

Student Services Planning Council



SSPC Meeting Minutes

Date: March 24, 2023 (Friday)

Time: 10:00-12:00 pm

Location: Join Zoom Meeting

<https://smccd.zoom.us/j/86191634450>

| Item | Presenter | Time (minutes) |
|------|-----------|----------------|
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| I. Call to Order | | 1 |
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| Time Keeper – Kathy Kohut | | 1 |
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Please call time (verbally, chat, or via zoom time app) at the intervals of 5 mins, 1 min, 30 seconds and time
[Check out this video link on how to do timekeeper easily on Zoom!](#)

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| II. Roll Call | | 1 |
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Quorum=14

| | | |
|---------------------------|------------------------------|------------------------------------|
| Adolfo Leiva | (SparkPoint) | Goal 1.1 |
| Aricka Bueno | (Faculty) | Goal 1.1 (Excused) |
| Bettina Lee | (Wellness Center) | Goal 3.3 |
| Bob Haick | (Career Center) | Goal 3.3 |
| Danielle Pelletier | (Faculty) | Goal 1.1 Chair |
| David Vera | (Financial Aid) | Goal 1.1 |
| Gonzalo Arrizon | (Transfer) | Goal 2.1 |
| Kathy Kohut | (International Student) | Goal 2.11 |
| Lorraine Barrales-Ramirez | (EOPS, CARE, CalWORKs, FYSI) | Goal 1.14 and Goal 3.2 |
| Manuel A. Pérez | (VPSS) | Support all goals as SSPC Co-Chair |
| Maria Huning | (TRIO) | Goal 3.2 Chair |
| Maria Lara | (Admission & Records) | Goal 1.1 |
| Mary Ho | (Post-Secondary Success) | Goal 2.12 |
| Max Hartman | (Counseling Dean) | Goal 1.1 and Goal 1.14 |
| Mayra Arellano | (Promise) | Goal 3.2 Chair |
| Michiko Kealoha | (Student Life) | Support all goals as SSPC Co-Chair |
| Nimsi Garcia | (Dream Center) | Goal 2.11 Chair and Goal 3.2 |
| Noah Liu | (Student Senate Rep) | Goal 3.3 |
| Olivia Cortez-Figueroa | (College Recruiter) | Goal 3.1 Chair and Goal a 3.2 |
| Sarah Cortez | (Welcome Center) | Goal 1.1 |
| Wissem Bennani | (SS Dean) | Goal 1.1 |
| Vacant | (Classified Rep) | |

Advisory

Dean of Planning, Research and Institutional Effectiveness – Karen Engel

Learning Center Representative – Adriana Lugo

Jose Manzo (IPC Representative)

Guests:

Jia Chuan Lu (PSC International Students Center)

Juan Vera

III. Adoption of the Agenda

Michiko Kealoha 1

Mary Ho motions to approve the agenda for March 24, 2023 with the addition of moving up 8a (Program Review) in the agenda.
Kathy Kohut seconds the motion

Lorraine Barrales-Ramirez moves to amend the motion to include the postponement of the Drop for Non-payment special presentation
Sarah Cortez seconds the motion
Both motions approved unanimously by all those in attendance

IV. Approval of the Minutes

Michiko Kealoha 1

Minutes for February 8, 2023 are postponed until the next SSPC meeting

V. Reports

a. “Why” We Do What We Do – 2.0

Juan Vera 2

To ground our meeting and remind us why we do antiracism and justice-centered work, an SSPC member shares their “Why” – an uplifting (or challenging) experience (small or big) working with Student Services that reminds them why they do this work.

“I want to give a shout out to Nimsi. I attended the ESL Conversation Club last week and OMG! It was amazing watching older adults looking to better their English in a safe space and being able to just talk about things. The setting was amazing because their watching an episode of “Gentefied” once a week on Netflix and they have questions where you discuss it within the group. For me it was amazing watching people in an educational setting but not really in an educational setting but learning at the same time. It was amazing! I found a documentary about Veterans who are deported. Nimsi and I are thinking about doing a collaboration about this. Keep an eye out for that”.

b. Department Reports

All

Thank you for sharing your department reports in the chat.

DEAC is still working on by-laws.
Danielle Pelletier

Dream Center Updates

In collaboration with our community partners, we have a Financial Literacy Series coming up aimed at our undocumented community (with an ITIN or SSN). There will be four workshops total, with our SparkPoint program leading two of them! The full details and sign up information are in the attached flyer.

ALSO, I wanted to share a Save the Date for our Migration Celebration, taking place Saturday, May 20th in person at Cañada College! Please add this to you calendars and start sharing with students who you know that might be graduating, transferring, or receiving a degree/certificate. Any questions regarding this event can be directed to me!

Lastly, the Dream Center is leading a Flex Day presentation on April 20th on Pathways and Barriers to Status for Undocumented Students. It will not be recorded, so I hope you are all able to join!

Nimsi Garcia

Financial Aid Report: We have finished our annual HEERF report as of today. It was a long process and needed support from PRIE and the Business Offices, but we did it! Also, we have disbursed all of our State Fiscal Recovery Funds, the state's version of emergency financial aid for students. We disbursed \$449,966 in emergency funding to 192 students. The average award was: \$2344. per student. We hope to release more state emergency funds later in the year.
David Vera

International Center Update: We're happy to welcome our new temp PSC, Jia Chuan Lu. As a former SMCCD International Student, we are very happy to have him on our team! We also hired new student ambassadors, representing 5 countries and multiple languages. We held our International Student Picnic in the Stafford Park last Friday, with a great turnout and lots of food, games, and new friends - and even a "Shamrock Hunt" for St. Patrick's Day. We had to reschedule an open house event we were going to have yesterday, due to the power outage.
Kathy Kohut

Outreach Update: We are hosting our PEPS starting April 3rd to welcome our incoming students for the Fall 2023 semester. Also, please save the date for our annual open house, Connect to College on April 27th from 5:00-7:30 pm.
Mayra Arellano

TRIO Updates: We are working hard on our Department of Education Annual Performance Report which is due 3/31! We hope to have it turned in during Spring Break. Due to the electrical issues on campus our workshops are being pushed out to mid-April. Thank you!
Maria Huning

Welcome Center Report: Spring Break is next week, there will be no counseling available. Our PEP's will be starting the first week or April with our feeder High Schools in collaboration with your campus partners. We have available counseling appointments available April 4th. Welcome Center has gone to Woodside High school and provided our ESL testing services for their ELA learners (we tested 21 students).
Sarah Cortez

VI. Standing Items

| | | |
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| a. Planning and Budgeting Council | Maria Huning | 4 |
| No updates because PBC was cancelled because of the power outage. | | |
| b. Vice President of Student Services (VPSS) Updates | Manuel Pérez | 4 |
| When we have an emergency at Cañada, such as this last power outage, we activate our Critical Action Team. The CAT team meet at about 6:00 or 6:30 in the morning and then again at 11:00 or 1:00 pm depending on the emergency and what information we need to get out. Then again at 6:00 pm and sometimes again at 10:00 pm. This is just to be sure we can monitor the updates and provide our most up-to-date information to our community. | | |
| c. Enrollment Services Committee Update (ESC) | Wissem Bennani | 4 |
| No updates | | |
| d. Program Review Workgroup Updates | Mary Ho | 4 |
| No updates | | |
| e. Instructional Planning Council (IPC) Updates | Max Hartman + Faculty | 4 |
| No updates | | |

VII. Special Presentations

- a. Drop for Non-payment Presentation Wissem Bennani & Karrie Mitchel 10
Providing an overview of our current drop for non-payment processes, including any nuances with SB893.

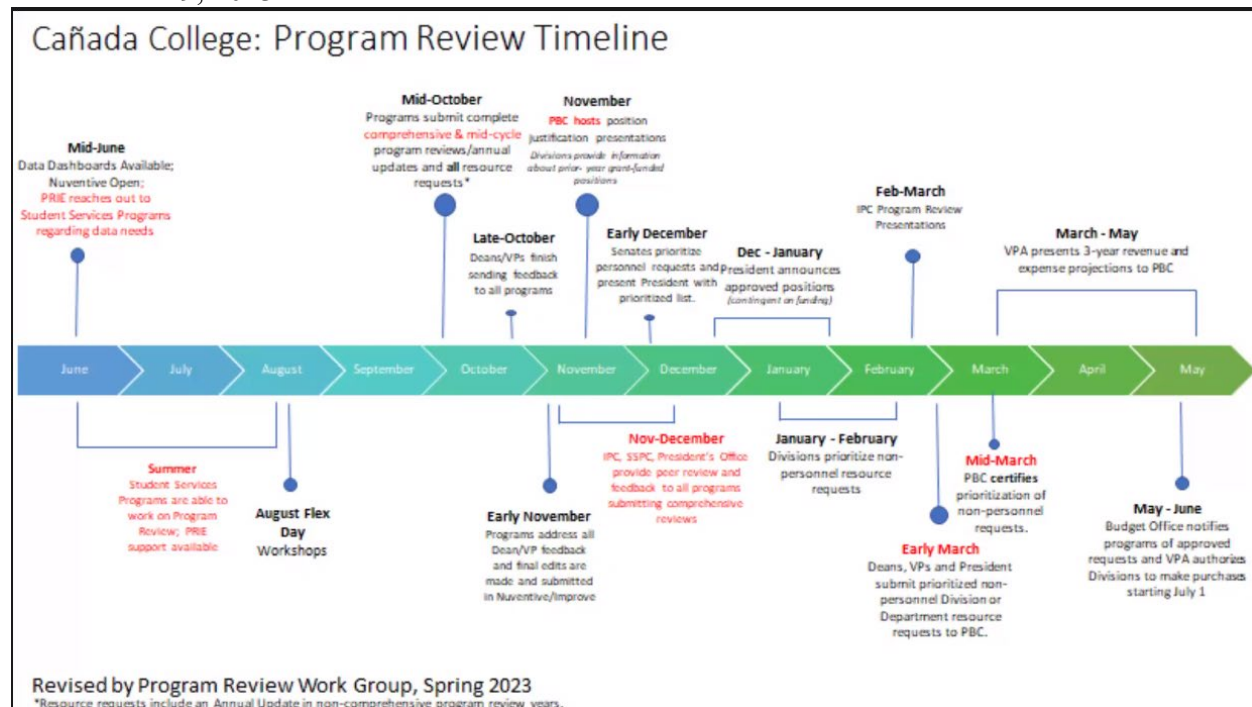
This presentation was tabled for our next SSPC meeting.

VIII. New Business

- a. Voting on SAO Spring 2023 Timeline & Updated Questions Wissem Bennani 30

[Program Review Timeline](#)

As of March 9, 2023 this is the latest timeline.



2023-2024 Program Review Schedule Proposed Dates

- June 15 – Nuventive/Improve and Data Dashboards open; PRIE available to provide custom data
- August Flex Day – Program Review Training open to all
- September & October Divisions/Department Meetings – Divisions or departments discuss program reviews at monthly meetings
- By October 13 – all Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE
- October 18 & 25 – Deans and VPs review and complete feedback for all program review materials at Cabinet meetings.
- By October 27 – Supervisors (Deans and VPs) complete their feedback on submitted program reviews
- By November 3 – All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive/Improve
- November 14 - Administrative Program Review Peer Review session
- November 15 & 16 – PBC Hosts Position Proposal Presentations
- November 17 – IPC Peer Review session
- November 29 – SSPC Peer Review session – special meeting?
- December 7 – Senates Prioritize Position Requests
- February Division/Department Meetings – Divisions/departments meet to prioritize non-personnel resource requests
- February 7 – Counseling/VPSS Office/Enrollment Services Department Meetings to prioritize non-personnel requests
- March 15 – IPC Instructional Program Review Presentations
- March 20 – PBC receives and certifies non-personnel resource request prioritizations

The question mark on November 29 will be removed from the final timeline.

Question: Do we want to have the position presentations at SSPC prior to PBC?

Answer: This meeting would be the November 29th position presentation/feedback meeting. The instruction side of the house does the position presentation and feedback separately but SSPC does them both together.

Max Comment: I went to the position presentations at IPC when the Career classes presented and learned so much from colleagues about things happening in their programs. I feel strongly that our instructional partners would learn so much about what we're doing in student services so hopefully somewhere down the road there is an opportunity for those presentations to be separated out and a way to have a joint presentation moment so we can share and benefit from each other.

Comment: This will be the first cycle where we'll bring in all of our transformational anti-racism leadership framework, and our updated SAOs. This will be the moment we're going to make sense of the data as it comes through and what the programs are choosing to bring forward for their full robust review.

Sarah Cortez motions to approve the 2023-2024 Program Review Timeline as seen above
Seconded by Daniel Pelletier
Approved unanimously by all those in attendance

[SSPC Program Review Questions – Revised Questions](#)

Program Context

Mission (100 word limit)

1- How does your program align with the college and district mission?

<https://smccd.edu/dpgc/files/dsgc-DistrictMission.pdf>

<https://canadacollege.edu/about/mission.php>

Program Description (500 word limit)

2- Who does your program serve?

- a. How many students are served by your program?
- b. How does your program intentionally serve underrepresented, disproportionately impacted or racially minoritized students (i.e. Black and/or Indigenous People of Color; Gay, Lesbian, Bisexual, Transgender, Queer, Intersex, and Asexual; 1st Gen; Foster; Homeless; Undocumented; Veteran; Low-Income; or other disproportionately impacted student populations identified in our Student Equity data, etc.)?

3- How has student access, retention, and completion changed over the course of this program review cycle?

4- What delivery method(s) does your program utilize to best serve students? (ie. in person, in the community, online, hybrid, hyflex, scheduled appointments, drop ins

etc.). How does your program determine which delivery methods are most beneficial for students?

5- What are your on and off-campus community partnerships and how are they operationalized to support students?

6- How does your program support Cañada College as an Hispanic-Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) designated institution?

Looking Back

Major Accomplishments and Challenges (500 word limit)

7- Describe major accomplishments since the last program review cycle.

a. How did your accomplishments help to close the opportunity gap for disproportionately impacted, underserved or racially minoritized students?

8- Describe major challenges since the last program review cycle. Have these challenges contributed to the expansion of or continuation of equity gaps?

Impact of Resource Allocations Process (250 word limit)

9- Describe the impact to date of previously requested resources (staff, non-instructional assignment, equipment, facilities, research, funding) including both resource requests that were approved and were not approved.

a. What impact have these resources had on your program/department/office and measures of student success or client satisfaction?

b. What have you been unable to accomplish due to resource requests that were not approved?

c. How have these resources (or lack of resources) specifically disproportionately impacted students/clients?

SAOs and SLOs (100 word limit)

10- State your Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs).

11- Describe how your program assessed your SAOs and/or SLOs.

12- Summarize the findings of your program's SAO/SLO Assessments.

a. What are some improvements that have been, or can be, implemented as a result of SAO/SLO Assessment? Please include meaningful action plans to improve student access and success.

b. How did your program's SAO/SLO assessment address antiracism?

c. How did your program's SAO/SLO assessment address equity?

Looking Ahead

SAOs and SLOs for the Next Review Cycle (100 word limit)

13- State your SAOs and SLOs for the next review cycle. Describe how you will address identified opportunities for improvement. Discuss how you will address antiracism in the next program review cycle. Discuss how you will address equity in the next program review cycle.

Program Improvement Initiatives/Resource Requests (250 word limit)

14- With an equity and antiracism lens, what changes could be implemented to improve your program? Please include meaningful action plans to improve student access and success

15- How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review?

- a. What additional antiracism training do you/your program need in the upcoming year?
- b. What research or training will you need to accomplish these plans?
- c. What supplies, equipment, or facilities improvements do you need?

Comment: Please include the URL to the District mission and the College mission statements.

Comment: Please spell out acronyms, such as, HSI, BIPOC and AANAPISI.

Comment: In a few different places, such as, 2b we can frame it as descriptive: How does your program intentionally serve... or please describe or provide examples. I don't think any of our programs should not be intentionally offering and serving our minoritized populations. Can we reframe the format of this question so it's no longer framed in the context of does but rather how?

Answer: We can change 2b to not be a yes or no question but to say how instead of does.

Comment: There could be a place in our Program Review under each separate program where we state "As leadership we're all coming from a place of equity and making sure everyone is represented equitably". Is there somewhere we can put that?

Answer: We should be able to add this into our template in the future.

Max Hartman motions to approve the Program Review questions as edited including Manuel's suggestion for 2b except that we add the question currently between 3 and 4 back into our Student Services Program Review.

Danielle Pelletier seconds the motion

Approved unanimously by all those in attendance

VIII. Discussion

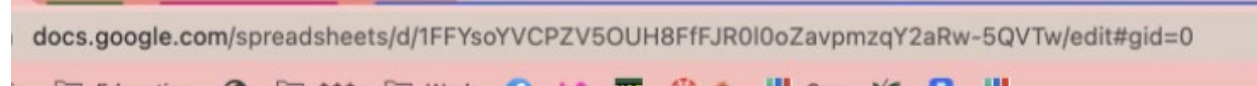
- a. Finalizing Our Transformational Anti-Racist Leadership Service Area Outcomes

<https://docs.google.com/spreadsheets/d/1FFYsoYVCPZV5OUH8FFJR0I0oZavpmzqY2aRw-5QVTw/edit?usp=sharing>

<https://docs.google.com/presentation/d/1RJLI5NPhRuRPRCAvjnaEMpGUc3BZymEmJrUOv49T9h8/edit?usp=sharing>

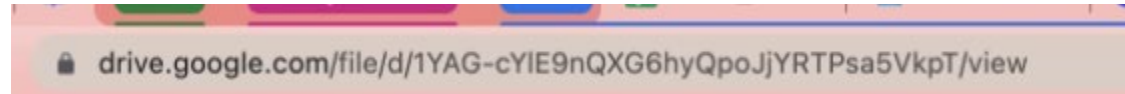
https://docs.google.com/spreadsheets/d/1Mn4naAkHcU8RHeArX1GTT0NxJCYQgb_GhmR6AESKP0g/edit?usp=sharing

TAL SLO examples and workshopping



[Out TAL List](#)

For a resource: CCSSEE



Goal: Updating SAOs by Spring Break (We also acknowledge that this time has been very intense with power outages and storms. We can utilize the next SSPC time to peer-review).

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| VIII. Open Forum and Feedback | All | 3 |
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- i. Next SSPC Meeting – April 12, 2023

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| X. Adjournment |
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