student success indicators across demographics. Refer to SARS, Banner, PRIE data, and other data sources as appropriate.
- b. Discuss what your program has done this Program Review cycle to address achievement gaps between student populations, describing your successes, works in progress, and/or ongoing challenges.
- c. Discuss what your program has done this Program Review cycle to address achievement gaps between modes of delivery (online, hybrid, and face-to-face), describing your successes, works in progress, and/or ongoing challenges.

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- OK
- d. Program Efficiency Indicators: Do we deliver programs efficiently given our resources? Summarize trends in program efficiency. Discuss no-shows, group vs. individual delivery, etc.

4. Assessment

- a. Reflect on recent Student Learning Outcomes (SLO) and/or Service Area Outcomes (SAO) assessment results for the program. Identify trends and discuss areas in need of improvement. Specify how SLO/SAO assessment informs program development and changes to the program.

5. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity (referring to Parts 2, 3 and 4 above):

- a. Provide a brief description, including actions, measurable outcomes, and timelines. How do these plans support the college's Educational Master Plan?
- b. What will your program do to promote student equity in the next two years? What kind of professional development will your program need to meet these goals?
- c. Describe the professional development activities and institutional support and collaborations that would most effectively ensure that the program achieve these goals/plans.