Date: July 17, 2013

To: Joe Ramirez
Vice President of Student Services

From: Monte E. Perez
President

Subject: Recommendation 7 and the Overall Assessment

As we discussed earlier this week it is essential that you work with the Student Support Services Committee (SSSC) to undertake an overall assessment of student services. This must be an evidence based review that includes the level of services available to students, current supervision of student services’ programs and units and staffing levels. I am proposing the following assessments to be conducted in the fall of 2013.

- Staff Comparison Study with comparable colleges in our district
- Comprehensive Faculty and Staff Surveys
- Comprehensive student surveys
- Point of Service surveys
- Staff and Student Focus Groups
- Federal and State Requirements’ analysis.

Based on these analyses, the Student Services Division must develop a two year plan beginning in the spring of 2014 to meet the “diverse needs” of our students. Your division should utilize the program review process to make over base staffing requests for FY 14-15 and 15-16.

Please invite me to the fall 2013 SSSC meetings so we can discuss the implementation of the overall assessment and the progress we are making.

Let me know if you have any questions.