



**Student Services Planning Council**

Meeting Date: August 28, 2019

Meeting Time: 2PM – 4PM

Location: Building 3 Room 142

Present: R. Miller, C. Johnson, R. Haick, D. Joy, G. Rhodes, L. Barrales-Ramirez, N. Sigona, M. Carrington, K. Kohut, M. Maldonado, D. Zidan, M. Arellano, A. Leiva, J. Shonette, K. Paz-Rubio, N. Garcia, M. Huning, S. Sohrabi, M. Ho, M. Quevedo, A. Claxton, J. Zolaya

Topic- Action(A)/ Discussion (D)/ Information(I)- Presenter	Discussion/Outcomes
1) <b>Approval of Minutes (A)</b> – May 8, 2019	M. Carrington moves to approve. B. Haick 2 <sup>nd</sup> . All approved.
<b>2) Discussion Items</b> I. Review – SSPC Governing Documents <ul style="list-style-type: none"> <li>• Bylaws</li> <li>• Compendium of Committees</li> <li>• Membership Roster</li> </ul>	<p>Bylaws:            What is your specific roll on SSPC and who do you represent? With whom do you share the information?            The SSPC votes using the consensus method. Right now the number of voting council members on SSPC is 26 so we need 14 members to have a quorum.            We need to look at Terms of Service and how we fill the positions. Ruth has been co-chair for many years and is ready to let someone else take over. Send an email to Manuel by Tuesday if you are interested.</p> <p>Subcommittee to review Bylaws: Maria Huning, Kathy Kohut, Mary Ho, Ruth Miller, Manuel Pérez, Nadya Sigona, Adolfo Leiva and Candice Johnson (8)</p> <p><b>Next Meeting: Vote on Bylaws revision</b></p>

**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.*

<p><b>3) Business – New</b></p> <p>II. 2019-2020 Program Review</p>	<p><u><a href="#">Compendium of Committees:</a></u>  This is a new document written in January 2019 to help the college community look at the participatory governance structure at Cañada. It breaks down how the councils and committees work together. SSPC thought it would be nice to have the same type of document showing how District Councils link to Cañada Councils. It's important to have an awareness of this document in preparation for Accreditation.</p> <p>Membership Roster:  The Subcommittee to review our Bylaws will look at the Membership Roster.</p> <p>We're no longer using SPOL for Program Review. All previous Program Reviews on SPOL were moved to TracDat. If you have any questions regarding TracDat, speak with Allison Hughes.</p> <p>Reporting and reflection in Program Review is important for grants. We'd like all grants to participate in Program Review.</p> <p>Resource Requests – looking forward what will be real time request vs. ongoing, such as, real time requests or current needs vs. new positions or reoccurring costs. Conference costs do not go through Program Review.</p> <p>If you want to access data for your Program Review, contact Alex Claxton in the PRIE office at x3198. Using the <u><a href="#">Making a Research Request</a></u> link on the PRIE webpage, send him G numbers and Terms to request specific data for specific programs.</p> <p><b>Action: Take question of race and ethnicity data to ESC</b></p> <p>Program Review are due October 21.</p> <p>Every six years Instructional programs present informational Program Review presentations. Do Student Services programs want to consider this to showcase your success?</p>
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III. 2019-2020 Strategic Initiatives & Priorities

**4) Business – Standing Items**

VPSS Updates

Cañada Annual Plan

Enrollment Services Committee (ESC)

Guided Pathways

Promise Scholars Program

Next Meeting: Look at Program Review Teams (understanding Teams and clarifying members)

Moved to Guided Pathways discussion below

**VPSS Updates:**

Accreditation is September 30-October 3. The ISER is online. Please read it and ask if you have any questions. Be present and available on campus and if you're not available, let Manuel know.

Look at the campus map and let us know if something is missing or is incorrect.

Send information to [canvpss@smccd.edu](mailto:canvpss@smccd.edu)

Manuel would like everyone to have the same or similar email signature. See example below:



Manuel Alejandro Pérez, Ed.D. ( he | him | his | él )

**Vice President of Student Services**

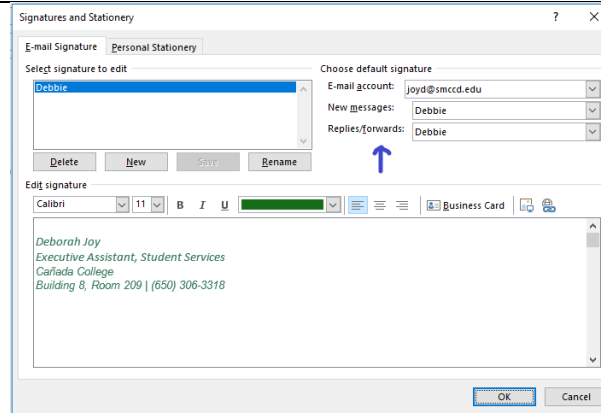
Cañada College

Building 8, Room 210 | (650) 306-3234

Check email settings so your signature is on each reply. Not just in the original email. See below for screen shot of where to update your signature.

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Can we use photos on our signatures?

We need to update our phones, as well, to show signature when we are sending email via phone. More information on how to do this to follow.

Scan your website to be sure the information is correct, up-to-date and an accurate representation of your program. Be consistent!

Michiko will guide accreditation messages to students.

Chancellor Emeritus - General information has come from Interim Chancellor Claire. Our day to day work will remain stable and if anyone asks you for information, send them to the VPSS office. The only officials giving formal responses are the Board President and the Acting Chancellor. Please let your staff know not to engage but to forward questions to the appropriate offices.

#### Cañada Annual Plan:

*Notes from SSPC's May 8<sup>th</sup> meeting:* Recommendation to add the TAP Program to Goal #1 as an action step for 'Expand and extend cohort bridge programs to students beyond their first year of study'.

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	<p>For Goal 2, add Transfer Center as action step for ‘Expand and enhance 2+2 relationships with 4-year universities’. Discussion ensued about the need to increase support for Articulation.</p> <p>Action: Char was to share recommendations with Karen.</p> <p><b>Enrollment Services Committee (ESC):</b> There are no updates from ESC. The next meeting is September 6. Manuel and Ruth will take the question of race and ethnicity data to ESC from SSPC.</p> <p><b>Guided Pathways:</b> The Guided Pathway’s Steering Committee will be meeting every Tuesday from 2:00-4:00. We will keep Guided Pathways on the agenda as a Standing Item.</p> <p><b>Promise Scholars Program:</b> We will review the Bylaws to decide if we want the Promise Scholars Program to continue as a Standing Item.</p>
<p>I. <b>Other/Department Reports</b></p>	<p><b>Department Updates</b></p> <p><b>TRiO SSS</b>– Tea Time with TRiO is from 2:00-3:00 in Bldg. 9, Room 257A (in the back of STEM). See attached flyer for dates.</p> <p>The Writing Center schedule is on the Learning Center website. Monday – Thursday 10:00-5:00.</p> <p><b>Career Center</b>-The next Job Fair is October 2 and the next Internship Fair is November 6.</p> <p><b>Transfer Center</b>-University Representative schedules are on the Transfer Center website. October 15 is Transfer Day and September is TAG month. CSU applications are due at the end of the month.</p> <p><b>Financial Aid</b>-FAFSA Tuesday Workshops are every Tuesday, from 2:00-4:30 and DREAM Application Wednesday Workshops are every Wednesday from 11:00-2:00.</p> <p><b>Wellness Center</b>-The Health Fair will be November 7.</p> <p><b>International Student Center</b>-We have 52 new students from 21 countries. November 18 is International Student Week.</p> <p><b>University Center</b>-Spring 2019 we have classes through Notre Dame de Namur University; Human Relations in Organizations and International Business.</p>

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	<p><b>EOPS/CARE/CalWORKs</b>-EOPS is still accepting new students and we are part of the Pacific Dining/Bookstore Food Voucher Program.</p> <p><b>TRiO Upward Bound</b>-Auditors are coming on Friday for a site visit.</p> <p><b>College Recruiter</b>-We have nine ambassadors this semester with the collaboration with Promise and Business Workforce funds. November 1 is our lunch with our High School and Community Member partners.</p> <p><b>Student Life</b>-Students want to thank all the staff that volunteered their time during Welcome Week. Student Senate are still recruiting for more senators. September 18 is Constitution Day and September 25 is Club Rush.</p> <p><b>SparkPoint</b>-The Food Pantry hours are 12:30-3:30 daily. The Community Market (free market) will be monthly. We're hiring for the Dream Center and For VROC. The 3<sup>rd</sup> Awareness Summit will be in February the third or fourth week.</p>
<p><b>II. Adjournment</b></p>	<p>4:10 p.m.</p>
<p><b>Future Items:</b></p> <p><i>Upcoming Meetings:</i>  <b>FALL 19:</b> 9/11, 9/25, 10/9, 10/23, 11/13, 11/27, 12/11</p>	

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