

## SHARED GOVERNANCE COMMITTEE MINUTES

### COMMITTEE: Student Support Services

**Date of Meeting:** 09/15/15      **Location:** CC 4      **Time:** 2:00pm - 3:00pm

**Voting Members Present:** Steve Ruys, Dennis Schroeder, Linda Maria Avalos, Tara Ward, Ludi Villegas, & Jackie Ambridge

**Voting Members Absent:** AFT Nominee, Dr. Monte Perez,

**Resource Members Present:** Michong Park, Larry Resendez, Bill Cordero, Robert Crossley, & Diana Bonilla.

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#### **Call to Order by: Steve Ruys @ 2:02pm**

Correction of minutes and approval.

Identify new questions for the student survey from the IIC committee about student services that are available for distance education students. Larry said he can talk to David Jordan to find out what kind of questions could be asked to help identify these deficiencies. Bill talked about the QFE for student services. He said we should identify what we are doing to remedy this deficiency. Diana talked about David being tasked with developing some qualitative data to measure the effectiveness of DE counseling. This is going to be done by a survey and focus groups. Larry mentioned that we could also talk to other campus to find out what their best practices are with dealing with DE students. Larry offered to help look into this.

Validation of Transfer Center: Tashini Walker came to have her CPR validated. Diana and Steve were the validation team for Transfer Center. Some suggestions were made on some additions to the CPR and to remove some areas in the validation report. This started a discussion about using data from the OIE. Diana reported that in student services Matthew Lee had recommended that we need to start doing this. It was pointed out that not everyone has been doing this. The Transfer Center's CPR was validated. Diana pointed out that the validation of the Transfer Center did not follow the same procedure as the other programs. First the original two member appointed to validate the Transfer Center did not know they were appointed, so they never did it. When this was found out Diana and Steve choose to step-up and do the validation, but were unable to meet due to their schedule during the beginning of the Fall semester. They validated the CPR individually and tried to make the best of it, but it was not as smooth at it should have been.

Collecting Evidence for the Standard IIC: It was reported that all divisions need to start turning in evidence to the accreditation team.

Discipline Advisor Program (DAR): Diana reported that we need to evaluate the program and how it is doing. They created a qualitative evaluation on the success of this program. Diana is going to report back to the SSSC on the results of the report.

FERPA Training: Ludi reported on a handout that Kelly Enos found from Penn State University. It was reported that we need to start a campus wide FERPA training program for all Faculty and Staff. Tara said she would look into it. Bill said our District should have a FERPA handout. It was mentioned that we should look into hiring a FERPA expert to train the Staff on it.

Report about Program Review Process: It was reported that SS is on the correct timeline for the CPR and PR. Steve meet with PROC to confirm that SS was on the correct timeline.

SSSC Goals for 15-16: This was postponed for next meeting.

Next Meeting: October 13, 2015 from 2:00pm-3:00pm

**Meeting adjourned at 3:07 pm**

Minutes – Steve Ruys