



## Student Services Planning Council Minutes

Meeting Date: January 22, 2020

Meeting Time: 2:00-4:00

Location: 2-10.

Present: M. Hartman, M. Ho, L. Canestro, G. Rhodes, D. Zidan, L. Barrales-Ramirez, M. Kealoha, T. Chan, D. Joy, M.

Pérez, S. Sohrabi, M. Quevedo, C. Johnson, K. Kohut, B. Haick

Topic	Discussion/Outcomes
1) Approval of Minutes (Action) December 11, 2019	Forward approval of December 11 <sup>th</sup> minutes to next SSPC meeting
2) Discussion Items  I. Timekeeper Assignment Rotation (2 min.)  II. Membership Roster (10 min.)	<p>Mary Ho offered to be time keeper for today's meeting.</p> <p>Debbie sent an email to Classified Senate and Academic Senate's Presidents and Vice Presidents asking to fill the vacant positions.</p> <p>Positions needed:</p> <ul style="list-style-type: none"><li>Classified Member – Instruction Representative</li><li>Classified Member – Administrative Services Representative</li><li>Faculty Member – Instructional Faculty</li><li>Learning Center Representative</li><li>Library Representative</li><li>Puente Representative</li></ul> <p>Would it be in the best interest of SSPC to hold two positions on SSPC while we have vacancies so we conduct business and have quorum?</p> <p>If we have someone who meets the criteria and that person can update the specific constituents, SSPC agrees it would be a good idea.</p>

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<p>III. Staffing and Transition (10 min.)</p>	<p>Debbie will update the membership list, adding the Welcome Center.</p> <p>Next Meeting – add the above</p> <p>ESO Adelante - Program Services Coordinator in process</p> <p>Counseling - Approval for Full-time Counselor for International Student Counselor Tenure track Counselor</p> <p>Disability Resource Center - Director – submitted finalists</p> <p>Financial Aid Office – Director – submitted finalists Financial Aid Technician – posted broadly</p> <p>Yesenia Mercado is detailing in SparkPoint</p> <p>Director of High School Transition and Dual Enrollment – In first stages of interviews</p> <p>Admissions &amp; Records – Admissions &amp; Records III in process</p> <p>Dream Center – Program Services Coordinator pending budget for July 2020</p> <p>TRIO SSS Grant moving through RFP</p> <p>HSI Grant moving through RFP</p> <p><b>3) Business – Standing Items</b></p> <ul style="list-style-type: none"> <li>• VPSS Updates (10 min.)</li> <li>• Cañada Annual Plan (5 min.)</li> <li>• Enrollment Services Committee (ESC) (5 min.)</li> </ul> <p>The Food Insecurity Pilot updates was to modify the dollar per student amounts per the Chancellor's Cabinet. The pilot is active and serving all our students. More information to come.</p> <p>This has been on the agenda for the full semester but we've never had an update. Does it need to stay on the agenda? SSPC recommends it comes off the agenda.</p> <p>ESC Retreat will be on January 31<sup>st</sup>. At the behest of local Counselors to show open seats for classes and that was vetted and agreed to open up so Counselors can see the number. It is on Edgar's list of things to do.</p>
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	<p>A conversation is now being discussed regarding self-identified preferred pronouns for some BANNER screens. We're trying to find a way to have the Vendor apply this to their product and also find a way to make it more inclusive via different BANNER screens.</p> <p>Do we want to include this on Student IDs? Michiko will begin checking with student senates and Student Life counter parts before the next ESC meeting.</p> <p>Summer enrollment will happen first and Fall enrollment will happen second. This is so students aren't dropped for one and not the other.</p>
• Guided Pathways (10 min.)	<p>The Guided Pathways Steering Committee met yesterday and determined to move forward with two different work groups. The GP Steering Committee will meet less frequently while the new work groups meet more often. Please look for emails and if you are interested, please follow-up.</p> <p>Guided Pathway retreats will be held at noon on Fridays.</p>
IV. Program Review Discussion (36 min.)	<p>Each person at SSPC will share at least one idea.</p> <p>The prompts are:</p> <ol style="list-style-type: none"> <li>1. The most valuable piece of Program Review for me is .....</li> <li>2. The most confusing piece of Program Review for me is ..... or a question that I've always had about Program Review.</li> <li>3. In a perfect world I would love Program Review to .....</li> </ol> <p>Can you generally outline the stages of Program Review? The majority of SSPC are not sure.</p> <p>1. The most valuable piece of Program Review for me is:</p> <p>Response:</p> <ul style="list-style-type: none"> <li>- Big picture and larger plans that you get to revisit; on a daily basis we see things but this allows for a forced revisit on the work</li> <li>- Deep reflection on the successes and challenges</li> <li>- Learning about the other programs</li> <li>- Chance to look back; it's a moment to sit down</li> </ul>

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- Moment to ask what we can change
- Appreciative of the SAOs and getting feedback from students
  - o Good to reflect in light of student reflection and feedback relative to our services
- Evaluation of programs
- Making changes based on student feedback
- Really like learning about other programs that are not in my division
- Opportunity for staff to provide input to Directors who are shaping the Program Review
- It's like a mini business plan that's very helpful

2. Most confusing piece about Program Review process... or a question that I've always had about Program Review.

Response:

- "Do I have to do it?" Some programs have been around for years and have not engaged in the process.
- Program Review software (many perspectives on this point); both TracDat and SPOL
- Why are we doing all of this
- The goals from the college are not necessarily tied to the resource request (you might get it, you might not, but you'll have a chance to reflect on the program)
- The software and resource allocation requests and yet resource requests get lost multiple time in multiple instances and then we just have to figure out resources on our own.
- The resource request process is very confusing; unclear if the request is for staffing, supplies, etc.; policies and connections are not clear
- Why are we doing this if it's not connected to funding (should differentiate between an annual report and the resource request)
- Personnel resources and then technology requests are very confusing
- The connection between Program Review and Resource Requests is not clear; the content part for Program Review was easy – everything else was complicated.
- Where does technology fit in? It's confusing – should I request it, should I not request it, does it not belong in this process?

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- Referenced a time in which the timeline had to be shifted to line up with personnel requests; the confusion: shouldn't these processes already be lined up?
- Should grant programs submit program review and resource requests?
- Deadlines are confusing; even when they are set to be more clear they change and it's confusing
- Evaluation of resource requests has been challenging and confusing, especially for resources that are not necessarily personnel; which bodies provide feedback for resource

Clarifying questions:

1. How have we heard about other programs in their reviews and do we need to change how we do it now? Presenting for 3 – 5 minutes is not worthwhile for both hiring and program review. Could it be a campus wide event with Instruction and Student Services?
2. How do we get to know each other, programs and services better? What about having a college hour?
3. In a perfect world, I'd love for Program Review to...
  - Require program review for every program on a 3 year cycle; every 6 years, a program should be required to provide an in-depth (Max will email feedback)
  - Program Review feels different for Student Services than it does for Instruction; highlighting our programs really helps us to better serve our students; can Program Review be more streamlined to what Student Services does with and for students; still feels like we are a square peg trying to fit into a round circle with prompts that are built for Instruction; can we update the prompts to reflect more of Student Services
  - Program Review would not be a one size fits all model; many of the requirements don't fit the need that we have in Student Services (EOPS, Personal Counseling, Health Center, etc.)
  - Would love Program Review to look like a Google Doc in which I can see live edits and comments from experts and other staff over time; this insight would be very helpful for our student leadership lens and having students involved

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	<ul style="list-style-type: none"> <li>- I would like to see how each of our Program Review relates to the larger college vision; I'd like to see how each program builds upon the vision; we have to identify how our requests connect to the vision and the plan . . . would be helpful to see how the vision and plan supports the program growth and development; Program Review would be more cyclical</li> </ul>
V. Other/Department Reports (30 min.)	<p>Student Life: David Meckler is looking for Student Panelists for Flex Day at the District Office on March 27. Student Life and ACES are working together to do SafeZone Training. If you need anything in the next two weeks, contact Michiko before she leaves for vacation.</p> <p>Promise Scholars Program: The Cañada College Promise Scholars Program application <b>is NOW OPEN</b> for the Fall 2020 cohort via WebSMART. The Promise Scholars Program only accepts students in the fall semester. However, students enrolled as first-time students this spring '20 semester are eligible to apply and if accepted their placement in PSP will begin in fall '20.</p> <p>Call for Men of Color faculty, staff, and administrators to participate in the PSP Men of Color Luncheon on Feb 02/27/20 from 12:30-2. Reach out to Ariela Villalpando to participate: x3568 – more information to come.</p> <p>Student Senate: The next event will be Club Rush on Feb 26 from 9-12. The theme is Anime Comic Con.</p> <p>Counseling: Drop in Counseling through Monday. Dina and Max are working on ESL AB705 with important discussions about what this means for our campus. Changes coming!</p> <p>Peer Mentors and Stem Mentors: the first event will be on Jan. 29 and 30 from 11:00-3:00 playing the Cañada version of Loteria (Bingo).</p> <p>Financial Aid: Financial Aid is busy and the three techs have been doing a fabulous job. March 2 is the deadline for scholarships. The state gave CalGrant B and C students more money. March 2 is the deadline for CalGrant applications. The student needs to self-verify. Share this with your students!</p> <p>Reach out to Manny if you are interested in more information.</p>

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Welcome Desk: The last day to add or drop classes is January 27. The calendar is incorrect. Check with the Welcome Desk and it will be fixed online soon! Classified Senate is raising money for student scholarships; See's candy. Check with Dina. It was suggested Dina check with Dafna at the Foundation. Classified Holiday Baskets are due January 27<sup>th</sup> until the end of February.

Transfer Center: The deadline to update the CSU and UC application is January 31<sup>st</sup>. Some the CSU campuses have Supplemental application and they have contacted students via email. The deadline for San Diego State supplemental application was January 22<sup>nd</sup>. Some of the CSU campuses emailed students informing students that they don't need to update the general admission, but need to complete the supplemental application. This is required and not submitting application update will impacts their admission.

The transfer Center offers drop-in hours since the beginning of January and will have more to the end of the month in support of students to submit their application updates and supplemental applications.

EOPS/CARE/CalWORKs: We're using CANVAS for the first time to communicate with students.

Career Center: Internship Fair February 5. Volunteers needed

ESO Adelante: We had a good RoadBlock Summit during Flex Day. The biggest take-away was the bi-institutional reflection as to where are with a year and half left of the grant. The impact because of this grant for SF State was be good in that they are institutionalizing transfer support. We are looking at ways of what we can possibly do to replicate the program with the other Cal States. Maggie and I are filling in the gap while are going through the search process for a PSC. We are planning spring events and working with the mentors.

Community Market is on Monday, Feb. 3. 10:00-1:00

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<b>VI. Information/Updates</b>	Remember to send additional information to Debbie for the minutes.
<b>VII. Adjournment</b>	3:57 pm
<b>Future Items:</b>	Next Meeting: Foundation Presentation
<i>Upcoming Meetings:</i> <b>SPRING 2020:</b> 2/12, 2/26, 311. 325	

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