



Student Services Planning Council

Meeting Date: October 23, 2019

Meeting Time: 2PM – 4PM

Location: Building 3 Room 142

Present: A. Cuevas, R. Miller, D. Joy, M. Pérez, D. Zidan, N. Sigona, M. Huning, M. Carrington, K. Engel, M. Ho, S. Miranda, T. Chan, B. Haick, A. Leiva, G. Rhodes, N. Garcia, M. Alforja, J. Shonette, M. Arellano, B. Velline, K. Kohut, C. Johnson

Absent: M. Hartman, L. Barrales-Ramirez, S. Sohrabi, M. Kealoha

Topic	Discussion/Outcomes
1) Approval of Minutes (A) – September 25, 2019	Motion to approve, M. Carrington, 2 nd M. Huning. All in favor.
2) Discussion Items I. AB 705 Update – 15 min. (M. Hartman, R. Andrade, K. Engel)	Karen Engel – quick update on AB 705. This Fall was the first term we could no longer use assessment testing. The College will use High School Transcripts or Guided Self Placement instead. Students who need additional support can register for the following: English 105 Math 130, 141, 145, 200, 225 The Chancellor’s Office has given ESL an additional year and a half to decide the best way to determine assessment. The law requires the College to place every student into a transfer level class unless the College can prove the student is not ready for a transfer class. AB 705 says students need to complete transfer English and Math the first year but it’s not clear when the first year begins. Will provide feedback at the next regularly scheduled meeting.

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<p>II. SSPC Agenda Work Group – 30 min. (M. Huning, M. Arellano, G. Rhodes)</p>	<p>The Work Group suggests reducing the length of the update time to 20 minutes and placing additional updates such, as events, at the end of the agenda, sent before the meeting as an FYI. What is SSPC’s intention with updates?</p> <ul style="list-style-type: none"> • What is the intention of the updates? Opportunities for collaboration or support needed? • How would we like to include Guided Pathways? • What is our end goal for SSPC? Are we only participatory governance or are we more actionable Items? <p>For Guided Pathways standing agenda item, would it be more feasible to invite interest groups or work groups to present items for discussion or action, rather than standing updates?</p> <p>Everyone is maxed out on attending long meetings. How can we create a dynamic of critical urgency with how we use our time together? How can we create a dynamic that underscores the importance of our SSPC meetings?</p> <p>How far in advance is the PBC agenda planned? Can the PBC agenda be planned two weeks prior to PBC? SSPC is charged with specific roles in planning and how are they providing agenda items to PBC? SSPC is the driving force for items to be placed on the PBC agenda. Should we have specific time on the agenda for a reporting of PBC, i.e. “PBC Messaging/Planning” as a standing item? The discussion should be what is planning to be on PBC’s agenda not having a report of what’s already happened.</p> <p>We want SSPC to be able to take action instead of having our meetings to be about action not just about reporting. Maybe reporting items can just be placed on the agenda as the suggestion for updates?</p> <p>Next agenda item: Questions for continued consideration and possible vote -- Can we have an interactive calendar to be able to sign up for volunteering, such as Brick by Brick, that we all use Campus wide? Can Marketing bring back their calendar? And not be buried but put prominently on the website. No action taken based on work group recommendation. Instead, SSPC will incorporate a timekeeper to keep track of meeting progress.</p>
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<p>III. SSPC Composition Updates – 10 min. (Manuel Pérez, Ruth Miller)</p>	<p>SSPC will have a culture shift on standing firm on 20 minutes of updates and will include a timekeeper. Everything else will be added to the agenda prior to the meeting. Send all event updates to Debbie for addition to the agenda. We will also incorporate a time keeper.</p> <p><i>Pause for introductions – for new members to SSPC:</i> Barbara Velline, Instructional Faculty Representative Andy Cuevas, Veterans Services Representative</p> <p>The Dream Center and Welcome Center, Assessment, Orientation are not on SSPC’s 2019-2020 membership list. The committee already discussed this prior to voting about the change in Bylaws. N. Garcia commented, it’s important that representation from Dream Center and/or Dreamer’s task force is on the council. The Welcome Center, Assessment, Orientation representative was inadvertently left off the list.</p> <p>A. Leiva made a motion to add the Dreamer Center Representative to the membership list and A. Cuevas seconded. All approved. Approving the addition of the Dream Center representative to the membership brings the membership to 30 members.</p> <p>How do we want to structure the peer review process within Student Services and typically within SSPC? We have seven teams to submit Program Review.</p>		
<p>IV. Program Review & Scheduling – 20 min. (Manuel Pérez, Ruth Miller)</p>	<table border="0"> <tr> <td data-bbox="779 963 1373 1317"> <p>Reviews Due in the Fall of Even Years - 2018, 2020, 2022</p> <p>Assessment, Orientation, and Registration</p> <p>Counseling</p> <p>Financial Aid</p> <p>International Students</p> <p>Puente</p> <p>SparkPoint</p> </td> <td data-bbox="1373 963 1976 1317"> <p>Reviews due in the Fall of Odd Years - 2019, 2021, 2023</p> <p>Career Services</p> <p>Dream Center</p> <p>EOPS, CARE, CalWORKS & FYSI</p> <p>ESO Adelante & University Center</p> <p>Transfer Center</p> <p>TRIO, Bridge to Opportunities & Veterans</p> </td> </tr> </table>	<p>Reviews Due in the Fall of Even Years - 2018, 2020, 2022</p> <p>Assessment, Orientation, and Registration</p> <p>Counseling</p> <p>Financial Aid</p> <p>International Students</p> <p>Puente</p> <p>SparkPoint</p>	<p>Reviews due in the Fall of Odd Years - 2019, 2021, 2023</p> <p>Career Services</p> <p>Dream Center</p> <p>EOPS, CARE, CalWORKS & FYSI</p> <p>ESO Adelante & University Center</p> <p>Transfer Center</p> <p>TRIO, Bridge to Opportunities & Veterans</p>
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Student Life & Leadership Development

Wellness Center: Disability Resource Center,
Personal Counseling Center and Health
Center

15 minutes per program review not per program.

Program Review Schedule – dedicate both November SSPC meetings fully to Program Review; 11/13 and 11/27.

Hiring Justification meetings are next week at PBC.

M. Carrington made a motion to continue the process this cycle by which SSPC membership uses a feedback form to promote conversation in a future SSPC meeting for those doing Program Review. Devote the entire meeting for Program Review. M. Huning seconded. All in favor.

K. Engel reported that IPC invited SSPC to their meeting to review Instructional Program Reviews.

Submit all program review feedback forms to the VPSS's Office. SSPC will also review the prioritization for resource requests and these are due to PBC on Nov. 6.

There will be a special 1 hour meeting for processing Resource Requests. Please accept or decline so we know we will have quorum. If no quorum, we will prioritize online.

3) Business – Standing Items

VPSS Updates (10 min.)

Thank you to Max and Gena for their help with the submission of the Chancellor's Office Mental Health Grant – \$500,000 district wide to focus on peer to peer support and expansion of service and partnership with local and regional partners. We'll hear if we received the grant within 2 weeks.

Food Insecurities. The VPs district-wide have been asked to decide on the process for processing the one million dollars set aside for helping students with food insecurities. If all the million dollars are not used, the money will roll over to the next year.

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	<p>What will it look like? The eligibility criteria is the biggest hurdle.</p> <p>Some New and/or Recurring Ideas:</p> <ul style="list-style-type: none"> • No supplanting, don't give it to students already receiving services. • Support programs who are already giving money to students. Give them the money to continue what they're doing • Give the fewer students who are more critically-impacted by things like homelessness and food insecurity with more resources • If there are tiers of eligibility, then at some point in the process open to the resource for all students. • Make sure there are no eligibility requirements at some tier or at some level. • Make sure the Intake process is easy for students. • Make sure they have consistent support so we can front load the resources. • Work with SparkPoint. • Consideration: Did the students apply for financial assistance? • Request to take updates to student leaders with a quick turnaround. Refer to SSPC student reps. <p><i>Please send any ideas or recommendations on eligibility to the VPSS.</i></p>
Cañada Annual Plan (5 min.)	No updates
Enrollment Services Committee (ESC) (5 min.)	No updates
Guided Pathways (5 min.)	<p>Guided Pathways Steering Committee meetings are Tuesdays from 2:30 – 4:30.</p> <p>The Town Hall Interest Area meeting was held on October 21. Interest Area decisions will be made at the next steering committee meeting. The committee will circulate to the entire campus the new choices and ask for input as well as host another Interest Areas meeting on Monday, October 28. The Steering Committee will consider all feedback and continue the discussion at its meeting on October 29.</p>

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	<p>ACES and Guided Pathways will meet on Nov. 26. How do we focus on equity and being equity centered and collaborate with ACES?</p> <p>Nov. 8 Designing Guided Pathways Through an Equity Lens at a Hispanic Serving Institution lunch/workshop 11:30-2:00 in building 3-142. RSVP to Mary Ho. Mary will send the flyer to SSPC.</p>
I. Other/Department Reports (20 min.)	<p>Financial Aid hired Celia Arceo full time. M. Carrington is retiring next year but is out at the end of December. The college will host a celebration on campus in the spring.</p> <p>The Director of DRC, the Director of High School Transition and Dual Enrollment, and the Director of Financial Aid have all posted.</p> <p>Andy Cuevas has been hired as the Program Services Coordinator for VROC and Saul Miranda has been hired as the Program Services Coordinator for the Dream Center. Veterans will again be offered Vet Vouchers - \$100 for books \$75.00 for food and \$50 for supplies, per semester.</p>
II. Adjournment	3:57 pm
<p>Future Items:</p> <p><i>Upcoming Meetings:</i> FALL 19: 11/13, 11/27, 12/11</p>	

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