

**Student Services Planning and Budget Meeting Notes
Wednesday, November 5, 2008
Administration Conf. Rm. 106**

Attending: Beckum, Corrao, Glapion, Griffin, Hunter, Irvin, Kawazoe, LeBleu-Burns, Sellitti, Winters

Item	Discussion/Comments	Outcome
Program Review	Griffin provided a draft Program Review document for 09-10. There was a discussion about the process and the time frame. Griffin stressed the importance of determining what difference each area i.e. IPBT and College Services to the institution, addressing Outreach and Retention. Winters provided a handout of a Glossary of terms that could be used for the PR instrument Griffin shared an example of the time line used for the process and reviewed the PR assessment form used for review of the PRs submitted.	
Joint PBT Mtg.	Griffin will talk with the other PBTs and Senior Staff about when to start the process. A joint meeting make be held regarding the mid year reductions proposed by the state.	
	C: Espinosa-Pieb, Hawk, Murphy	