



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, May 10, 2017  
2:00pm to 4:00pm  
Building 9 – Room 154**

**Members Present:** Diva Ward, Milena Angelova (for Chialin Hsieh), Sunny Choi, Max Hartman, Debbie Joy, Kim Lopez, Ruth Miller, Margie Carrington, Soraya Sohrabi, Sarah Aranyakul, Lizette Bricker, Jeanne Stalker, Joanna Dai, Gloria Darafshi, Adolfo Leiva, Maria Huning

**Members Absent:** Misha Maggi, Kathy Kohut, Ruth Miller, Melissa Alforja, Mayra Arellano, Trish Guevarra, Nicholas Jerrard, Carlos Luna, Bob Haick

---

**1. Approval of Minutes** – April 26, 2017 minutes approved unanimously

**2. Business**

**I. Review Program Review Process**

Remember Program Review is due at the end of February.

- Write Program Review in WORD and copy into SPOL
- Send WORD doc to the Vice President's Office
- Have at least one or two program reviews at each SSPC meeting
- Copy and paste comments into the reflection document, send to SSPC committee members and then present the reflection document at the SSPC meeting
- No more than 30 minutes per program feedback and answers for peer support, guidance and improvement
- Update SLOs in TracDat by the end of the semester

What worked?

- Putting Program Review into WORD helped with the review process
- Pull any Program Reviews that had the ACCJC Exemplary box checked to use as a sample

What didn't work?

- Having the Program Review Study Sessions on Fridays.
- The checkboxes on the "Annual Program Plan/Review/Assessment" Form
- Provide a "sample" Executive Summary
- Change #3 to Community and College Needs (Internal and External)
- Change #5 to read "new" and get the wording from Michelle
- Under Overall Program Effectiveness, remove "Highly Effective"
- Keep the Reflection Form as is except match it to the Program Review

**II. Institutional Set Standards/IEPI Indicator**

Milena Angelova went over the Institutional Set Standards and SSPC discussed changes to the

Benchmark and Aspirational Goals.

Cañada College Benchmarks 2015-2016 Institutional-Set Standards and Institutional Effectiveness Partnership Initiative Indicators								
Data extracted 8/28/2015 and 9/8/2015, 2015-16 Data extracted 9/6/2016-9/8/2016 SMCCCD Data Dashboard Cañada Program Review Data Packet	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	Benchmark / Standard for ACCJC	Aspirational Goal	Trend Line
1. Successful course completion rate (%)	70.2%	69.9%	69.3%	70.2%	70.8%	70.0%	72.0%	
2. Fall-to-persistence rate (%) (First-Time Student)	64.5%	68.4%	62.5%	65.5%	64.5%	64.0%	66.0%	
3. Degree completion (total #)	321	368	422	463	486	300	380	
4. Transfer (total #)	243	253	260	293		240	300	
4.a. UC/CSU Transfer #	158	136	193	217		150	170	
5. Certificate completion (total #)	280	337	400	332	244	280	300	
6. Licensure Pass Rate: Radiological Technology – National Exam	100%	100%	100%	100%	100%	100%	100%	
7. Job Placement	NA	NA	NA	NA	NA	NA	NA	
Optional								
8. Fall-to-spring persistence rate (%) (First-Time Student)	80.9%	81.6%	77.1%	78.7%	75.2%	80.0%	82.0%	
9. Student success rates during their first year (First-Time Student)	62.7%	61.9%	59.8%	63.6%	63.9%	62.0%	64.0%	
11. Success in DE	54.5%	55.7%	57.5%	59.3%	61.9%	53.0%	56.0%	
12. Success in CTE	77.3%	79.7%	79.0%	78.0%	77.7%	78.0%	80.0%	
13. Success in Pre-transfer	55.6%	56.3%	55.3%	58.2%	61.2%	57.0%	59.0%	

Institutional Effectiveness Partnership Initiatives								
Reporting Year	Actual Results					2015-16 Goal	2016-17 Goal (1 year goal)	6 year Goal
	2011-12 2005-2006 Cohort	2012-13 2006-2007 Cohort	2013-14 2007-2008 Cohort	2014-15 2008-2009 Cohort	2015-16 2009-2010 Cohort			
<b>12. Completion Rate (Scorecard) - Overall</b> Percentage of degree, certificate, and/or transfer-seeking students starting first time in 2009-2010 tracked for six years through 2013-2016 who attempted any level of math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome	452	499	521	569	588	49.6%	48.6%	52.6%
	53.8%	48.5%	48.4%	52.0%	47.6%			
<b>13. Remedial Rate (Scorecard) - Math</b> Percentage of credit students tracked for six years who started below transfer level in math and completed a college-level transfer course in math (Goal should be set as rate)	470	498	475	529	648	35.0%	34.0%	38.0%
	28.5%	30.1%	31.4%	32.5%	33.0%			
<b>14. Remedial Rate (Scorecard) - English</b> Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in English (Goal should be set as rate)	425	449	457	486	474	53.1%	52.1%	56.1%
	46.8%	41.6%	46.4%	47.1%	51.1%			
<b>15. Remedial Rate (Scorecard) - ESL</b> Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL (Goal should be set as rate)	339	230	248	292	229	25.1%	24.1%	28.1%
	8.8%	14.3%	12.1%	13.7%	23.1%			

**III. Educational Master Plan Proposed Strategic Initiatives**

SSPC reviewed the new proposed Strategic Initiatives and reviewed the new Educational Master Plan.

It was suggested we add HSI in Community Connection or Organizational Development.

**IV. Technology**

The Technology Committee’s new DRAFT Policy

**Overview:** District ITS recommends a standard office technology configuration for employees, and the College has

instructional equipment funds to cover the cost of a standard technology devices for all regular employees. 'Devices' include computers, laptops, docking stations, monitors, printers, and accessories. Employees may determine which computing device (computer or laptop) best meets the requirements of their job duties, and ITS will support 1 device per employee. If an employee requests technology above and beyond the standard due to preference, the additional expenses will be covered by division funds. This also includes multiple monitors and color printers.

**SMCCCD Laptop Standard**



**Dell Latitude 14-inch E7470 Ultrabook™ –\$1,198.25 (tax included)**

- Processor: Intel Core i5-6300U (Dual Core, 2.4GHz, 3MB cache)
- Memory: 16GB (2x8GB) 2133MHz DDR4
- Hard Drive: M.2 256GB SATA Class 20 SSD Opal 2.0 SED
- Display: 14.0" FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera/Mic
- Wireless: Dell Wireless(TM) 1820A Dual-Band Wireless-AC + BT 4.1
- Carrying Case: Dell Professional 14.1" [Topload](#)
- Warranty: Dell 5 Years [ProSupport](#) Plus NBD Onsite
- Dimensions: Height: 0.80 inch, Width: 13.3 inch, Depth: 9.12 inch, Weight: 3.43 lbs.

**Docking Option for Dell Latitude:**

- Dell Docking Station (Latitude Only): E-PRT PLUS,APR,130W,USB3.0,LAT E,CUS [\$107.30]
- Monitor: Dell [UltraSharp](#) U2417HJ 24-inch wide full HD monitor with wireless charging (\$213.82)
- Keyboard (Dell/PC): Dell KB522 Wired business multimedia keyboard (\$19.99)
- Mouse (Dell/PC): Dell USB optical mouse MS116 (\$13.99)

**Total: \$1,553.35**

Updated: November 2016

**New Devices:** For new employees, the supervisor should request a quote from ITS for a standard computer or laptop configuration (note: allow up to 6 weeks for new computers to be installed. ITS does not provide 'loaners'). New technology will be included in the College replacement cycle.

**Replacement Devices:** The College uses a 5-year replacement cycle for computers/laptops, meaning every five years employee computers will be replaced (as funding allows). This process will be initiated automatically by ITS in April/May for replacement to occur prior to the start of the subsequent Fall semester. If an employee requires a replacement outside of the replacement cycle (e.g., computer malfunctions or is stolen), the employees supervisor should request a quote with an explanation for the exception to IT and the budget office. This action will initiate the replacement process.

**Technology purchases using external funds:** If a division receives external funding allowing the purchase of technology devices, the external funding should be used before using College IT funds. Please follow the grant guidelines to make sure technology purchases are allowed. Technology purchased for employees in accordance with ITS standards will be placed in the replacement schedule.

**Exceptions:** If an employee requires technology in excess of the District standard as a result of their job duties, College technology equipment funds may cover the costs.

**V. Reminder to complete the Participatory Governance Survey**  
Please remember to complete the survey!

**3. Other**

## **4. Adjournment**

### Upcoming Meetings

August 23

September 13 (meeting room change – 2-10)

September 27

October 11

October 25 (meeting room change – 2-10)

November 8 & 22

December 13

December 27 Holiday Break

January 24

February 14 & 28

March 14 & 28

April 11 & 25

May 9 & 23

June 13 & 27

[Student Services Planning Council Website](#)