**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 professionals, 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 (PBC), 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 and

 Associated Students of Cañada College (ASCC).

 3. The meetings of the Student Services Planning Council are open and public.

**II. Mission**

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.

**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 SSPC 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 Planning Council (IPC) through the

 PBC hiring process.

 6. Evaluates proposals for adding, modifying, and discontinuing Student Services

 programs.

 7. Develop ongoing communication strategy with IPC by designating a SSPC member representative(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 – 25 voting members**

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

Admissions & Records Representative

 Bridge to Opportunities Representative

 Career Center Representative

 College Recruiter

 Dean of Counseling

 Dean of Planning, Research and Institutional Effectiveness

 DREAM Center Representative

 EOPS/CARE/CalWORKs Representative

 Faculty Members (2)

 Counseling Faculty

 Instructional Faculty

 Financial Aid Representative

 International Student Representative

 Post-Secondary Success Representative

 Promise Scholars Program Representative

 SparkPoint Representative

 Student Representatives (2) – (e.g., ASCC, Peer Mentor, Outreach Ambassador)

 Student Life and Leadership Development Representative

 TRIO-SSS Representative

 TRIO Upward Bound Representative

 Transfer Center Representative

 Veterans Services Representative

 Vice President of Student Services

 Welcome Center Representative

 Wellness Center Representative

 **2. Selection**

 The following participatory governance bodies will determine membership:

 Faculty are appointed by Academic Senate Governing Council (ASGC).

 Classified professionals 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**

All representative terms are for two academic years and can be renewed, unless the

 representative serves as a function of their position (i.e., Dean of Counseling).

 **4. Voting**

Each representative will have one vote on the Planning Council. Voting by proxy

 member is not allowed. The two co-chairs will have only one vote each.

**V. Meetings**

 **1. Rules of Procedure for Conduct of Meetings**

A. Consensus Method:

 The 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. A quorum is 15 members.

 C. Operational decisions and discretionary budget matters are within the purview of the SSPC.

 D. SSPC will meet twice a month. In January and December, the SSPC will meet once per month.

 **2. Actions**

The SSPC 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 SSPC are recommendations made to the PBC 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 professions, and Associated Students).

 B. Agenda Building:

 SSPC 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 SSPC 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 SSPC.