STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF

Wednesday, September 24, 2014
2:00 pm – 3:00 pm
Building 9 – Room 154

Members Present: Robin Richards, Ruth Miller, Margie Carrington, Luanne Canestro, Melissa Alforja, Lizette Bricker, Adolfo Leiva, Jeanne Stalker, Gloria Darafshi, Regina Blok, Diva Ward, Debbie Joy, Soraya Sohrabi, Misha Maggi, Supinda Sirihekaphong, Carlos Luna

Members Absent: Jeffrey Rhoades, Kim Lopez, Sarah Aranyakul, Evelyn Valenzuela, Bob Haick, Chialin Hsieh, Noel Chavez, Trish Guevarra

1. **Approval of Minutes –** Approved minutes from August 27, 2014 and September 10, 2014.

2. **Business**

    I.   **Finalize Staffing Requests**
    SSPC discussed staffing requests. Submit position justifications to the VPSS office by Friday, October 17. PowerPoint presentations due to the VPI office by Friday, October 24. Timeline for Identifying Possible New Positions attached.

    II.   **College Benchmarks**
    SSPC reviewed and discussed the college benchmarks. These benchmarks and goals were both updated on September 16. See attached.

    2013-2014 was the first year A&R included auto certificates which may be a reason the completion % is larger. Based on degree works and student declared majors.

    III.   **Program Plan Review**
    Program Plan Review Task force: Margie Carrington, Adolfo Leiva, Ruth Miller and Gloria Darafshi. The task force will review Instruction and Student Services Program Plan forms to align as much as possible.

3. **Other**
    Round Table Updates:

    ¡ESO! (Expanding Student Opportunities) was awarded to Cañada College.

    Health Center will begin giving free flu shots.

    The Health Center is looking for a Licensed MFT for additional hours in Psychological Services, 12-15 hours on Tuesday and Wednesdays. Hours are flexible.

September is TAG Month. All tags are due Sept. 30. Students need 30 completed transferrable unites.

October is Transfer Month. Every Tuesday wear a College t-shirt to promote Transfer Tuesday!

International Education Week in collaboration with our Veterans is the week of November 11.

Noel Chavez is in Mexico and as of today, he has had 30 student inquiries.

Early Alert notices go to Gloria Darafshi and Basic Skills Early Alert notices go to Nadya Sigona.

Orientation Assessments begin in three weeks; October 14 through the end of January. There will be 2 evening and 2 Saturday assessments per month.

The Food Pantry will open mid October or early November. The location has been approved by Second Harvest Food Bank.

SparkPoint banking and credit workshops will begin by the end of November.

Wednesday, October 8 is the Mocktail Party in the Library from 12:00-2:00.. The Library is open on Saturday's 10:00-2:00. Drop-in Math Tutoring is also available on Saturdays.

2014-2015 Meetings

October 8 – cancelled
October 22
November 12 & 26
December 10

January 14 & 28
February 11 & 25
March 11 & 25
April 8 & 22
May 13 & 27
June 10

Timeline for Identifying Possible New Positions
2014-15 Revised/Adopted 5-21-14

FALL DATES	Group	Process
May 7, 2014	PBC	Discuss and approve process and timeline
By October 10 , 2014	Instructional Divisions, SSPC, APC	Review positions to prioritize what comes forward for presentation
By October 17, 2014	Instructional Divisions, SSPC, APC	Submit Position Justifications to the VPs
By October 17, 2014	VPs	• Faculty Position Requests to the Academic Senate President • Classified Position Requests to Classified Senate President
By October 20, 2014	PBC Chairs	Post Hiring/Position Justifications on the PBC Website
By October 24, 2014	Divisions	Submit PowerPoint presentations to VPI Office
October 28, 2014	Joint IPC/SSPC/APC and Academic Senate	Position Proposal Presentations
November 4, 2014	Joint IPC/SSPC/APC	Discussion: Identification of proposal strengths and weaknesses
November 5, 2014	PBC Meeting	Discuss process and forward analysis to President
November 13, 2014	Academic Senate	Prioritize faculty positions and forward list to President
November 21, 2014	President	Announces decisions on new positions
By December 12, 2014	ASGC and CSEA	Appoint hiring committees

Spring Timeline for Identifying Possible New Positions
2014-15 Revised/Adopted – 09/17/14

SPRING DATES	Group	Process
May 7, 2014	PBC	Discuss and approve process and timeline
By February 12, 2015	Instructional Divisions, SSPC, APC	Review positions to prioritize what comes forward for presentation
By February 26, 2015	Instructional Divisions, SSPC, APC	Submit written Position Justifications to the VPs
By February 26, 2015	VPs	• Faculty Position Requests to the Academic Senate President • Classified Position Requests to Classified Senate President
By February 27, 2015	PBC Chairs	Post Hiring/Position Justifications on the PBC Website
By March 6, 2015	Divisions	Submit PowerPoint presentations to VPI Office
March 10, 2015	Joint IPC/SSPC/APC and Academic Senate	Position Proposal Presentations
March 17, 2015	Joint IPC/SSPC/APC	Discussion: Identification of proposal strengths and weaknesses
March 18, 2015	PBC Meeting	Discuss process and forward analysis to President
March 19, 2015	Academic Senate	Prioritize faculty positions and forward list to President
March 27, 2015	President	Announces decisions on new positions
By April 15, 2015	ASGC and CSEA	Approve hiring committees

Cañada College Benchmarks and Goals 2013-2014

Generated August 14, 2014
Updated September 16, 2014

	2011/ 2012	2012/ 2013	2013/ 2014	Benchmark/ Standard for ACCJC	Inspirational Goal
1. Successful course completion rate (%)	70%	70%	69%	70%	72%
2. Fall-to-fall persistence rate (%) (*First-Time Student*)	41%	46%	42%	37%	40%
3. Degree completion (total #)	321	370	421	300	330
4. Transfer (total #)	243	253	Not available	240	300
4.a. UC/CSU Transfer #	158	136	Not available	150	170
5. Certificate completion (total #)	284	343	401	280	300
6. Licensure Pass Rate: Radiological Technology—National Exam	100%	100%	100%	100%	100%
7. Job Placement	NA	NA	NA	NA	NA
8. Fall-to-spring persistence rate (%) (*First-Time Student*)	65%	67%	63%	59%	62%
9. Student success rates during their first year (*First-Time Student*)	63%	62%	60%	66%	68%
10. Success in GE	70%	69%	70%	71%	73%
11. Success in DE	54%	56%	57%	53%	56%
12. Success in CTE	77%	80%	79%	80%	82%
13. Success in Pre-transfer	56%	56%	55%	57%	59%
14. Success in Non-CBET ESL	67%	72%	69%	65%	67%
15. % of students placed in pre-transfer math that take pre-transfer math (*First-Time Student*)	63%	67%	63%	65%	70%
16. % of students placed in pre-transfer English that take pre-transfer English (*First-Time Student*)	57%	63%	55%	55%	65%
17. % of students place in pre-transfer reading that take pre-transfer reading (*First-Time Student*)	48%	35%	29%	50%	55%
18. FTES (Total #)	4197	3940	3736	4500	5000
19. LOAD (Year)	535	498	478	525	550

- *1 through 7 are required by ACCJC and US Department of Education.*
- *Benchmarks were established in spring 2013. Each item was re-evaluated, adjusted, and approved by PBC in spring 2014. (#4 from 275 to 240 and #4a from 165 to 150).*

Cañada College Benchmarks and Goals 2013-2014

Generated August 14, 2014
Updated September 16, 2014

	Definition of Data Element
1. Successful course completion rate (%)	Cañada Effectiveness Report
2. Fall-to-spring persistence rate (%)	Hyperion Current Course Table
3. Degree completion (total #)	Cañada Degree/Certificate Report
4. Transfer (total #)	• CSU data http://www.calstate.edu/as/ccct/index.shtml; • UC data http://extranet.cccco.edu/Divisions/TechResearchInfoSys/Research/Transfer.aspx Then click on the year. • In State Private and Out of State data http://datamart.cccco.edu/Outcomes/Student_Transfer_Volume.aspx

	2010-2011	2011-2012	2012-2013
CSU	129	114	102
UC	31	44	34
In State Private	45	52	73
Out of State	34	33	44
Total	239	243	253

4a. UC/CSU Transfer	Same as above.
5. Certificate completion (total #)	Cañada Degree/Certificate Report
6. Licensure Pass Rate: Radiological Technology—National Exam	Confirmed with Rafael Rivera (9-17-2013)
7. Job Placement	NA
8. Fall-to-fall persistence rate (%)	Hyperion Current Course Table
9. Student success rates during their first year (First time student)	Cañada Effectiveness Report First time students in the Enrollment Status
10. Success in GE	Hyperion Academic History based on GE coding from college catalog
11. Success in DE	Cañada Effectiveness Report Mis Online: O
12. Success in CTE	Cañada Effectiveness Report SAM Code: A, B, and C
13. Success in Pre-transfer	Cañada Effectiveness Report Basic Skills Indicator: P and B
14. Success in Non-CBET ESL	ESL classes 400, 912, 913, 914, 922, 923, 924
15. % of students placed in pre-transfer math that take pre-transfer math	First time students enrolled at Cañada in the fall and placed in pre-transfer math. Of those students, % of them enrolled in any math course(s) in the fall. The denominator is the number of first time students who enrolled in Cañada in the fall and placed in pre-math. The numerator is the number of first time students who enrolled in Cañada in the fall and placed in pre-math and enrolled in math course in the fall.
16. % of students placed in pre-transfer English that take pre-transfer English	Same as above
17. % of students place in pre-transfer reading that take pre-transfer reading	Same as above
18. FTES (Total #)	Contract courses excluded. Cañada Productivity Report
19. LOAD (Year)	Contract courses excluded. Cañada Productivity Report