

**DRAFT**

Revised May 27, 2010

## **Student Services Planning and Budget Team (SSPBT)**

**Purpose:** As a part of the College's governance structure, the SSPBT provides leadership and coordination for the development and implementation of Student Services planning and budget processes that support institutional strategic goals and priorities and the College's Educational Master Plan.

**Commitment:** The SSPBT is committed to facilitating the strategic use of quantitative and qualitative data and information in the allocation of resources and/or program changes to enhance a supportive learning environment.

The SSPBT will ensure the planning and budget process developed for Student Services represents information contained in outcomes-based Program Reviews.

The SSPBT will facilitate the planning and resource request/allocation efforts that intentionally and proactively support student learning, access, success, and enhance achievement of the mission of the college and the district.

**Core Value:** On December 10, 1990, De Anza College officially approved ten Value Statements: Institutional Integrity, Community Relationships, Institutional Diversity, Quality of Student and Staff Life, Learning, Access and Quality in concert, Collegiality, Self-Assessment and Innovation, Student Success and "Personal Best". The SSPBT reaffirms its belief in, and commitment to, the Value Statements. The SSPBT specifically adopts Self-Assessment and Innovation as its Core Value as to guide our deliberations on proposals and initiatives to improve student learning and achievement.

De Anza College values Self-Assessment and Innovation  
We constantly, purposefully innovate and improve to enhance educational and cultural vitality for all citizens of the region. There is a restless spirit at De Anza that consistently moves us toward being better tomorrow than we are today. For those who say, "if it ain't broke, don't fix it" we say, "if it ain't broke you just haven't looked hard enough." Self-assessment and innovation make us test what we do, help us prevent stagnation and keep us on track.

**Decision-making:** The SSPBT will primarily rely on consensus as a vehicle for decision-making.

**Recommendations:** The SSPBT, like other shared governance groups, makes recommendations that are presented to College Council. College Council makes recommendations to the College President. The College President makes the final decisions.

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**Goals & Projects:**

- Facilitate the effective, efficient and timely Student Services Program Review, annual planning, and budgeting processes.
- Develop a comprehensive annual plan for Student Services with clear goals, outcomes, budget projections, and a year-end review and evaluation process.
- Develop a process for establishing, implementing and communicating the funding priorities and resource allocation consistent with the Student Services and institutional strategic planning goals, and College's Educational Master Plan.
- Coordinate with the Institutional Research Office to provide quantitative and qualitative data related to Student Services Programs.
- Establish and implement consistent decision-making criteria and evaluation priorities in matters concerning Student Services budget and resources.
- Facilitate collaboration of planning and budget discussions and decisions across other shared governance groups and Planning and Budget Teams.

**Responsibilities:** The SSPBT will conduct an annual orientation for all team members and will offer mentorship opportunities. All members are expected to attend meetings, participate in discussions, lead subcommittee work, and contribute to the achievement of SSPBT goals. SSPBT members are expected to communicate to their constituents and to convey their constituents' recommendations to the SSPBT.

**Meeting Schedule:** SSPBT meetings are open to all who want to attend and are held on the first and third Wednesdays of each month from 1:30-3:00 p.m.

**Communication:** Agendas and minutes are posted on the De Anza web page: <http://www.deanza.edu/gov/SSPBT/>

**Co-chairs:** Vice President Student Services and elected person within the committee.

**SSPBT Membership**

| Position  | Term |
|---|------|
| <b>Faculty (2)</b> (Appointed by Academic Senate)                   |      |
| Teaching Faculty  | 2 yr |
| Counseling Faculty  | 1 yr |
| <i>Add an At large (1)</i>  |      |
| <b>Student (2)</b> (Appointed by DASB)                              |      |
| <b>Program Head (2)</b>   | 2 yr |
| (Appointment tbd)   |      |
| <b>Classified Professional (2)</b> (Appointed by Classified Senate) | 2 yr |
| <i>Add - At large (1) (Appointed by ACE)</i>                        | 2 yr |
| <b>Managers (5)</b>   |      |
| (Appointed by Senior Staff)   |      |