CPC Committee: STUDENT SERVICES CLUSTER special joint meeting with SSSP Committee
Meeting Date: 12/10/2014 SSA 214

Committee Membership (see Participatory Governance Document for membership composition)

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<th>FACULTY</th>
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<th>STUDENTS</th>
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CLASSIFIED
- Cristian Contreras
  Assessment Center
- Brian Henderson
  Academic Affairs
- Peggy Loewy-Wellisch
  Financial Aid
- Tim Mariner
  EOP&S

Mission Statement: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

I. Approval of agenda

II. Approval of minutes – November 11, 2014

IV Vice President Report

V. Unfinished Business (Action items/Noticed items from previous committee meetings)
   A. Program Review/Unit Plans/ SLOs/SAOs – Presentation by Joachin Arias

VI. New Business (Action items/Noticed Items which come out of the committee reports)
   A. SSSP Update – Mercy Yanez

VII. Next steps

VIII. Items from the floor

IX. Adjourn

Spring 2015 meeting dates: 1/21/15, 2/18/15, 3/18/15, 4/22/15, 5/22/15
Student Services Cluster Meeting  
December 10, 2014  
SSA 219

Members Present:

Classified Staff:  
Tim Mariner  
Cristian Martinez-Contreras  
Brian Henderson

Faculty:  
Bonnie Burstein  
Sue Steele  
Amarylles D. Hall  
Joy Fisher

Administration:  
Mercy Yanez  
Corey Rodgers  
Andrew Sanchez  
Bobbi Villalobos

Guests:  
Megan Lange, LRC

Minutes:  
Meeting called to order. Chaired by A. Patterson and M. Yanez

Approval of Agenda - Agenda approved  
J. Fisher (M)/B. Henderson (S)

Approval of Minutes - November 12, 2014  
Minutes approved.  
M. Yanez (M)/C. Rodgers (S)

III. Vice President’s Report

A. Accreditation Visit: The Accreditation Committee will present its midterm report this afternoon, Dec. 11, 2014, in the Institutional Effectiveness Committee meeting being held from 3:00-5:00p.m; meeting will be open to the public. Preparation for accreditation visit begins upon return from holiday break. Each accreditation committee will have to respond to new June 2014 standards. Each college will have their own visiting team committee. A planning retreat is being planned for Spring 2015. Visit will mark first accreditation visit for all nine LACCD colleges at the same time. Next visit is 2016. Chancellor would like to see 100% of transfer degrees offered submitted to the state. To date, nine of the ten transfer degrees submitted have been approved.

B. Book Rental Policy Reinstatement: The book rental policy is being evaluated by Nestor Tan for the Fall 2015 (unless decided upon sooner)
C. **CORE:** (reviewed from notes taken from CORE meeting) Focus of CORE to configure the process for the execution of Bond projects. Concerns were discussed in meeting yesterday Dec. 9, 2014 and selection committee to be established and finalize decisions. CPC approved some elements of the bond plans outlined. Guidelines of Bond money reviewed per concerns. Old administration building to receive new name per District’s advisement. The marquee due to be partially completed by Christmas 2014. **S. Atkinson-Alston, Dean,** to chair procedure for displays on marquee. New high school being built on campus for Harbor Teacher Preparation Academy. Bond projects now being proctored by BuildLACCD-no longer to be completed through ARCADIS. Special Programs & Services proposals to be reviewed and addressed at next CORE meeting.

D. **CPC:** Holiday parade next Sunday.

E. **B. Villalobos:** Student Equity report forwarded and approved by D.O. Formatting of final report not specified and not due until Jan. 1, 2015. Presentation given at District. Umbrella committee not yet formalized under CPC, final proposal to be shared at next meeting. Shared handout to be presented to committee. Members shared potential revisions to plan presented.

IV. **Unfinished Business (Action Items/Noticed items from previous committee meetings)**

A. Program Review/Unit Plans/SLOs/SAOs

*Agenda Item TABLED until 1/21/15 meeting.*

Unit plans due January 2015.

V. **New Business (Action Items/Noticed Items which come out of the committee reports)**

A. **SSSP Update - Mercy Yanez**

(Reviewed from handouts) Discussions surrounding Board policy regarding priority registration and fee waiver policies have been discussed in past meetings with District. Timeline presented and reviewed to be in accordance with the new policies. SIS Modernization projects to be assessed in connection with current software already implemented and in practice by campuses. Students already notified of new policies and errors are being ratified as they appear. Institutional Effectiveness District versus campus/local reports not matching in terms of numbers; revisions to be made.

B. Pre-assessment workshops to begin next year (Jan. 2015) to help prepare students for tests per faculty presentations.

C. **Early Alert Overview:** Report concerns include non-response from students; factors behind numbers later shared by J. Madueña of Assessment Center. New strategies to be implemented in order to improve numbers published to Early Alert Fall 2014 report. Current strategies and potential resolutions to areas of concern were presented by several members in order to provide insight and means of improvement.
VI. **Next Steps**

A. First meeting of Joint SSSP/SS Cluster Meeting next meeting (Jan. 15)
B. Resource link
C. Assessment exemption form discussion
D. Walk-in-Wednesdays successful

VII. **Items from the Floor**

A. *B. Christie:* Shared that recent field trip to SpaceX was successful

B. *B. Christie:* March 18, 2015 Career Fair (CTE/STEM)

Meeting adjourned.

**Spring 2015 Meeting Dates:** 1/15/15, 2/18/15, 3/18/15, 4/22/15, 5/20/15