

MEETING NOTES

El Camino College

Student Services Program Review Committee Meeting

Tuesday, May 15, 2018

2:00 p.m. to 4:00 p.m.

LOCATION El Camino College
Student Support Services Division Office, Room 200.

ATTENDEES Eldon Davidson, Sheryl Kunisaki, Marci Myers, Monica Lanier, and Idania Reyes (Chair).
It should be noted that committee member, De Von Scott, was not present during the committee meeting.

AGENDA

1. Welcome & Review Meeting Notes

Dean of Student Support Services and Program Review Chair, Idania Reyes, initiated the meeting at 2:00 p.m. and welcomed the committee and thanked them for their attendance. She distributed the Agenda, the Meeting Notes and copies of the program matrix for Project Success and Learning Resources that were going to be discussed during the meeting.

The committee continue to utilize the Program Review Matrix as a tool to rate each section of the plan and to be able to provide feedback. The committee members also used the Microsoft Team site for their feedback during their review process and the Chair agreed to no longer provide copies, since each member would bring their own copies of the agenda, meeting notes and Matrix to the committee meetings.

2. Review & Deliberations of SS Program Reviews

Project Success

The Student Services Program Review committee deliberated on the program review submitted by the Project Success Program. Overall, the program review was well written and received many positive comments. However, it needs improvements in several areas.

The committee members voted and gave it a rating of "Not Ready for Posting." The Chair will schedule a meeting with the Full-time Project Success Coordinator, Brian Mims and Part-time Counselor, Nikki Baber, and share the Matrix and provide feedback to improve the plan.

This rating would require the program to submit their plan on the next review cycle. The plan would again be reviewed and evaluated by all the committee members.

An official written response will be sent to Brian Mims and Nikki Barber and a copy of the response will be sent to Ross Miyashiro, Vice President of Student Services.

Learning Resources

The Student Services Program Review committee deliberated on the program review submitted by the Learning Resources Program. It should be noted that Sheryl Kunisaki was not part of the discussion and was not present during discussion of her department's Program Review.

Overall, the program review was well written and received many positive comments and feedback from committee members along with minor suggestions for improvements for the next program review submission.

The committee members voted to approve the program review and gave it a "Ready for Posting, with Edits" rating. The Chair will schedule a meeting with the Learning Resource Program Director and staff to share the Matrix and provide feedback to improve the plan, as well as, agree on a date when the edits would be completed. An official written response will be sent to department and a copy of the response will be sent to Ross Miyashiro, Vice President of Student Services.

3. Open Discussion

The committee reviewed the draft *Student Services Program Review Components and Guidelines/Instructions* sheet and some members agreed to assist the chair in completing this over the summer.

Chair reminded the committee that the next SS Program Review Committee meeting is scheduled for **Tuesday, May 29, 2018**, from 1:30 p.m. to 3:30 p.m. in the Student Services Division Office, Room 200.

4. Adjournment

Committee Chair, Idania Reyes, adjourned the meeting at 4:00 p.m.