

# MEETING NOTES

El Camino College

## Student Services Program Review Committee Meeting

**Tuesday, November 13, 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, De Von Scott, Carolyn Pineda, and Idania Reyes (Chair). It should be noted that committee member, Monica Lanier was not present during the committee meeting.

### **AGENDA**

#### **1. Welcome**

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 and copies of the program matrix for Outreach & School Relations that were going to be discussed during the meeting.

The committee continues to utilize the Program Review Matrix as a tool to rate each section of the plan and to be able to provide feedback. There were minor changes to the Matrix that were discussed. The committee members also used the Microsoft Team site for their feedback during their review process and the Chair summarized all committee member comments into one comprehensive Matrix report that would be shared with the Dean of Enrollment Services, Robin Dreizler and the Director of Outreach and School Relations, Julieta Arambulo, after review and deliberations.

#### **2. Review & Deliberations of SS Program Reviews**

Outreach & School Relations

The Student Services Program Review committee deliberated on the program review submitted by the Outreach & School Relations Program. Overall, the program review was well written and received many positive commendations. Minor edits were made to the Matrix during deliberations to reflect the committee's comments and a final copy was printed and shared with the committee members.

The committee members voted and gave the Outreach & School Relations Program Review a rating of "Meets Expectations" with minor edits.

At 3:15 p.m. the Chair and the committee members met with the Dean of Enrollment Services and the Director of Outreach & School Relations to review the committee comments on the Matrix (final copy) and provided feedback on how the program review could be improved overall. Copies of the Matrix were shared with the Dean and Director.

In conclusion, the Outreach & School Relations Program Review requires some minor edits under the sections listed as “needs improvements” in the Matrix. Prior to posting the program review online, edits will need to be made and submitted to the Program Review Chair, Idania Reyes, on or before **January 31, 2019**.

Previously the Program Review Committee would deliberate and make their findings without a face-to-face meeting with the manager or staff member submitting the program review. Instead, all comments would be reflected in an official written response in a memo format that would be sent to the area manager or staff member and a copy of the memo was also sent to the Vice President of Student Services. There will be no “official written memo” since this process was eliminated to improve feedback and streamline the process.

### **3. Open Discussion**

No discussion occurred.

### **4. Adjournment**

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