



STUDENT SERVICES PLANNING & BUDGET
TEAM

Building: Administration

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Mission Statement – De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies: Communication and expression, Information literacy, Physical/mental wellness and personal responsibility, Global, cultural, social and environmental awareness, Critical thinking Adopted Spring 2010

Meeting Notes - February 1, 2012

Attending: Booye, Caballero de Cordero, Castillo, Chung, Cole, Tanikella, Haynes, Leonard, Mieso, Moberg, Patlan

Guest: Wanda Lee

Review Agenda and Notes

ISP/Enrollment were added to the agenda.

Announcements

The Matriculation Committee has agreed to support the Curriculum Committee's recommendation regarding prerequisites. Document will be presented to SSPBT as soon as it is ready for review. This recommendation supports each college in the district having a different process for prerequisite validation during the curriculum review cycle.

Veterans action item is in progress. Areas will forward referral contacts to Veterans area to be included in their promo piece.

Program Service Viability – handout - DRAFT Key Program Viability Procedure

SSPBT assigns readers to review program reviews and make an initial recommendation for each service in a program to be viable or raise questions about the viability of the service.

-Identify what a service is – action item for next meeting

-Develop a rubric to help decide if a service is viable before the readers begin their review.

-Consider organizing PRs by different areas; identify services for clarity and the effects.

-Look for areas that more than one area is doing, include in the Program Reviews (PR), then collaborate on how they overlap. This would include suggestions for resource allocation.

-Haynes will bring back information from meeting with DSPS at FH.

Discussion followed regarding viability of Jt FH/DA SS group and the lack of communication between the two colleges.

SSPBT subgroup will provide a draft of this year's PR for the next meeting.

SSPBT agreed that updated PRs are due by April 1st.

ISP (International Student Program) report - Moberg met with the iDeans regarding helping ISP students enroll in the units they need and hold follow up meetings.

They agreed to:

- 1) identify on demand classes and allow students to add.
- 2) schedule late afternoon classes for ISP students to enroll in.

Leonard shared her department chairs are willing to help ISP students with ISP classes. Instruction is working on resolving the waitlist issue.

Suggestion made to let ISP know of open sections.

Instruction is looking into starting enrollment in July, which overlaps with Spring/Summer. This is too early for ISP students to be ready to enroll.

Agenda items for next meeting: APRU, Program Viability discussion.

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 - [Admission Requirements](#)
 - [Residency Requirements](#)
 - [College Policies and Guidelines](#)
 - [Frequently Asked Questions](#)
 - [Admissions and Records Office](#)