



Memorandum

Vice President
Academic and Student Services

To: Marisela Arce, Bryon Bell, David Farrell, Kendyl Magnuson, Jan Ponticelli, Miriam Root, Yvette Santana-Soto

CC: Kay Adkins, Beatriz Espinoza, Erik Cooper

From: Kevin Trutna, Vice President Academic and Student Services

Date: September 18, 2009

Subject: 2009-2010 Student Services Review Process

Now that the Fall Semester has started, we need to begin the Student Services Review Process. It is important that programs and services have time to work on the review and ensure that sufficient input is received to produce creditable reviews. Please note that program reviews should include all required sections, be formatted in the prescribed manner, and be submitted by the due date specified. This is critical to the success of the process.

Also, listed on this sheet are the programs that need to complete a **Program Review Annual Update**. Please make sure that these programs start the update process as soon as possible.

Student Services Review involves a critical self-evaluation of a given program as well as the use of appropriate internal and external data, including the use of student surveys, to support the evaluation, conclusions, and recommendations that emerge from the review. Yuba College and its Clear Lake Campus will complete only one program review for programs that operate at both sites. However, individual site-based analysis and recommendations should be developed as appropriate.

Each program scheduled for program review will be provided with a **“Student Services Review Handbook 2009-2010”** during the meeting. To access the **Self-Study Report Format, Annual Update – Student Services Review and the Executive Summary Formats** you can visit the VPASS Website at <http://www.yccd.edu/yuba/vpass/forms.html>

A meeting is scheduled on **Friday, September 25 at 1:00 pm in Room 303 at Yuba College** (Tanberg will be available to the Clear Lake Campus) to present the Student Services Program Review process, distribute materials, and to answer any questions that you may have. A timeline for the process also will be presented. The **Annual Update is due on Friday, December 4, 2009** and the **Self-Study/Student Services Program Review Report is due on Friday, February 5, 2010** for each program (see chart attached – as noted) **needs to be submitted in electronic format to the Office of the Vice President Academic and Student Services (atoche@yccd.edu).**

Yuba College (including Clear Lake Campus)

X : 2009-2010 Self-Study/Student Services Review Due 2/5/10

● : 2009-2010 Annual Update Due 12/4/09

Student Services Unit Review	Lead Administrator	Year of Self-Study/AU			
		08-09	09-10	10-11	11-12
Admissions & Records	Kendyl Magnuson		X	●	●
Cal-SOAP	Marisela Arce		●	●	X
CalWORKS (moved from 09-10)	Jan Ponticelli		●	X	●
Campus Life	Miriam Root		●	●	X
Career Center	David Farrell		X	●	●
College Success/Tutoring Center	David Farrell		●	●	X
Counseling-Human Services	David Farrell		X	●	●
DSP&S	Jan Ponticelli		●	X	●
EOPS-CARE (moved from 08-09)	Marisela Arce		X	●	●
Financial Aid	Marisela Arce	X	●	●	●
Testing Assessment (moved from 08-09)	David Farrell		X	●	●
Student Support Services	David Ferrell		●	●	X
Transfer Center (moved from 09-10)	David Ferrell		●	X	●
Upward Bound	Yvette Santana-Soto		●	X	●
Veterans Affairs	David Farrell		●	X	●

KT:at