



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, January 27, 2016  
2:00pm to 4:00pm  
Building 9 – Room 154**

**Members Present:** Bob Haick, Lizette Bricker, Ruth Miller (Co-chair), Diva Ward, Debbie Joy, Luanne Canestro (for Margie Carrington), Sunny Choi, Melissa Alforja, Gloria Darafshi, Kim Lopez (Co-Chair), Sarah Aranyakul, Soraya Sohrabi, Supinda Sirihekaphong, Lina Mira

**Members Absent:** Jeanne Stalker, Max Hartman, Khoa Nguyen, Carlos Luna, Nicholas Jerrard, Trish Guevarra, Chialin Hsieh, Misha Maggi, Adolfo Leiva

**Guests:** Erin Moore

---

**1. Approval of Minutes – November 11, 2015**

Minutes from November 11, 2015 were approved. Supinda Sirihekaphong moved that the November 11, 2015 minutes be approved; the motion was seconded by Diva Ward; and the motion was passed unanimously by the members present.

**2. Business**

**I. Professional Development Plan - Erin Moore, Director of Professional Development and Innovation**

Over the next two weeks Erin will be getting input from senates and groups before she begins drafting the new Professional Development Plan. She will then take the plan to Cabinet and the Planning and Budgeting Council for additional input and revisions and finally approval and recommendation to the president.

Kim would like to have various college's best practices for Professional Development Plans shared with SSPC, such as, College of the Canyons, City College of San Francisco and Mt. San Jacinto Community College.

SSPC discussed various questions posed by Erin.

- What is the definition of Professional Development?
  - a) Impact is on ourselves and the community
    - a. Self, department, college, community
  - b) Training that doesn't always support the mission and vision of the college
  - c) Shared learning, shared experience, shared growth
- What is the purpose of Professional Development?
  - a) Lifelong learning
  - b) Inclusive
  - c) Social justice
  - d) Skill sets

- e) Networking
- f) Compliance
- g) Re-inspired
- h) Reconnect, renew, refresh
- Who should be represented in the Professional Development Committee?
  - a) Student
  - b) Communities of Practice Advisory Committee Member
  - c) ACES Committee Member
  - d) Classified
  - e) Faculty
  - f) Administrator
  - g) Professional Development Director
- What should the goals be for Professional Development?
  - a) For Counselors-to be informed and have more skills to be able to help students reach their goals.
  - b) Be inclusive – help everyone have the ability to succeed
  - c) Better informed about community needs/better connected to community
  - d) Work together using the talent in our own community – strengthening community
  - e) Who are we at Cañada? How are we defined?

## II. [SSPC Program Review Calendar](#)

SSPC reviewed the Program Review Calendar for 2016 and approved the dates.

Program	Feedback Surveys Due	Q & A and Reflection
Transfer Center, A2B, and University Center	March 4	March 9
Career Services	March 18	March 23
Wellness Center: DRC, Psychological Services, Health Center	April 8	April 13
EOPS, CARE, CalWORKs & FFYSI, Dreamers	April 22	April 27
TRiO, Bridge to Opportunities and Veterans	May 6	May 11

All Program Reviews are due February 26, 2016

Please enter Program Reviews into [SPOL](#).

The [template](#) is available on the Program Review Site.

There are [video tutorials](#) available if you have not attended the trainings.

There will be no presentations just the Q&A and Reflection times scheduled above.

If this is your alternate year and you need personnel, facilities, or equipment requests, please enter these into SPOL.

Remember even if this is your alternate year, you will still need to update your SLOs. You will enter your information into [TracDat](#).

### **III. Program Review [Feedback Form](#)**

The Feedback Form is available in WORD form to use on the Program Review website under *Planning Council Feedback Forms*. You will fill out the feedback form and uploaded into SPOL. Directions will be available at the February 11<sup>th</sup> meeting.

### **3. Other**

The [CARES Report Form](#) will be available for student use beginning the first week of February. A GWAMAIL will go out to students and faculty.

The Student Achievement Ceremony is scheduled for Friday, May 13 from 4:30-6:30 in the Gym. Volunteers will be needed.

The ADT petition deadline is February 26th, and the deadline to verify with CSU is March 15th.

The Financial Aid workshop for Transfer Students are on February 4th from 1-2p.m.

### **4. Adjournment**

The meeting was adjourned at 3:45 p.m.