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**To:** [Lee, Bettina](#); [Leiva, Adolfo](#); [Vera, David](#); [Huning, Maria](#); [Bennani, Wissem](#); [Hartman, C. Max](#)  
**Cc:** [Pérez, Manuel Alejandro](#); [Joy, Deborah](#)  
**Subject:** Comprehensive Program Review Presentations at SSPC Information  
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Happy Halloween!

You are receiving this email because you are one of the few Student Services programs who submitted a comprehensive program review. As part of our usual Student Services Planning Council process, those programs are invited to present at SSPC and engage in a level of peer review within the Council.

We are excited to hear your comprehensive program review presentation at our next SSPC meeting on November 8, 2023. We know you have been working diligently on your Comprehensive Program Review and want to provide 7-10 minutes to showcase your work. As was discussed at the last SSPC meeting, you will have the option to present in person and/or record your presentation. While the time to present in person is limited, please consider highlighting key points, the strengths, the learning, the takeaways and anything you want SSPC to know before we break into smaller groups for a peer review of your program. This peer review portion will take place after the Nov 8 meeting. We will have more information on that process after your presentation.

Please let us know by **Friday, November 3, 2023** if you will be presenting in person on **November 8, 2023** or preparing a 10 minute video presentation that will be due on or before **November 15, 2023**. Here is timeline of when you will present in person:

215pm-225pm: Disability Resource Center

225pm-235pm: Veterans Resource & Opportunity Center (VROC)

245pm-255pm: Financial Aid

255pm-305pm: Health Center

305pm-315pm: Personal Counseling

315pm-325pm: TRiO Student Support Services

325pm-335pm: Welcome Center

We will update the presentation timeline as soon as we hear back from you as to whether you will present in person or submit a video recording. Please let us know if you have any questions.

Regards,

Dr. Pérez and Juan Vera

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