

## **Student Services Program Review and SLOAC Subcommittee**

### **Meeting Minutes**

August 9, 2012 1-2pm, K-210

- I. Attendance: Gerald Ramsey, Adela Jacobson, MaryAnn Guevarra, Dana Stack, and Janice Hecksel
  
- II. Discuss PR/SLO documents
  - Format: Discuss with IT Specialist Janice Hecksel, how we can format PR/SLO document to be more user friendly; populating fields; SS leader access to G drive to save documents
  - Documents to distribute: Discuss what the SS leaders need to complete their PR/SLO – distribute previous PR/SLO from last year, and demonstrate how to transfer that information into new template
  - Communication: Adela and MaryAnn will send out emails to SS leaders on training and implementation
  
- III. BRDS: Discussion of whether SS is eligible to apply for BRDS funds
  
- IV. Institutional Outcomes: PR and SLOs need to be mapped out to Institutional Outcomes – remind SS leaders that this area has been added to the new PR / SLO template
  
- V. Revision of Status Reports: Advise those departments with measurements and Status Reports that are invalid – “Data Pending” or “Collection and Analysis of Data Pending” are unacceptable
  
- VI. Next Steps: Meet and address above with SS leaders during next SSC meeting scheduled for 08/29/2012 and to assist in the implementation of the new template.