



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, September 25, 2013
2:00 pm – 4:00 pm
Building 9 – Room 154

Members Present: Margie Carrington, Kim Lopez, Jeanne Stalker, Lizette Bricker, Melissa Alforja, Bob Haick, Sandra Mendez, Supinda Sirihekaphong, Robin Richards, Ruth Miller, Carlos Luna, Soraya Sohrabi, Lorraine Barrales-Ramirez, Chialin Hsieh, Kayla Dorman, Misha Maggi, Debbie Joy

Members Absent: Regina Blok, Robert Hood

Guests: Candice Johnson

1. Approval of Minutes – Minutes for September 11, 2013 were approved

2. Business

Introductions

I. By-Laws and Membership-Review and Approve

The task force assigned to review the SSPC By-Laws brought the revised by-laws to SSPC for a final review. The committee approved the changes with amendments. The revised By-Laws, with amendments, are at the end of the minutes, as well as, posted to the SSPC website.

II. Program Teams-Review and Approve

SSPC reviewed and updated the Program Teams. You will find the revised document at the end of the minutes, as well as, posted to the SSPC website.

III. Student Success Initiative

Robin, Kim and Gregory attended the Student Success and Support Program Implementation Summit on Sept. 23-24th. Robin and Kim presented a few highlights from the summit.

Student Success Act of 2012 (SB 1456) now called SSSP (Student Success and Support Program)

First steps to begin implementation of SSTF recommendations:

- 2.2 Require Orientation, Assessment and Ed Plans
- 2.5 Required student to declare a course of study

- 3.2 Incentivize success with BOGFW conditions (and enrollment priorities)
- 8.2 Invest in a Student Support Initiative

Links funding to support:

- 7.3 Student Success Scorecard: Implement the accountability scorecard
- 2.1 Centralized Assessment: As a condition of receipt of funds, requires colleges to adopt common assessment if the college uses standardized assessment test (when CCCAssess become available)
- Basic Principles and Guidelines to Support Practices by Terry O'Banion
- Every student makes significant connection with another person as soon as possible upon arriving at the college
- Key intake programs including orientation, assessment, advisement, and placement will be integrated and mandatory
- Every student will be placed in a "Program of Study" from Day 1; undecided students will be placed in a mandatory "Program of Study" designed to help them decide
- Every student who enrolls to pursue a certificate, degree, or who plans to transfer will work with college personnel to create a Student Success Pathway – A Roadmap to Completion
- Every student will be carefully monitored throughout the first term to ensure successful progress; the college will make interventions immediately to keep students on track
- Students will engage in courses and experiences designed to broaden and deepen their learning

Can the Student Success Pathway be added to Degree Works?

IV. CCSSE Update

Chialin Hsieh presented the information from CCSSE, specifically commenting and reviewing the Student Services portions of the "A Matter of Degrees" and the "Key Findings" from the CCSSE survey. Please review the links below.

http://www.ccsse.org/docs/Matter_of_Degrees.pdf

http://www.ccsse.org/members/reports/2013/key_findings/CCSSE2013_382E6F0CAD_ExecSum.pdf

CCSSE Benchmarks

★ Active and Collaborative Learning

Students learn more when they are actively involved in their education and have opportunities to think about and apply what they are learning in different settings. Through collaborating with others to solve problems or master challenging content, students develop valuable skills that prepare them to deal with real-life situations and problems.

★ Student Effort

Students' own behaviors contribute significantly to their learning and the likelihood that they will successfully attain their educational goals.

★ Academic Challenge

Challenging intellectual and creative work is central to student learning and collegiate quality. These survey items address the nature and amount of assigned academic work, the complexity of cognitive tasks presented to students, and the rigor of examinations used to evaluate student performance.

★ Student-Faculty Interaction

In general, the more contact students have with their teachers,

the more likely they are to learn effectively and to persist toward achievement of their educational goals. Through such interactions, faculty members become role models, mentors, and guides for continuous, lifelong learning.

★ **Support for Learners**

Students perform better and are more satisfied at colleges that provide important support services, cultivate positive relationships among groups on campus, and demonstrate commitment to their success.

V. Student Engagement Plan

Discussed under Student Success Initiative

VI. Feedback on New Administrative Positions

Vice President, Administrative Services

Pros:

Relieve overburden of administrative tasks
Spread responsibilities
Increase capacity to grow
Create stronger connection with auxiliary services
On same level as the other colleges
Add Athletics to this area (has facilities and budgets...)

Cons:

Absorbing cost in out years
Level of responsibility – is it enough?

Questions:

What is the on-going funding?
What departments will report to this position?
Why do this now?

Concerns:

How to balance workload

Dean/Academic Supervisor – Library & Learning Resources

Pros:

Will fill need for administrative position for these areas (supervisor)

Cons:

How will it be funded?
Will need to add a classified staff member to support

Concerns:

Need to balance workload of the Deans
How to balance needs with other campus priorities
What about the hiring process – how to follow?

VII. Accreditation Update

Reminder the Accreditation Team will be arriving on campus Tuesday, October 22. SSPC will meet in CIETL on October 23 at 2:00. The Planning and Budgeting Committee will meet on October 23 at 3:00, also in CIETL.

VIII. TracDat-Feedback Forms

Please remember to add your Annual Plan Feedback forms to TracDat.

Upcoming Meetings:

October 9

October 23

November 13

November 27

December 11

Cañada College

Student Services Planning Council Bylaws

I. Philosophy

Participatory governance, or collegial consultation, is a transparent and inclusive decision-making process committed to the best interests of our students and our institution. It is a complex process of consultation that demands from faculty, administrators, academic and classified supervisors, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and planning initiatives in accordance with its mission and strategic goals. Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. Influenced by a culture of inquiry, the Student Services Planning Council (SSPC) uses analyses of quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes include staff, faculty, administrators, and students.

1. The Student Services Planning Council is advisory to the College Planning and Budgeting Council, whose role is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues.
2. The membership of the Student Services Planning Council is representative of the student services divisions and working groups, and will include representation from instruction.
3. The meetings of the Student Services Planning Council are open and public.

II. Mission

The Student Services Planning Council (SPCC) 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.

III. Purpose of the Student Services Planning Council

The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the Student Services Planning Council include:

1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs)
2. Integrate Student Services Division Plans

3. Make recommendations about policies and procedures related to student services
4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services
5. Meet at least once a year with the Instructional Program Planning Council as part of the hiring process.
6. Evaluates proposals for adding, modifying, and discontinuing student services programs
7. Develop ongoing communication strategy with Instructional Planning Council by designating a Student Services Planning Council member(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters
8. Form subcommittees, work groups and task forces as needed

IV. Organization of Student Services Planning Council

1. Composition – 22 voting members

Co-Chairs: Vice President, Student Services and One SSPC member

Admissions & Records Representative

Associate to Bachelors (A2B) Representative

Beating the Odds, Veterans & Financial Literacy

Career Center Representative

Classified Members (2)

Instruction Representative

VPSS Office Representative

Dean of Counseling

Disability Resource Center (DRC) Representative

EOPS/CARE/CalWORKs Representative

Faculty Members (2)

Counseling Faculty

Instruction Faculty

Financial Aid Representative

International Students Representative

Orientation, Assessment & Welcome Center Representative

Outreach Representative

Planning, Research and Institutional Effectiveness Dean

Student Representative (1)

Alternate Student with voting rights

Student Life and Leadership Development Representative

TRiO Representative

Transfer Representative

University Center Representative

Vice President Student Services

2. Selection

The following participatory governance bodies will determine membership:

Faculty are appointed by ASGC

Classified are appointed by the Classified Senate with CSEA approval

Student representatives are approved by the Associated Students of Cañada College (ASCC)

For all other representatives, the individual departments make the appointment.

3. Term of Service

For representatives appointed by participatory governance bodies, the term is two academic years and can be renewed. For the other representatives, the term may be on-going. Student term of service is one academic year except for initial appointments and any mid-term replacements.

V. Meetings

1. Rules of Procedure for Conduct of Meetings

A. Consensus Method:

The Student Services Planning Council (SSPC) makes decisions by consensus.

B. Quorum:

A quorum must be present in order to forward a specific recommendation to the College Planning and Budgeting Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one (1) of the Council's current membership.

C. Operational decisions and discretionary budget matters are within the purview of the Student Services Planning Council.

D. Student Services Planning Council will meet twice a month.

2. Actions

The Student Services Planning Council has been established to ensure faculty, staff and students the right to participate effectively in a consultative environment. All actions and decisions made by the Student Services Planning Council are recommendations made to the College Planning and Budgeting Council with exception to those operational in nature.

3. Agenda

A. Distribution:

Agenda packets will be distributed by the Vice President of Student Services' office in advance of meetings to the College community (administration, faculty, classified staff, and Associated Students).

B. Agenda Building:

Student Services Planning Council Co-Chairs will be responsible for developing and approving agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs. The Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the Student Services Planning Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

VI. Bylaws Change

1. Any member of the Council may propose a Bylaws change.
2. The Bylaws may be changed by a majority vote of the Student Services Planning Council.

Student Services Programs
For SLOs, Program Review, and Planning
Fall/Spring 2013-2014

Program	Offices/Programs Involved	Student Learning Outcomes
<p>1. Assessment, Orientation and Registration</p> <p>TEAM: Ruth Miller-Team Leader Vivien Huynh Jeanne Stalker Loretta Davis Yesenia Haro</p>	<p>Admissions & Records Assessment Orientation</p>	<p>Students will be able to identify 5 of the 10 steps to College Success once they have completed the college orientation.</p>
<p>2. Transfer</p> <p>TEAM: Soraya Sohrabi- Team Leader Maria Lara Sunny Choi Lizette Bricker Nick Tuttle Jeffrey Rhoades</p>	<p>Transfer Center A2B University Center</p>	<p>Students who utilize Transfer Center and Articulation Services are able to retrieve information from ASSIST.ORG, and able to identify the Admission policies to universities.</p>
<p>3. Financial Aid and Financial Literacy</p> <p>TEAM: Margie Carrington -Team Leader Trish Guevarra Yesenia Mercado Financial Aid Staff Member</p>	<p>Financial Aid Student Support/TRiO</p>	<p>Students should be able to complete a Financial Literacy Workshop to successfully define key terms such as grants, loans, work-study, scholarship, and EFC.</p> <p>Students should be able to complete a FAFSA upon successful participation in a Cash For College workshop and FAFSA Tuesdays (assessed again in current cycle)</p>
<p>4. Counseling</p> <p>TEAM: Sandra Mendez - Team Leader Nick Martin Karen Olesen Gloria Darafshi</p>	<p>Counseling Services</p>	<p>After their counseling appointment, students will have a better understanding of graduation and/or transfer requirements.</p>
<p>5. Career Services</p> <p>TEAM: Bob Haick – Team Leader Anne Nichols Sandra Mendez Nick Martin Gloria Darafshi</p>	<p>Career Services</p>	<p>Students will be able to articulate the services of the Career Center.</p>

Program	Offices/Programs Involved	Student Learning Outcomes
<p>6. Student Life and Leadership</p> <p>TEAM: Misha Maggi – Team Leader Paul Roscelli Alaa Aissi Supinda Sirihekaphong</p>	<p>Student Life and Government and Student Clubs</p>	<p>The Associated Students of Cañada College (ASCC) Governing Council will understand the College and District participatory governance processes. <i>[ILO: Communication, and Critical Thinking]</i></p> <p>The ASCC Governing Council will learn team building; identify strengths, and effective communication skills. <i>[ILO: Communication, and Critical Thinking]</i></p> <p>The ASCC Governing Council and Inter-Club Council (ICC) members will learn how to plan events, know more about campus programs, the diverse cultures on campus, and become aware of the social justice needs that exist in our community and in our world. <i>[ILO: Communication, Understanding Society and Culture]</i></p> <p>Students will learn where they can go on campus to get support in college and how they are responsible for each other’s success and retention in college and in ASCC. <i>[ILO: Understanding Society and Culture]</i></p>
<p>7. Wellness: Disability Resource Center, Psychological Services, Health Center</p> <p>TEAM: Regina Blok – Team Leader Gena Rhodes w/interns Sharon Bartels</p>	<p>Disability Resource Center Psych Services</p>	<p>DRC: Disability Resource Center students will be able to complete and monitor their SEPs in Counseling, TRiO SSS and DRC.</p> <p>Psychological Services: Students will gain support and skills to handle academic stress, personal issues and future plans in a positive and effective manner.</p> <p>Student Health Center: The student will verbalize at least 3 ways to prevent the spread of influenza.</p>
<p>8. EOPS/CalWORKs & CARE</p> <p>TEAM: Lorraine Barrales-Ramirez- Team Leader Jose Romero Sarah Aranyakul Claudia Dorantes Cindy Mata</p>	<p>EOPS/CARE/CalWORKs</p>	

Program	Offices/Programs Involved	Student Learning Outcomes
9. TRiO/Beating the Odds/Veterans TEAM: Melissa Alforja – Team Leader Trish Guevarra Candice Johnson Edith Flores Nick Martin Will Reyes	TRiO Beating the Odds Veterans	
10. International Students TEAM: Supinda Sirihekaphong – Team Leader Misha Maggi Soraya Sohrabi Karen Olesen	International Students	