



Student Services Planning Council

Meeting Date: November 13, 2019

Meeting Time: 2PM – 4PM

Location: Building 3 Room 142

Present: M. Pérez, R. Miller, L. Barrales-Ramirez, A. Kealoha, T. Chan, M. Arellano, G. Rhodes, A. Ocampo, M. Ho, B. Velline, M. Huning, M. Carrington, C. Johnson, D. Zidan, N. Garcia, P. Miranda, A. Cuevas, B. Haick, N. Sigona, A. Leiva, S. Sohrabi, J. Shonette, D. Joy, K. Engel

Topic	Discussion/Outcomes
<p>1) Approval of Minutes (A) – October 23, 2019</p>	<p>Motion to approve Andy PSC, 2nd by Margie. Discussion about the AB705 update action is being moved to the next meeting. Special meeting notes on 11/5 were not approved, suggestion was made for some edits to be approved at a later time.</p>
<p>2) Discussion Items</p> <p>I. Timekeeper Assignment Rotation (5 min.)</p> <p>II. Program Review (SSPC) (60 min.)</p>	<p>I. Timekeeper is a rotating position, this time it was Nimsi Garcia Sandoval.</p> <p>II. Program Review: Manuel noted that the timeline was tight/aggressive and therefore some feedback was not included in the form. There will be a review of the timeline for program review in the future, because we see that it's a challenging timeframe. Our review meeting will be 15 min for each program with 5 minutes to present and 10 minutes for discussion, but it is up to each area to make that decision on the timeline. There was some discussion on being fluid with how we move through the feedback and have a dialogue about it. We can codify our process for the next review cycle later in the school year. Barbara Velline offered to be a resource for the statistics portion of the program reviews in the future.</p> <p>A. Career Center: Bob was happy to see the positive remarks on the program review. There was a comment to see where resources were measured and Bob offered to put that online. There is no in-house analytics available to his knowledge. Nimsi was not certain about the use of the online posting board</p>

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and how often students were accessing it. This is an area to add more information in future program reviews. Bob is open to suggestions for measuring and tracking student access and participation in the career fairs. However, suggestions of the bar code guns don't quite work with the volume of humans in the room. He is looking for suggestions for the future. Ruth wanted to know if students get extra credit for the career fairs. Yes, the slips are at the front stairs and instructors were notified. Additionally she wanted to know why interview workshops have such low attendance. Bob noted that they are always low, yet there is a potential for growth if instructors can promote and offer extra credit as well. Marisol asked if he has seen a jump in participation from partner programs like Promise promoting Career Fairs, which Bob agreed that it had happened. Mayra asked if there was a way to connect with high school counselors to offer career assessments at junior or senior levels prior to apply for Manuel wants us all to think about and ask in program review, "In what way to does this program close the equity gap? What would that look like?" Bob tries to help individual students to meet their needs to close those kinds of gaps, how to present well for students in unique situations.

- B. **Dream Center:** Adolfo is happy to answer any questions, he notes that there is a high level of support for AB540 and undocumented students. Current news situation calls for greater clarity and that is quick/accurate/timely that addresses the needs of our current students. Soraya asked for the duties of a full time coordinator, more detailed goals. 1. Provide a face for these students to get the answer or resources. 2. Provide information for the community. 3. Provide professional development for faculty, staff, and students to identify the needs, challenges, and situation of AB540 and undocumented students. It's also aligned with the chancellor's mandate for a liaison on campus for these students, which also falls in line with our district and our college. This will help our campus to have a greater opportunity to grow a community and provide these resources. Soraya wanted it to be more spelled out in the future. Manuel wanted to help us envision the equity gaps and closing them through this program. Adolfo said that this community has an opportunity to help these students reach their academic goals; often our students have high attainment and retention levels that our other students. We are preaching to the choir because we already have a high desire to support our students in need. Nimsi

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asked about the funding source if it's only Equity funding and the longevity if it goes away. Adolfo noted that we would have to secure other funds if the Equity funds were not available, we do not have other funding streams and would lose the Dream Center. It was noted that this is state funding. Margie noted that rehiring people in the same position in short term positions is a CSEA issue. We would need to have this position fully funded in the future. Manuel noted that we have to have a need and there are no funds, so there is a balancing act. Since it is mandated that there is a liaison on campus, we keep pushing forward that there needs to be funding for this position and this center continuously.

- C. **EOPS/CARES/CalWorks:** Loraine there was a question about the tutoring. Tutoring is one of the services that can be provided, on top of that which is already provided by the college. There is no space for their own tutors in their current location. Also, identifying tutors that can work for EOPS alone is challenging. In the past the tutoring center had appointments, which allowed for EOP to pay for an additional hour of tutorial on top of that which was provided. However, with drop in tutoring, this model isn't making it possible. There are no current analytics to gauge the effect that this has had. Bob asked if there was a way to track students, to which Loraine said that the new CRM would hopefully help with this. Max asked about the new SAO and there will be a new one implemented by the end of this semester that has been vetted by the PRIE office. Ruth had a question about CalWorks off site. There is currently a class at the SMC CalWorks program, including counseling. Soraya asked about the counseling support vs Promise counseling support. Loraine said they attempt to not replicate services. Soraya also asked if the numbers can be reached if the allocation numbers aren't met. Loraine said that there is a growth target with allocations awarded, but we do not get penalized by the state if we do not meet our goals. Manuel asked what the next level would look like for meeting the equity needs of our students. Loraine mentioned that additional services provided to students due to the expense of the area are greatly appreciated. It's important to see how the college can continue to help fund these efforts.
- D. **ESO Adelante:** Mary wanted to thank Ada for all the help over the years, especially in light of her leaving. The peer mentor program is robust and from an equity minded framework. Looking long term, the program is to end in 2021.

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We need to build greater supports with local CSUs. We can increase this at East Bay and SJSU. This is an opportunity to position the program with the Transfer and Counseling centers. Now that the foundation is laid we need to make sure that we continue these partnerships. A lot of data has been collected on this and they can provide this information at another time. Manuel asks, "What does Equity look like when you try to close the gap, but are winding down?" Mary says that we have an opportunity to serve from an equity minded framework. Grant funded programs are in siloes to an extent and this means we need to work to institutionalize the program through the transfer program and counseling on this campus. We need to structure the work on the fact we're a successful program. It's hard to close the gaps if we don't have control over some of the programs, its challenging since this isn't part of the institutional plan. Ada mentions that looking at the Ed plan and sees that there is a huge area of grow in data training to improve data visuals. This could help us see the story of our programs differently. This is a great guide to use in the future. The work of this program has bumped up the baseline of degree attainment by 1%. It would help if we could break the data down further for other areas as well. University Center: Mary admits that it's been a challenge to grow the program. Ruth asked why, and data shows low enrollment. How can the university center be successful with low enrollment and persistence? It's also hard to sustain. College of the Canyons appears to be the most successful, but other colleges like Alan Hancock doesn't have a university center any longer. South Lake Tahoe just started their program, but again the models is hard to maintain. In the spring we will make a strategic proposal for the program. Mary would like to have a good taskforce with the right folks are part of the conversation. This includes more student interviews. Notre Dame de Namur is a good partner because it is nearby, regardless of the bounce around of our students between our sister colleges. She is looking to this group for advice and support for this upcoming proposal. Marisol asks what does this work look like if it ends in 2021 and what can partners do to help. Mary says her position will end September 2021.

- E. **Transfer Center:** Soraya was happy to see all the positive comments. Maria asked about student assistants and if there is one still. Due to the unpredictable nature of student assistants, there is a lot of turn over. There was also a

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question about the articulation officer, of which Gloria Derafshi is the articulation and transfer counselor. There are a lot of program on campus that want to have workshops through the transfer center. There is a lot of support needed to continue this work for all the demand. It's also hard to get the data from PRIE that shows just our students and transfer going rates. It's also hard to get the data on degree attainment rates since this is often much later, like 5 years. Soraya is trying to get to know the student and follow up with them more, it's not sustainable for time and resources to get the data for follow up because the collection methods are onerous. Ruth mentioned that she attempted to get the Clearinghouse data for the Transfer Center, but this was a long time ago. Soraya mentioned that it is still hard to find out who actually transferred. Also, it's hard to get the information out about the costs of different institutions and scholarship possibilities. She wants to work more with students individually to help them understand Costs of Attendance in guiding them to transfer.

F. **TRIO/BTO/VROC:** Maria thanked everyone for the kind comments. She recognized that there were not many questions, except for the BTO transition. Candice noted that GP would like to continue the peer mentor programs, but there currently is not a way to extend the program without institutional support. Nimsi also wanted to add that there is great value to the BTO program itself. It has been very impactful and meaningful to students and mentors in the program with an 80% retention and graduation rate for mentors and mentees. If not institutionalized it will end in September 2020. We will lose a significant and impactful programs that created a baseline model for other peer mentorship programs on campus. VROC: Adolfo mentioned that it's good to have someone on as of now, everyone recognized that there was a clear need for the programs. With the changeover of this position it has been a challenge to have students to continue with the turn over. Many students who are veterans or dependents of veterans have greater needs and therefore need a consistent person on campus that is the face of VROC. As to the ways to close the equity gap, it is really about making it their opportunity for success when their needs are quite different. It is an opportunity to help them through the academic journey.

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<p>III. Guided Pathways Interest Areas (Action) (5 min.)</p> <p>3) Business – Standing Items VPSS Updates (10 min.)</p>	<p>G. DRC/Personal Counseling/Heath Center: Cannot speak to the health center questions. Gina says that though it’s been a challenge not to have a permanent director for the center, it has been able to continue to support so many students and increasing the numbers consistently. There has been requests for more outreach about wellness services. Gina mentions that there needs to be more information about mental health resources, especially as the need continues across the board. Gina noted that she was not able to provide as much training on mental health issues, but looks forward to doing this more in the future. There will be a permanent director next semester which will be helpful in supporting students and continuing programs.</p> <p>Manuel wanted to note that it was interesting to see how the process went this year. We are not quite there yet, so we were asked what to do on how to make it now. He would like to propose a day long summit to do a deeper dive into the process. Why do we provide feedback to each other? He would like to get the time to help us envision the review process. Would like to do this in the spring when we are fresh. Marisol wanted to mention that GP was mentioned a few times, which is helpful. We had a professional development workshop to discuss equity minded lens. We need to have these discussions to build things out in advance. The concern is that we don’t necessarily know where the needs are and we need to discuss the needs and how to cover them.</p> <p>See VPSS Updates below</p> <p>3. Business - Standing Items</p> <p>I. VPSS update - Guided Pathways: We have 4 vetted areas for Interest Areas. The committee has unanimously voted for this after much work and consideration over several semesters and discussions with constituent groups. The areas are: Science and Health; Art, Design, and Performance; Business; Human Behavior and Culture. We need to review and vote in order to move it forward to PBC. Ada noted that what is</p>
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<p>Cañada Annual Plan (5 min.)</p> <p>Enrollment Services Committee (ESC) (5 min.)</p> <p>Guided Pathways (5 min.)</p>	<p>missing is that there aren't tag lines under the interest areas like other colleges have. Other departments have been discussing this and it's clear that they are under different opinions about what the interest areas mean. There was a motion to add 2 more minutes of time (Margie) and 2nd by Marisol, carried. Margie mentioned that this would be the next level of work. Dina asked if this would include interdisciplinary studies, which Manuel stated that it hasn't been voted on but there has been discussion about how to make this work with our interest areas. Barbara would like to motion to approve the interest areas to PBC, Mayra 2nd. 20 voted to approve, no opposition, Michiko abstained for not being there for the discussion.</p> <p>VPSS Update - Food insecurity or voucher program has been reframed to focus on Hunger and Poverty. SSPC will get the draft document from district wide representatives for feedback on a first draft. There was no consistent district wide way of addressing these issues. There is a tight turn around for this feedback for the document. Adolfo would like to note that there has been a lot of discussion and effort around a short turnaround for serving this population. One of the items decided is that each program would enroll their students but the dollar amount would be \$300 in food vouchers, which replicated the EOP programs voucher system. Loraine was concerned how this process might affect their financial aid packages. Margie will address this in the document as she is the Director of Financial Aid.</p> <p>II. Cañada Annual Plan: No updates</p> <p>III. Enrollment Services Committee (ESC): No updates</p> <p>IV. Guided Pathways: Presentation from Carrie Mitchell was well received and the presentation was requested for the site. The steering committee is looking to turn the focus on what next steps will be. Structure change will happen as the work continues including with ACES on Tues 2:30 -4:30pm, meeting on November 26th. BPA group is</p>
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	still meeting, even though the other groups are reshuffling. Carrie Mitchell will be doing it at the next meeting on Monday the 18 th 10am. All are welcome.
I. Other/Department Reports (20 min.)	Transfer Center: Due date for CSU and UC applications will be due over Thanksgiving weekend. There are extended hours to support students. Technology Committee: Please take the Technology Survey (add link) Presidents Message: this week is challenging for DACA and Undocumented students, please be aware and supportive. Saul has resources for free clinics and scholarships for DACA renewal.
II. Information/Updates	Sequoia High School DREAM Club 10 th Annual Dinner/Fundraiser is on November 22, 2019, 6:00-8:30 in Gym 1. More information available on the link below and if you are interested in donating but unable to attend, see the information on the link. https://squareup.com/store/sequoia-hs-dream-club The last two visits for the semester are the following: <ul style="list-style-type: none"> • UC Davis – STEM Day, Friday Nov 15 from 7am-6pm • UC Merced – All Majors, Friday Nov 22 from 7am-5pm The link for students to sign up is: https://tinyurl.com/Fall2019UniversityVisits
III. Adjournment	The meeting was adjourned at 4:02pm.
Future Items: <i>Upcoming Meetings:</i> FALL 19: 12/11	

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