

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, March 4, 2014**

Present: Ms. Loretta Newsom/ A&R, Loan Nguyen/ Financial Aid, Jennifer Lenahan/ Veteran Services, Windy Franklin/ DSPS, Fatima Shah/EOPS, Jasmine Martinez / Student Services, Mostafa Ghous/ Student Life
Chair/Co-Chair: Gail Pendleton/ Assessment & Orientation (Facilitator)

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	3:00 PM		
I. Agenda Review	Agenda: Approved	Resolved	Resolved
II. SLO Working Session	This meeting was designated as a working meeting for the SLO three year plan from the previous one for 2014-16. Dean Brenda Johnson sent out a SLO template that has been updated and revised from the previous one for use for the SLO 2014-16. The SLO's were also posted online for those who do not have a copy of theirs. Everyone was advised to bring a copy of their SLO drafts and a laptop so they can work on it during this time together. The final SLO updates for the next three years should be completed and to be reviewed during the March 18, 2014 meeting.	<i>In Progress</i>	<i>Unresolved</i> <i>Consistent updates required until final SLO's are completed.</i> <i>To be discussed again reviewed again at 3/18/14 meeting</i>
III. Discussion	The committee discussed the following: <ol style="list-style-type: none"> 1. Create a 3 to 5 question survey (Survey Monkey) for the student services departments with specific questions that would generate data for enhancing our programs and services. 2. Work with faculty and staff to get the students to participate in the survey. 3. Work on our previous SLO and update the data to reflect updates and changes to include new mandates, program enhancements, etc. 	<i>In Progress</i>	<i>Unresolved</i> <i>Work in progress</i>
IV. Adjournment	3:30 pm		
Next Meeting	Tuesday, March 18, 2014. Agenda to follow.		

Minutes taken: Gail Pendleton and typed by Jasmine Martinez