AGENDA

1. Approval of Agenda
2. Approval of Minutes – October 25, 2012
3. Vice President’s Report
5. Second Cycle of SLO/SAO Assessment
6. Accreditation Update
7. Items from the Floor

Upcoming Meeting Dates:

- December 13 – Unit Plan Presentations
Student Services Cluster Meeting  
November 29, 2012  
SSA 214

Members Present:

Co-Chair  
Abbie Patterson  
Elena Reigadas

Faculty  
Ellen Joiner  
Sue Steele

Administration  
David Ching

Students  
None

Classified Staff  
Robbie Barker

Minutes:
Meeting called to order at 2:13 PM. Chaired by Elena Reigadas.

1. Approval of Agenda
   Agenda approved as written.

2. Approval of Minutes – October 25, 2012
   Moved by Robbie Barker to approve the minutes. Second by David Ching. Minutes approved as written.

3. Vice President’s Report
   a. Updates from Campus & District Meetings
      i. College Planning Council (CPC) –
      1. The campus Human Resources plan was approved with suggestions for changes. A taskforce was created to review the HR Plan and include additional information to address all of the accreditation recommendations concerning classified and administrator hiring practices, especially in cases of replacement.
      2. A form for clearance committees was approved. It provides a method of documenting when those committees bring forth requests and recommendations.
      3. Son Nguyen was approved as the new Staff Development Chair, replacing Mark Woods
      4. President Martinez reported on Proposition 30’s impact on our budget. LAHC is estimated to receive an additional $2.3 million or more in funding. This will restore the money that had previously been cut. The majority will go into hourly instruction, and some may be available for Counseling and Admissions & Records staff. We may also receive more in Proposition 98 funding this year.
      ii. CSSO Council –
      1. This meeting takes place once per month, with the Student Services Vice Presidents of all 9 colleges.
2. District-wide, we need to identify “families” of classes. Regulations are changing, so students may only take a maximum of 4 classes within a family of classes. The district is figuring out what those groupings will be.

3. The District released a strategic plan entitled “LACCD Vision 2017.” The plan identifies trends that we need to be aware of, including achievement gaps.
   
   iii. **Budget Committee Meeting** – Approved a document explaining Decentralized vs. Centralized budgeting. Relates to the second accreditation recommendation regarding spending.
   
   iv. **District-wide Human Resources Committee** – Reviewing the hiring guidelines for classified and administrators. Michael Shanahan presented the new version of the district Human Resources website. It is now easier to navigate and find needed information.

b. **Planning Process** –
   
   i. Handouts were distributed, providing information from CPC and Accreditation Steering Committee meetings. Included charts and information about how our planning process flows, as well as the due dates for main planning documents. Student Services unit plans for 2013-14 are now complete.

c. **New Student Information System (SIS) and Email System**
   
   i. District-wide, over 6,000 students have been given access to the new email system. Adjunct faculty will be assigned campus email addresses. Beginning next semester, every campus will require campus email addresses to be used. We are also upgrading to Microsoft Exchange 2010.
   
   ii. A campus committee needs to be formed in order to prepare for the implementation of the SIS system. The committee should meet once per month.
   
   iii. The SIS system will be piloted with Valley and Pierce. It is suggested that each other campus pilot one portion of the new software system.
   
   iv. Suggested that we demonstrate to counselors (at the next Counseling meeting) how a student can change his/her major in the student portal. There is some confusion about how to do this.

4. **Cluster Unit Plans & Priorities for 2013 – 2014**
   
   a. Nearly all of the Unit Plans have been submitted. The unit plan priorities will be reviewed at the next Student Services Cluster meeting. One or two of the managers will volunteer to review their unit plans during the next meeting. Data should always be used to back up the priorities. Mark Wood is reviewing each Unit Plan and providing suggestions on each one. We are trying to include more feedback in the planning process.
   
   b. E. Reigadas – Two year colleges are increasingly moving in the direction of reporting more data in their planning documents. The Special Programs & Services Unit Plan is a good example of presenting data. Our next step is to show how the data informs our planning. She feels that we are moving in that direction.

5. **Second Cycle of SLO/SAO Assessment**
   
   a. E. Reigadas – We are now beginning the second cycle of assessment. Each area will select their next SLO to measure. We have made a lot of progress in assessing our programs, and we must continue. Pick one SLO per semester and gather data so that it is an ongoing process. There are two areas where no assessment was reported. There should be a demonstrated connection between the data and needs.

6. **Accreditation Update**
a. **E. Joiner** – We are currently on probation and have recommendations to work on. During the last four months, we have made many steps to address those recommendations:
   i. Standard I simplified the planning diagram flow chart.
   ii. Changes to the budgeting process. We moved from a decentralized to a centralized budget.

b. A follow-up accreditation report is due to the ACCJC by March. A draft has been written and is accessible on the campus Z drive. The document provides information that the ACCJC needs, including how planning happens and also how we evaluate our planning process.

c. As soon as SLO/SAOs are done, we need to make sure that those items are placed on the website.

7. **Items from the Floor** – No Items

Meeting adjourned at 3:11 PM.