

Student Services Council Meeting

Tuesday, February 6, 2018

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

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

Guests: Sandra Comerford, Madeleine Murphy, Hilary Goodkind, Chris Woo (for Danni Redding-Lapuz)

Assessment and Program Reviews (Madeleine Murphy)

Student Services, which predominantly provide services to students, should use Service Area Outcomes (SAO). However, a Student Services department that conducts a class or workshop may use Student Learning Outcomes (SLO). Any SLOs that were submitted in the 2015 program review may be reused or updated for the new fall cycle.

A list of Outcomes should be narrowed down to its simplest form of goals that students will achieve as a result of using a department's service.

Once a list of Outcomes is created or updated and assessed the goal is to align it with the college's Institutional Outcomes, which is formerly known as General Education Outcomes, in TrakDat. The alignment will enable the college to generate reports for various categories among courses and services.

Program review writers may email finalized Outcomes to Madeleine Murphy or upload them directly into TrakDat.

Educational Master Plan Documents (Hilary Goodkind)

Documents provided: Mission Statement, Vision and Values Statement, CSM Data Highlights for Education Master Planning

Hilary Goodkind defined CSM's Educational Master Plan (EMP) as a document:

- That has a five-year lifespan
- Tracks and receives input about CSM's progress
- To be completed in six months
- Guided by CSM's Strategic Goals
 - Based on the District's Strategic Goals
 - Goals are broad to enable CSM to identify initiatives and activities that meet goals' objective

The new EMP will have a different format to effectively integrate data including feedback from the college community. To accomplish this, Hilary will be attending divisional and Flex Day meetings to acquire data directly from students, staff and faculty. (The March 8 Flex Day agenda includes a presentation by a student panel.) Additional student data will be derived from surveys.

SSC members were divided into small groups to conduct a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis of CSM from a 'big picture' perspective using data from reports such as College Index, College-wide Success Rates-Equity Focus, and Student/Faculty/Administrator/Classified Satisfaction Surveys. Information from the groups deliberations were gathered by Hilary and will be assessed for EMP inclusion.

Next Meeting: Tuesday, March 13, 2018, 2:15-4:15 p.m., 10-468