

# Student Services Planning Council



## AGENDA & Minutes

Date: Wednesday, March 10, 2021

Time: 2:00-4:00pm

<https://smccd.zoom.us/j/94809251078>

### 1) Welcome

- a) **Time Keeper -**
- b) **Do we have our team?** (Quorum: 13)
  - i) Welcoming of New Staff

Adolfo Leiva  
Alison Field  
Bettina Lee  
Bob Haick  
Jade Shonette

Jeanne Stalker  
Kathy Kohut  
Karen Engel  
Lorraine Barrales-Ramirez  
Manuel Alejandro Pérez  
Maria Huning  
Maria Lara  
Margie Carrington  
Mary Ho

Max Hartman  
Mayra Arellano  
Michiko Kealoha  
Nadya Sigona  
Olivia Cortez Figueroa  
Rosa Moncada  
Soraya Sohrabi  
Wissem Brennani

### 2) Adoption of The Agenda

2 minutes

### 3) Approval of the Minutes

2 minutes

#### a) February 24, 2021

##### i) *Actions from February 24th meeting:*

- *The SSPC moved to unanimously appoint Manuel and Max to review and make adjustments to the Program Review SSPC Timeline, thinking about how long it's been since the last review, staffing, and other circumstances.*

### 4) Reports

#### a) "Why" We Do What We Do Share

Adolfo / 2 mins

- i) *An instance that has happened recently that has reminded you why you do what you do to challenge equity and anti-racism in Student Services?*

#### b) Thank you for sharing your department reports in the chat!

All/ "Unlimited" Time

### 5) Standing Items

#### a) PBC

Max / 4 mins

#### b) VPSS Updates

Manuel / 4 mins

#### c) Enrollment Services Committee Update

Wissem/ 10 mins

#### d) Guided Pathways

Mary/ 4 mins

##### i) *GP Evaluation*

Karen / 15 mins

### 6) Anti-Racism Highlight

#### a) Racelighting

Manuel / 30 mins

- i) *What would this group like to cover for the next meeting?*

### 7) Special Presentations

- a) SSPC Co-Chairing from April 21st, 2021 *Michiko / 5 mins*  
b) *Student Services Recovery Planning: Presentation Part 1* Manuel / 15 mins

8) **Business Items**

- a) Program Review Timeline and Program Review Policy *Max / 20 mins*  
i) *Review, provide feedback, and approve the proposed program review extension policy.*  
b) **Recording Future SSPCs** *All / 7 mins*

9) **Open Forum and Feedback**

*An opportunity for anyone to discuss any additional items.  
What would we like to cover in the next SSPC?*

- a) SSPC Bylaw Updates *Maria H., Mary, Michiko, Nimsi, Manuel / 20 mins*  
b) SSPC Membership List Updates *Maria H., Mary, Michiko, Nimsi, Manuel / 10 mins*

**SSPC Membership**

Committee chairs and co-chairs of the SSPC participate in the “Planning and Budget Council’s Orientation.” New committee members are strongly encouraged to attend, all committees are welcomed to attend.

Expectations of Service

Committee members will

- commit to attend and prepare for meetings
- notify co-chairs if unable to attend scheduled meetings
- solicit feedback from and report out to constituent groups

Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

10) **Adjournment**

Next meeting is Wednesday, 2-4pm, March 24th, 2021 via Zoom.

**Student Services Planning Council Mission Statement:**

The SSPC oversees the implementation of a comprehensive process for planning and assessing student services based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college’s mission and strategic goals.