

STUDENT SERVICES PROGRAM REVIEW

TIMELINE

2006-2007

March 30, 2006	Student Services Program Review Committee (SSPRC) is convened. Review charge & composition.
May 4, 2006	SSPRC meet with representatives from Areas to be reviewed (Group 1: EOPS/CARE, Athletics, Health & Wellness). Instrument distributed to the representatives. Select liaisons.
September 14, 2006	SSPRC meeting. Progress Report due from Group 1. Meet with new Areas (Group 2: Student Affairs, Assessment, DSPS, University Transfer Center & Financial Aid/Scholarships). Instrument distributed to the new representatives. Select liaisons.
September 29, 2006	SSPRC completes its review of Group 1 Progress Report (1 st draft) and members provide feedback to representatives. SSPR random survey distributed and completed by instructors.
October 12, 2006	Survey results completed by Research Analyst, and shared with Areas Under Review.
October 19, 2006	Second draft due from Group 1 (EOPS/CARE, Athletics, Health & Wellness).
October 31, 2006	SSPRC completes its review of Group 1 Progress Report (2 nd draft) and members provide feedback to representatives.
November 16, 2006	SSPRC meeting. Final Reports due from Group 1. Progress Reports due from Group 2. Brief oral reports given. Meet with new Areas (Group 3: CalWORKs, Counseling, Career & Student Employment, A & R). Instrument distributed to the representatives. Select liaisons.
December 7, 2006	Summary/Response prepared and sent to Group 1. SSPRC completes its review of Group 2 Progress Report (1 st draft) and provide feedback to representatives.
January 18, 2007	SSPRC meeting. Second draft due from Group 2. Progress Reports (1 st drafts) due from Group 3.

February 22, 2007	SSPRC completes its review of Group 2 (2 nd draft) and Group 3 Progress Reports (1 st draft) and provide feedback to representatives.
March 22, 2007	Final Report due from Group 2. 2 nd drafts due from Group 3.
April 26, 2007	Summary/Response prepared and sent to Group 2. Provide feedback to Group 3 on their 2 nd drafts.
May 5, 2007	SSPRC meeting. Final Reports due from Group 3.
June 15, 2007	Summary/Response prepared and sent to Group 3. Presentation to groups.

Revised 09/16/06

Student Services Program Review Committee

February 8, 2007, 1:00 p.m. – 2:00 p.m.

Student Services One Stop Center

Minutes of Meeting

Present: Teresa McNeil, Co-Chair; Beth Viersen; Patrick Ardilla; Keren Brooks; Kay Miller; Dave Francis

Guests: Sandy Lyon, Cathy Bowyer, Priscilla Bartholomew

Dave Francis was welcomed to the Committee as a replacement for Sherri Braaksma. The committee was brought up to date in terms of the new process (CAS standards) being presented to the Academic Senate and the Innovation and Planning Council. Both groups were in support of the new Program Review process.

It was reported that individual meetings had been held with the three groups under review, EOPS, Athletics and Health & Wellness to go over the details of the process.

Teams of 4 were formed (see attached); two teams needed students. It was recommended that students be invited to serve. Timelines were set to conform with the spring semester, so that the entire project would be complete by the end of the semester.