

Student Services Deans & Directors  
Meeting Notes  
April 28, 2010

Present: Dr. Lisa Waits, Erin Vines, Dr. Shirley Lewis  
Absent: Art Lopez, Barbara Fountain, Laurie Gorman

1. Reminder to everyone to train staff to take care and handle appropriately all documents with any personal information of student, staff, faculty, or administrators. This includes proper disposal of office records. Vice President Waits reminded everyone that there are shred bins, and that absolutely under no circumstances should such documents be left outside for garbage.
2. Program review for all Student Services areas, except Student Development and Admissions & Records have been submitted to the Vice President's office. Student Development completed their 3-Year Program Review last year. Admissions & Records is not in a position to adequately review the area due to intense work on the Banner recovery. However, Vice President Waits is working with institutional researcher Rob Simas to assess the current staff perceptions of Admissions and Records' functions. Once completed, this report will provide a road map to next year's program review.
3. The group reviewed a draft document which outlined so-called orphan reports. In addition to trying to locate their institutional home, the dates of the reports were noted. Several of the Student Services reports are out of date, e.g. Student Equity, Matriculation plan. Additionally, SCC categorical programs were to have a Chancellor's office review this year. However, due to the state budget cuts, this review was suspended. The guidelines for improving the categoricals need to be reviewed and next year, the programs should work together to complete an integrated review.
4. Student Learning Outcomes  
Assessment by 50% of Student Services programs was to begin by end of June. Erin Vines indicated his areas are on the verge of beginning. This needs to be discussed at next meeting.
5. In-Service topic of The Student Conduct Code were discussed. Dr Waits indicated that Denise Swett, Associate VP, Middlefield Campus @ Foothill DeAnza or Kate Mueller at Coast College would be excellent presenters for SCC Deans on topic of Student Conduct Code and institutional processes.

Cc Rob Simas  
Judy Spencer