

**MINUTES**  
El Camino College  
Student Services Program Review Committee Meeting

**Tuesday, October 24, 2017**  
2:00 p.m. to 3:30 p.m.

Location: El Camino College  
Center for Customized Training (CCT)

Attendees: Eldon Davidson, Sheryl Kunisaki, Marci Myers, De Von Scott, Monica Lanier, and Idania Reyes (Chair). It should be noted that committee member, Eldon Davidson, facilitated the tour, but was not present during the committee meeting that evaluated his program.

Agenda

1. Welcome

Idania initiated the meeting at 2:30 p.m. after the conclusion of the site tour. All committee members had previously met prior to the meeting, so no introductions were necessary. Idania distributed agendas to each committee member.

2. Deliberation of SS Program Review

The Student Services Program Review committee deliberated on the program review submitted by the El Camino Community College Center for Customized Training. Prior to the meeting, it was discussed that it would be helpful to send everyone's comments to Sheryl Kunisaki who would compile the feedback into one form. Some committee members sent their comments to Sheryl, while others brought their own Matrix form and we discussed everyone's' comments. 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 give is a "Meets Expectations" rating. An official written response will be sent to Eldon Davidson and a copy of the response will be sent to Ross Miyashiro, Vice President of Student Services.

3. Future Deliberations of SS Program Reviews

- 1) Institutional Research, **was given extra time to turn in program review.**
- 2) Financial Aid, **Tuesday, November 14, 2017**
- 3) Community Education and Institutional Research, Tuesday, **December 5, 2017**

4. Open Discussion

The committee discussed the possibility of changing the format the program review process to be similar to the process academic affairs uses and be submitted on TracDat. This will be something to consider for Spring 2018. The committee agreed that Idania will follow the current format of a general word document describing overall Program Review feedback, but in cases where the plan did not meet the requirements, then the Matrix form would be shared to give further clarifications.

Idania reminded the committee that the next SS Program Review Committee meeting is scheduled for **Tuesday, November 14, 2017**, from 2:30 p.m. to 3:30 p.m. in the Student Services Division Office, Room 200.

5. Adjournment

Idania adjourned the meeting at 3:45 p.m.