



Student Services Planning Council

Meeting Date: Sept. 12, 2018

Meeting Time: 2PM – 4PM

Location: Building 2 Room 10

Present: R. Miller, M. Kealoha, K. Panyiyar, M. Carrington, M. Arellano, G. Rhodes, A. Leiva, N. Jackson, K. Kohut, J. Stalker, T. Noriega, S. Robles, M. Alforja, N. Martin, S. Sohrabi, B. Haick, C. Johnson, D. Ward, L. Barrales-Ramirez, M. Hartman. Note Takers: D. Joy and C. Perlas

Topic- Action(A)/ Discussion (D)/ Information(I)/- Presenter	Discussion/Outcomes
1) Approval of Minutes (A) – Char Perlas & Ruth Miller April 25, 2018	M. Carrington 1 st R. Miller 2nd. April 25 th Minutes approved (date to be changed to reflect correct date on minutes)
<p>2) Business</p> <p>I. President’s Update (I) – Jamillah Moore (10-15 min.)</p> <p>II. Operational Update (I) – Dayo Diggs (5-7 min)</p> <p>III. SSPC Membership (I/A) -</p>	<p>I. President’s Update: <i>FCMAT Recommendations Review:</i> 26 Recommendations which we are currently addressing and ties into Ed Master Plan. Consultant has been hired to assist in this effort. Examples: Pro-Card Agreement to be signed annually-The District spends \$575k on Pro-Card Purchases. Create desk manuals for basic functions associated with positions. Develop timeline for hiring. Connect program review to institutional planning. <i>Strategic Plan:</i> Dean Windham to present result of AB705 implementation in Math at 9-12-18 Board meeting. Also to be discussed, implementation of - <i>Innovation Funds: Promise Scholars-</i>Canada College’s goal 500. Currently at 350. <i>Transportation – Shuttle.</i> Question arose regarding expansion of stops. Unfortunately, SamTrans has a non-compete clause and we cannot have stops within SamTrans service area.</p> <p>II. Operational Update (to be placed on next meeting agenda)</p> <p>III. SSPC Membership (I/A)</p> <ul style="list-style-type: none"> • Recommend Edith Flores for Veterans • Remove Financial Literacy from BTO

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

IV. **Program Review Recap/Planning (I/D)** – Char Perlas, Ruth Miller & Karen Engel

- Char to check in with Dean Reed

ACTION: Char to invite Edith Flores to join SSPC and with Dean Reed re: staying on SSPC. Debbie to update Website.

IV. **Program Review Recap/Planning (I/D)**

Discussion of three options:

1. Use existing SPOL
 2. Clean up SPOL
 3. Use modified TracDat (<https://youtu.be/DtPIDGro4vi>)
- Questions ensued about the use of both TracDat and SPOL. If option 3 is chosen, SPOL will most likely be discontinued.
 - In November meeting, each Student Services Program Review would be vetted through SSPC.
Motion – Approve option 3-To use TracDat. N. Jackson 1st and M. Carrington 2nd. All Approved.

ACTION: Request for feedback after using the TracDat tool – Those interested, please inform Karen at engelk@smccd.edu

- *Program Review Teams:* Option to stay in teams or to have each area complete separately. PRIE has also offered to work with each area due for Program Review. The teams were a result of SPOL's inability to house more than 57 Program Reviews. Discussion ensued regarding re-evaluation of SAOs, PLOs, etc...(to be agendized at next meeting)

ACTION: Request feedback from Steve Reynolds regarding SAOs, PLOs, etc. for student services

It was recommended that each team inform the group if they would like to submit PR as a team or individually. The new PR process helps to streamline resource requests with institutional planning.

Discussion ensued about federally funded programs. In the past, it was agreed that Federally funded programs would not need to go through the Program Review Process. To be agendized at next meeting.

Results of Program Review Team discussion for Program Review 19-20 (only):

- Assessment, Orientation and Registration – To stay in team
- Counseling separate from Puente
- ESO cluster remains the same
- EOPS Care CalWorks remains the same

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>V. Hiring Prioritization Calendar (I/D) – Char Perlas & Ruth Miller</p>	<ul style="list-style-type: none"> • Spark Point separate from Financial Aid and drop Financial Lit • Wellness: not due. For now, keep the same. • TRiO to stay the same <p>ACTION: Char to inform Allison of revisions to teams.</p> <p>V. Hiring Prioritization Calendar (I/D) – Char Perlas & Ruth Miller</p> <ul style="list-style-type: none"> • <u>Revised timeline</u> on PBC website: Program Review due in Nov. SPCC submits Program Review recommendations to PBC in November. PBC submits priorities to President Moore in early Dec. By April, budget development based on approved prioritizations. • <i>Question regarding Oct. 12th New Position Presentations-Is it needed?</i> Recommendation: to embed Personnel Requests in Program Review. It was discussed that the personnel requests shouldn't be required to be presented in a forum. Classified Senate does not prioritize classified personnel requests. Adversely, it was stated that the personnel request presentations add to the transparency of the personnel requests. It was noted that PBC would be the body to prioritize requests which would add to the transparency of the process. PBC is open to all those interested in attending. <p>Motion to embed position Personnel Proposal requests in Program Review-M. Hartman 1st M. Carrington 2nd All in favor. Motion – SSPC will use Program Review to rank personnel requests. M. Carrington 1st and M. Hartman 2nd All in favor. Motion - recommendation to PBC to remove college-wide presentation requirement. Margie 1st Max 2nd All in favor.</p> <p>ACTION: Karen and Char to recommend embedding of Personnel Requests in Program Review and removal of Personnel Request presentations at PBC. SSPC to provide prioritization recommendations to PBC in Nov. Those requesting personnel should attend Dec. PBC meeting.</p>
<p>VI. ISER (Institutional Self-Evaluation Report (I/D) – Karen Engel</p>	<p>VI. ISER (Institutional Self-Evaluation Report (I/D) – Karen Engel</p> <ul style="list-style-type: none"> • <i>Standard Teams</i> - should be reviewing gaps and updating links. Deadline for updates: Sept. 21st. Oct. 10th, there will be a dedicated time where each team can review the draft. An editor will then write in 'one voice' and Jose will 'make it pretty'. Steve Reynolds, ACCJC VP, will be available on Sept. 21st.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>VII. Guided Pathways Update (I/D) – Karen Engel & Margie Carrington</p>	<ul style="list-style-type: none"> • <i>Quality Focused Essay (QFE)</i> – 5000 words max. - To pick 2-3 items that the college will be working on in the next 2-3 years: ISER identified topics relating to Guided Pathways and Program Review. <p>VII. Guided Pathways Update (I/D) – Karen Engel & Margie Carrington</p> <ul style="list-style-type: none"> • <i>Guided Pathways meeting</i> scheduled Friday Sept. 14th 9a – 10:15am. Discussion on alignment with Strategic Enrollment Management. Three subgroups identified: Academic Pathways, Student Voices and Business Processes. Student Voices to inform the other 2 subgroups. Emphasis on Counseling Support early in a student’s academic career. Inside Track to potentially provide support to the Guided Pathways processes.
<p>3) Other/Department Reports</p>	<p>Other/Department Reports</p> <ul style="list-style-type: none"> • Dean Hartman reminds SSPC that he is the SSPC Rep on PBC and we should consider who should be the rep. • Dr. Jackson reminds the group: Memorize Mission Statement • EOPS is still accepting students for this semester. • Spirit Week is coming to a close this week and Student Senate hopes everyone will come out to support Harry Potter Halloween on Halloween day. If any programs would like to be out to collaborate, please contact canadacollegeascc@gmail.com <p>ACTION: Send Debbie department reports</p>
<p>4) Adjournment</p>	<p>3:56pm</p>
<p><i>Upcoming Meetings:</i> FA18: 9/26, 10/10 (canceled/Flex), 10/24, 11/14, 11/28 & 12/12 SP19: 1/23, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22 6/12 & 6/26</p>	<p>Next Meeting Agenda Items:</p> <ol style="list-style-type: none"> 1. Follow up on Sept. 12th SSPC Action Items 2. Operational Update – Dayo Diggs 3. SAO, SLO, PLOs...oh my! 4. Federally Funded Programs and Program Review

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.