Student Services Planning Council
Meeting Date: Feb 27, 2019
Meeting Time: 2PM – 4PM
Location: Building 2 Room 10
Present: Miller, R., Martin, N., Ho, M, Garcia, N., Hartman, M., Quevedo, M., Kealoha, M., Shonette, J., Haick, B., Sohrabi, S., Leiva, A., Carrington, M., Barralas-Ramirez, L., Strause, J., Kohut, K., Perlas, C.
Guest: Hughes, A.

Topic- Action(A)/ Discussion (D)/ Information(I)- Presenter	Discussion/Outcomes
1) **Approval of Minutes (A)** – Char Perlas & Ruth Miller Feb 13, 2019	Misha Kealoha moves Mary Ho 2nd All approved
2) **Business** I. TracDat training II. SAO Review/Best Practices III. Cañada Annual Plan (Standing Item) IV. ESC (Standing Item)	I. TracDat training-TracDat has been improved for student services. There is now a guide on the Learning Assessment Page: https://canadacollege.edu/assessmentsloplo/tracdatguides.php Orientation, Assessment and Registration previously had SLOs. Need to look at SLOs/SAOs to determine if they are 'meaningful' or, if they need to be revised. Questions ensued around how far back SLO/SAO data should be inputted. Archival data can be 'attached' in TracDat. If you want to add new assessment data, click on SAO and then clock on the green '+' sign located on the top right of the page. SAOs not being used anymore should be marked 'deactivate'. Under the listed SAO, the Assessment Method is listed. Click on the green '+' to add results. To view only active SAOs, use the filter to sort by active SAOs. Results link also contains a document attachment area. Also in the results area, individuals can use the Actions link to indicate when resources may be needed to meet the SAOs. Mapping feature allows you to map SAOs to ILOs. **ACTION: Reach out to Allison if you want to attach old data to TracDat or have questions.** II. SAO Review/Best Practices (see presentation): https://app.emaze.com/@AOCLCRTQQ/2019-student-area-outcomes?hidebuttons&fullscreen&redaolon. If you previously had SLOs, if you find them meaningful, please convert to SAOs. If revising/Developing SAOs, think about the data you are currently collecting (ex. SARS-Ed Plans,

	Student Files, Workshop Sign-in Sheets) and build your SAOs from your current Data (ex. 75% of all Veteran Students will attend at least one Meet and Greet).
	III. Cañada Annual Plan (Standing Item) – No Update
	IV. ESC (Standing Item)m – Information on rolling drops from VC Mitchell:
	1) We will still have the Summer/Fall Payment plans connected for this summer as the vendor isn't able to work with us on the separation until the Fall 2019.
	2) We will still have the Summer/Fall Registration periods opening on the same day, nothing has changed with that this year.
	3) We WILL start rolling drops for this summer starting with Summer Registration. Students will have 7 business days to make payment/FAFSA, etc.
	4) We WILL start rolling drops for this fall AFTER summer school begins.
	5) The request I sent to the Marketing Directors for the 7 day, 6 day, 5 day, etc. messages that will go out through Banner will need to be developed now so that ITS can program them and conduct testing. (I attached the email I sent them on Monday). I will follow-up with the Marketing Directors as well as they are emailing me on this topic as well.
	6) The 2 areas that are still up for discussion right now are: a. What do we do with students who register < 7 business days from the start of the course since per Title V, we can drop them after instruction has begun b. What do we do with students who register after the course begins, or if it is a late-start course? c. Edgar is reviewing some language related to the technical component for this and we should be able to figure these remaining items out within the next week.
	7) From a Marketing perspective, once the details for #6 are worked out, we can make sure the message is communicated to staff on the nuances. For students, it will entail removing any reference to "THE BIG DROP" from the SOC and anywhere else this is stated. The "7 business days" verbiage gets a little tricky as it won't be a blanket statement since the questions in #6 are TBD.
3) Other/Department Reports	**Office of Vice President Student Services**: Chronical of Higher Education Premium Subscription is available to all SSPC members. Debbie to forward Chronical Email to SSPC. **ESO Adelante:** March 7th College of Business Workshop in Business Hub 2:30p -3:30p. March 15th SFSU visit 8:30a-2pm. Dr. Ho to send RSVP Link. **A&R:** Prior records have been picked up by BMI and will be scanned. **Counseling:** Starting limited online counseling. 3 counselors: Gloria, Nick and Michael West are piloting. Hope to have a wider launch in the Fall.

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.

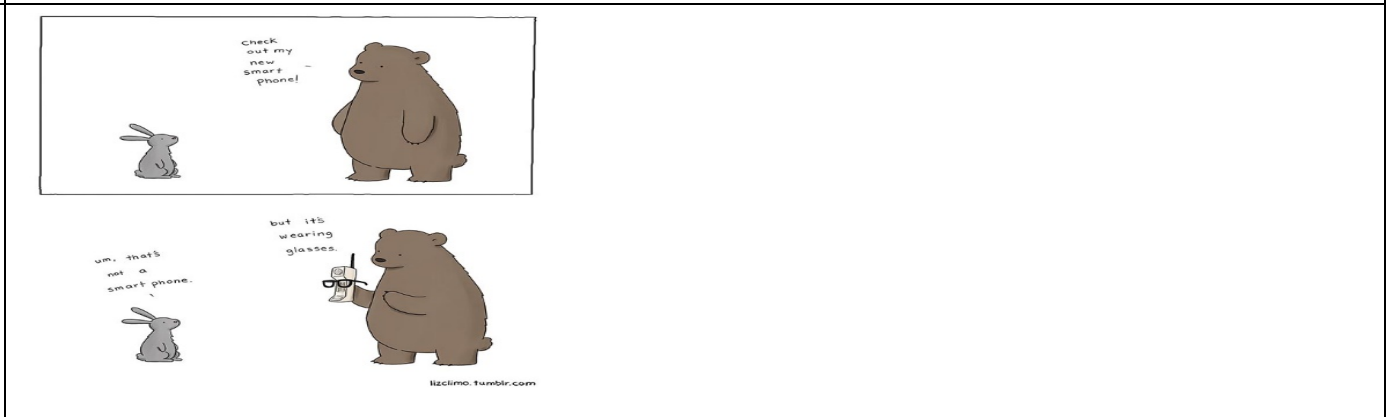|	
	Promise: Scaling to 3 years. Marisol to send internal eligibility requirement and marketing materials. Marisol is speaking at Division meetings to share information. Target: 500 student this Fall. Promise Director position to be posted in March. Event on Mindfulness on March 7th 11a-12:30p. **TRiO SSS:** University Visits (flyer will be made available). July 30-Aug 1st COLTS-CON. June 3-7 and Aug 5-9 Jams. **EOPS:** Progress Reports have been sent out and Due March 15th. **Transfer Center:** Finalizing Associate Degree for Transfer applications (close to 200 applications). Three Pister Scholarship Applicants have been forwarded. **Financial Aid:** Scholarship deadline is March 2nd at 11:59pm. Hoping to have approval for a short term hourly to end June 30, 2019. **SparkPoint:** Thank you to everyone who attended the Awareness Summit. Working with 2nd Harvest Food Bank to offer free Farmers Market on campus. Increasing incentives from $100-$150. **Dream Center:** Cinthya is leaving. She accepted a job at NDNU. Short-term 18 hours/week. **ACTION: Please send resumes of possible replacements for the Dream Center to Adolfo.** **Student Life:** Center will be closed March 11-13. Black excellence event was a success. Attended by 110 students. **Accreditation**: Misha to move to team IV (Thanks Misha!). **ACTION: Please review standard and provide feedback on the feedback form provided on the Accreditation website. Add 'Areas for Improvement' as you see fit.**
4) Adjournment	
Future Items: • ISER Feedback (March 13) • Website updates (March 13) • AB705 Marketing (March 13) • Holiday Hours and Facilities Presentation (March 27) *Upcoming Meetings:* **SP19:** 3/13, 3/27, 4/10, 4/24, 5/8, 5/22 6/12 & 6/26	