

Student Services Planning Council



Minutes

Date: November 8, 2023
Time: 2:00 - 4:00 pm
Location: 3-104
Zoom: <https://smccd.zoom.us/j/94809251078>

Item	Presenter	Time (minutes)
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I. Call to Order 1

Time Keeper – Mahitha Rao

Please call time (verbally, chat, or via zoom time app) at the intervals of 5 minutes, 1 min, 30 seconds and time [Check out this video link on how to timekeeper easily on Zoom!](#)

II. Roll Call 1

Quorum=15

Adolfo Leiva	(SparkPoint)
Bettina Lee	(Disability Resource Center & Personal Counseling Center)
Bob Haick	(Career Center)
Danielle Pelletier	(Faculty)
David Vera	(Financial Aid)
Gonzalo Arrizon	(COLTS-U Transfer Center)
Jinmei Lun	(Faculty)
Juan Vera	(Veterans Center)
Kathy Kohut	(International Student)
Katie Hasse	(Student Representative)
Krystal Martinez	(Classified Representative)
Lorraine Barrales-Ramirez	(EOPS, CARE, CalWORKs, FYSI)
Mahitha Rao	(Interim Post-Secondary Success)
Manuel A. Pérez	(VPSS)
Maria Huning	(TRIO)
Maria Lara	(Admission & Records)
Max Hartman	(Counseling Dean)
Mayra Arellano	(Promise Scholars)
Michiko Kealoha	(Cultural Center Representative)
Nimsi Garcia	(Undocumented Community Center)
Olivia Cortez-Figueroa	(College Recruiter)
Sarah Cortez	(Welcome Center)
Sergio Suarez	(Interim Student Life & Leadership)
Vijet Upadhyay	(Student Representative)
Wisseem Bennani	(Enrollment Services Dean)
Vacant	(Classified Representative)

Advisory

Karen Engel	(Dean of PRIE)
Ron Andrade	(Library and Learning Center)
Jose Manzo	(IPC Representative)

Guests:

Spenser Wong, MD

III. Adoption of the Agenda Co-Chair Vera 1

Michiko Kealoha motions to adopt the agenda for November 8, 2023
Maria Huning seconds the motion
Approved unanimously by consensus of all those in attendance

IV Approval of the Minutes Co-Chair Vera 1

Katie Hasse motions to approve the SSPC minutes from October 25, 2023
Sergio Suarez seconds the motion
Approved unanimously by consensus of all those in attendance

V. Reports

a. “Why” We Do What We Do – 2.0 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.

Maria Huning, “I worked on Saturday because I got amazing email from one of my students, who I had as an Upward Bound student and then I had as a TRIO student, that he just finished his last semester and finally his degree from SJSU in communications. This is a student who was told all the way from high school that he was never going to amount to anything and was never going to go anywhere. And here he is he got his degree and it's frame and he's all excited and this is why we do what we do! This is why we do it because he went from believing the high school counselors and the teachers and all the naysayers who were spitting in his face and we said, no, you've got this. We're getting you through using the resources that we have and we're making Cañada work for you. Then he had enough wherewithal to be able to find those kinds of resources at SDSU and finish and finish early. He was doing the smart thing by taking basic classes at Cañada at the same time and doing it online and it all counted towards his major. I'm super excited and really happy. He finally has all his paperwork and it was all free”

b. Department Reports All

Thank you all for sharing your department reports in the chat.

Career Center:

We had our job fair on October 18th and had another good turnout. 60 employers attended the event with 118 representatives. Our student count was 173 which was on par with our first in person event in 3 years last spring. Looking forward for the next one.
Bob Haick

The **Dual Enrollment Program** in collaboration with Outreach and Promise hosted our HS counselors and Community Partners event today and we saw over 80 participants. Topics that were covered: Free College, Dual Enrollment, Transfer, Financial Aid, Part-Time Programs, Middle College and we also hosted a student panel.
Mayra Arellano

EOPS: We are now accepting applications for the spring semester.

Lorraine Barrales-Ramirez

Promise Scholars Program hosted our Priority Registration event. We saw many of our Full-Time and Part-Time Program students register for Spring 2024 classes. Next Wednesday, will be hosting our annual Friendsgiving in 6-101/102. Please stop by. Our Spring 2024 application is open and encourage students to apply.

Mayra Arellano

Student Life & Leadership: the office has printed 470 student ID's between the months of July and September - on par with last year's printing. The vending commission had 12 applicants and we're excited to report that a big majority of the initiatives were awarded. ASCC also had a very successful Halloween Bash which drew great energy and lots of engagement from students. There has been lots of conversations by the ASCC to share voice around the Israel's/Palestine conflict - student senate is partnering with the Multicultural center to have professor Noonan provide a presentation on the history of the Middle East. The student life and leadership office continues to be reimaged by our students with the purpose of being a space that is both welcoming and warm. ICC has 27 distinct clubs and provides various opportunities for our campus community to join and explore - for example the astronomy club held an informative and successful event titled the "Star Party" where students looked upon the night sky and explored the various planets.

Sergio Suarez

TRIO Update

TRIO has an upcoming workshop on Scholarships 11/8/23, see attached. Also, we continue to have Tea Times on Tuesdays and Walk & Talks on Wednesdays next week. Our final event for the semester is on 12/7/23 between 10am to 4pm for Games Day in collaboration with Undocumented Community Center, location is TBD and you can stop by any time. Please feel free to join us at all of these events!

Maria Huning

VROC is hosting several events this week. Tomorrow will be our Ruck n' Walk where we will walk the campus loop (about one mile) and also have a Veteran Tailgate this Saturday at CSM from 10:00am-12:30pm then we will walk over to the game where CSM takes on the undefeated CCSF. We meet in parking lot T (19).

Juan Vera

VI. Standing Items

a. Planning and Budgeting Council

Mayra Arellano

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PBC was held last week on Wednesday, 11/1/2023

The President approved two replacement positions for [Math Faculty](#)

There was a presentation by Karen Engel about the [ISER Steering Committee proposal](#) for Accreditation.

Steering Committee Composition:

Tri-chairs (one faculty, one classified staff, and one administrator) for Standard 1, 2, 3, and 4, Accreditation Liaison Officer, Accreditation Faculty Lead, Administrators as needed and College President.

The 4 standards are:

Standard 1: Institutional Mission and Effectiveness

Standard 2: Student Success

Standard 3: Infrastructure and Resources

Standard 4: Governance and Decision-Making

We had a presentation to discuss having [zero textbook costs](#) for our students. This would be paid using grant money to provide free materials and text books. There will be two pathways; early child education and mathematics.

[Program Review New Position Request Presentation Template](#)

Presentations will be held on November 15 and/or 16 from 2:00-5:00 to present your request for hiring new personnel. Each presentation will be 7 – 10 minutes including time for questions & answers. Presentations can be via zoom or in person in Building 13-333.

b. Vice President of Student Services (VPSS) Updates VPSS 3

COLEGAS just had an amazing conference. This is our Latinx leadership system in the California Community College system and I highly recommend attending. They had about 600 attendees; standing room only and they sold out. It was very, very successful.

NCORE (National Conference on Race and Ethnicity) had their call for proposals. Deadline to register is in December.

In the spring please keep in mind that the African American Male Education Network ([A2MEND](#)) has their conference happening in March.

The [CSSO Leadership Conference](#) is happening March 12-15. The pre-conference is dedicated to equitable practices in counseling for Counselors which they've never done before.

Asian Americans and Pacific Islanders in Higher Education ([APAHE](#)) Conference is happening April 2-5 in Oakland.

I mentioned all of these now because now is the time that you're either proposing something, which is another very secure way to get additional funding from your institution to attend these conferences or you're thinking about planning out your professional development funds for the rest of the year. If you plan to attend any of the conferences, I would like to know so we can build in time so you can share your story about attending.

c. Enrollment Services Committee Update (ESC) Wissem/Maria 3

UPDATE 11/3/23: The SSL Team went live with the College Alerts earlier this week which means students who have opted-in to College Alerts in the SSL Communications Preference Form will get texting reminders for things like counseling appointments. Everyone should make it part of their student interactions to get them to get into the SSL and Opt-in on the Communication Preferences form so we can have a larger number of student eligible to receive texting. Can we add to orientations? Marketing will implement their communications campaign to get students to opt-in and we'll modify some of the onboarding documents where recommended to drive them to Opt-in as well.

UPDATE 11/3/23: Initial Free College emails went out as expected on 10/18 to continuing students and is ongoing for new applicants.

NOTE: Marketing folks are trying to make our websites and communications more student friendly (i.e. using the brand “Free College”) and moving away from not using what the legislation is called (i.e. SB 893).

1. **1st Free College Message:** Sent two weeks before registration begins for continuing students, and daily as new students apply. (The email below from Ari (and Claudia) recommends not sending the First Free College Message until after registration begins).
 - a. This message is resent when the student criteria changes to qualify for either Level 1 and Level 2. (For the student in the email below, they will qualify for LEVEL 2 once they register for more than 6 credits).
2. **2nd Free College Message:** For those qualifying for Level 2 (3Ts support), sent starting the 10th of the month of the start of the semester (August 10th, January 10th) and then once the student qualifies for Level 2.
3. **3rd Free College Message:** For those qualifying for Transportation support, sent starting on the 1st of the second month of the term and every month the student qualifies (September 1st, October 1st, November 1st, December 1st, February 1st, March 1st, April 1st, May 1st).

Nimsi Garcia motions to add 5 minutes

Danielle Pelletier seconds the motion

Approved unanimously by consensus of all those in attendance

Question: I noticed there has been a lot of confusion about the messages being sent. A lot of the students who received the message two weeks prior about priority registration could not start enrolling because they don't have priority registration. Has there been any conversation about timing these messages a lot closer to the appropriate dates? Maybe we need to include in the message the actual registration date. We need to remember that a lot of our students have English as a second language and the vocabulary in the messages can be very technical.

Yes, we have a committee to specifically look at when to send the messages, to work on the timeline and to look at the language we use.

Question: I went with students in August to pick up their September gas card. Is this true for their February gas card? Can they pick it up in January?

From what we understand the gas cards can be picked up the second month of the period. If they're ready to be picked up in January, I don't know.

If anyone has additional questions regarding messaging, please contact Wissem Bennani.

PER ESC: WebSMART 9 Student Services Upgrade demo schedule for the following days:

Tuesday, December 5th at 3:00pm Zoom Link: <https://smccd.zoom.us/j/84836685944>

Thursday, December 7th at 2:00pm Zoom Link: <https://smccd.zoom.us/j/84836685944>

Question: Wissem & Maria, thank you for that ESC update! If there's any info that instructors can give to their students that might help students understand what their options are, I know they'd be happy to help! I can pass this info on to the HSS division meeting.

 [IPC Updates 11.03.23.mp4](#)

Analysis of late start and short-term courses (EMP 1.3)

CCCCO ZTC Acceleration Grant and ZTC Update (EMP 1.19, 2.5)

Updates on grants and ZTC for different educational pathways

District Teaching and Learning Modalities

[DTLC Distance Education Guidance and Explainer Documents](#)

Hi-Flex Modality is not allowed by State Chancellors Office due to impact on a couple of student groups and also difficulty of implementation (Veterans/International)

Dual Enrollment – Student Handbook

[General-Dual Enrollment Student Handbook Draft](#)

Draft Professional Development Plan

DEAC and Technology By-laws presentation

[Distance Education Advisory Committee \(DEAC\) Bylaws](#)

[Technology Committee Bylaws](#)

POCR Update (EMP 1.9); Bylaw 10)

Peer Online Course Review (POCR)

Instructional Design vs. Instructional Technology (EMP 4.11; Bylaw 10)

Transfer EMP (Year 2 Priority 3)

Program Review Peer Review Process

Curriculum Report

[CC Report to IPC 11.3.23](#)

Important Dates:

November 10: Online applications due for all new, renewal and revised positions

[Renewal schedule by position](#)

November 17: Dean/VP review, provide recommendations, sign and submit applications to Office of Instruction

December 1: IPC will review the applications for Faculty Reassignment, provide feedback, and vote on their recommendation (by position). Reassigned time authors are invited to attend.

VII. Special Presentations

a. Make Registration Easier

SS Deans/Daniele 20

i. Membership & Drop for Non-Payment

Last year we brought the idea to SSPC about making this a permanent committee and we are bringing the proposal back to SSPC now as an action item. We're hoping you have had time to reflect on the discussion at the last SSPC meeting and are now ready to make a proposal to make this a permanent committee and to take action.

We'd like to discuss the membership and calling this committee an Operational Group who will report to SSPC. This group will continue the work of making registration easier. This group would not be making decisions or taking action. All recommending proposals would come to SSPC for action.

Membership Proposal

To create an operational group under SSPC with membership appointed by SSPC from various student services programs that includes the following members:

- 1 representative from the Counseling Division
- 1 representative from A&R
- 1 instructional faculty
- 1 administrator unless already representing another area
- 1 student (appointed by ASCC)
- May call on additional departments to support as resources

The administrator representation could come from one of the other representatives; for example; if Max was the administrator he could also take the seat as the Counseling Division rep.

The members of this group don't necessarily need to be members of SSPC.

Comment: There were questions at the last meeting about having a Welcome Center staff member and why isn't the group beginner? After much consideration we thought it would be better to have a more manageable size group (fast moving) and we'll bring back to SSPC all proposals and this is where everyone else's voice and comments can be heard.

In looking at the Compendium of Participatory Governance Bodies, we want to be clear this will be an Operational Group (Per the Compendium in the Participatory Manual: Operational groups, for example, like iDeans or College Council, serve College functions or specific purposes related to college operations. Likewise, Professional Development (Article 13) or Evaluation Guidance Committees fulfill faculty contract obligations. They serve operational functions per the faculty contract. Operational groups are not college participatory governance planning committees.)

Participatory Governance Manual <https://canadacollege.edu/pgm/>

To create an Operational Group under SSPC with membership appointed by SSPC from various Student Services Programs to include the following members

- One (1) representative from the Counseling Division
- One (1) representative from Admissions & Records
- One (1) representative from Instruction Faculty
- At least one (1) administrator (unless already represented by above members)
- One (1) student (appointed by ASCC)
- May call on additional departments to support as resources

Michiko Kealoha motions to approve the creation of a "Make Registration Easier" Operational Group as outlined in the presentation linked to the SSPC agenda (see above)

Danielle Pelletier seconds the motion

We'll consider this particular action of the fuller proposal approved unanimously by consensus of all those in attendance

b. Marketing and Social Media Presentation

Megan Rodriguez-Antone 10

Megan was unable to come today but will bring her recommendation to SSPC when it's ready.

VIII. New Business

a. Program Review Peer Feedback

SSPC Co-Chairs 10

Today we'll hear from the Health Center, from VROC (Veterans) and from TRIO. We'll record the presentations using zoom. The Welcome Center will be presenting via recording.

We want to come to agreement about the review teams below. The teams will be who will meet with each lead to do the peer review process.

Data: The Peer Review Presentation will be included in the data bundle, as well as, the rest of the data from PRIE. The data is also live on the website.

[SSPC Fall 2023 Peer Review Process](#)

SSPC Fall 2023 Comprehensive Program Review Peer Review Teams

Disability Resource Center

Maria Lara
Mahitha Rao
Gonzalo Arrizon

Financial Aid

Bob Haick
Nimsi Garcia
Mayra Arellano
Juan Vera

Health Center

Krystal Martinez
Lorraine Barrales-Ramirez
Adolfo Leiva
Manuel Alejandro Pérez

Personal Counseling Center

Jinmei Lun
Katie Hasse
Sarah Cortez
Maria Huning

TRIO Student Support Services

Michiko Kealoha
Danielle Pelletier
Vijeet Upadhyay

Veterans

Max Hartman
David Vera
Sergio Suarez

Welcome Center

Wisse Bennani
Kathy Kohut
Olivia Cortez-Figueroa
Bettina Lee

Question: Can we identify the Peer Review Teams and set the dates for the presentations at our first SSPC meeting in the Fall for next year? Yes!

b. Student Services Program Review Presentations

Program Leads 45

3:05pm-3:15pm: Health Center, presenter - Spenser Wong, MD

3:15pm-3:25pm: Veterans Resource & Opportunity Center (VROC), Adolfo Leiva & Juan Vera

3:25pm-3:35pm: TRIO Student Support Services, Maria Huning, Candice Johnson &

3:45pm-3:55pm: Welcome Center (will be presenting via recording)

The Welcome Center had technical issues so we'll follow-up with them at a later date.

IX. Old Business

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: November 29, 2023

- 45 minutes for Drop for Non-Payment
- First meeting in the Fall – prepare Program Review Administrative work (peer review teams and date and times for presentations)
- LAEP Funds



**TRIO
STUDENT SUPPORT SERVICES
PRESENTS**

SCHOLARSHIP SHIP SEARCH



**9-257A (LC)
& ZOOM**

Questions?

Visit: Learning
Center (Bldg 9, Fl 2)

Email:
cantrio@smccd.edu

**THUR
NOV 9
1P-2P**

Learn how to search for the
millions of dollars in
scholarships that go
unawarded each year!

Register Here



TRIO Student Support Services Presents

End-of-Semester

Game Day



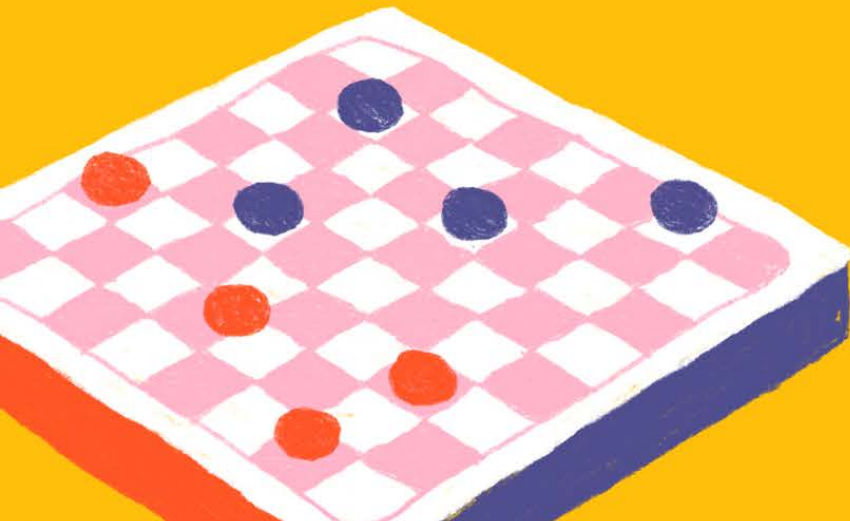
As finals approach, TRIO invites you to take a brain break and have some fun!

Join us anytime during our Game Day to connect with fellow students and learn about the TRIO program.

Thursday, December 7

10a - 4p *JOIN US AT ANY TIME!*

9-257A (Learning Center)



QUESTIONS?

Learning Center (Bldg 9, 2nd Fl 2) 

cantrio@smccd.edu 

Bring your own game! 

FOR DISABILITY-RELATED ACCOMMODATIONS, PLEASE EMAIL: CANVPSS@SMCCD.EDU OR CALL (650) 306-3234.

