

Student Services Planning Council



Minutes

Date: March 11, 2026
Time: 2:10 pm - 4:00 pm
Location: Building 13, Room 233
Zoom: <https://smccd.zoom.us/j/83383664513>
Department reports: Update [here](#)

Item	Presenter	Time (minutes)
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I. Call to Order	Co-Chair Juan	1
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Time Keeper –

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

II. Roll Call	Co-Chair Juan
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1

Quorum=14

- Adolfo Leiva (SparkPoint Representative)
- Autumn McMahan (Classified Representative)
- Aricka Bueno (Faculty Representative)
- Ariela Villalpando (COLTS-U Transfer Center Representative)
- Bob Haick (Career Center Representative)
- Breanna Castro (Financial Aid Representative)
- DeVon Scott (Disability Resource Center & Personal Counseling Representative)
- Jasmin Padilla Valencia (Undocumented Community Center Representative)
- Juan Vera (Veteran Resource & Opportunity Center Representative)
- Kathy Kohut (International Student Representative)
- Keith Wan (Welcome Center Representative)
- Lizette Bricker (Vice President of Student Services)
- Lorraine Barrales-Ramirez (EOPS, CARE, NEXTUP, CalWORKs, FYSI Representative)
- Max Hartman (Dean of Counseling)
- Mary Ho (Post-Secondary Success Representative)
- Maria Huning (TRIO Program Representative)
- Maria Lara (Admission & Records Representative)
- Priscilla Menjivar (Promise Scholars Program Representative)
- Michiko Kealoha (Office of Equity Representative)
- Olivia Cortez-Figueroa (College Recruiter)
- Paul Gaskins (Classified Representative)
- Sergio Suarez (Student Life & Leadership Development Representative)
- Sierra Orduna (Student Representative)
- Wissem Bennani (Dean of Enrollment Services)
- Ziarra Matthews (Student Representative)
- Vacant (Instructional Faculty Representative)

Advisory

- Karen Engel (Dean of Planning, Research and Institutional Effectiveness)
- Jason Ramos (Library and Learning Center)
- Vacant (IPC Representative)
- Vacant (Puente)

III. Adoption of the Agenda

Co-Chair Juan

1

Approval of agenda for March 11, 2026.

Maria Huning adopts the agenda for March 11, 2026.

Maria Lara seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair Juan

1

Approval of minutes for February 25, 2026

Lorraine adopts the minutes for February 25, 2026

Maria Lara seconds the move

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 H: Why do we do what we do? We have the opportunity to listen to our community partners and students about what is happening with accreditation. As a community, and in our work, we can move forward as a campus. We got to hear from community partners like Rafael Avendaño and Diana Vascara. Diana Vascara, an ESL student at Cañada College, completed the program and earned a Master's degree. It's inspiring to hear about the longevity of our community partners and our students.

b. Department Reports

All

Thank you all for sharing your department reports using this [link](#).

Admissions and Records: Ryan Soler is substituting for Vivien's position until June 30th

Career Center: We are in full-go mode for the upcoming job fair on April 8th. and we are at capacity for employers at 55. The Career Cafe is doing wonderful and Jose and Diego are a real asset for our students.

Outreach: Successfully partnered with community organizations to host the first-ever Black Student Leadership Conference on March 7! We had over 200 registrations and final number of attendees to come...

Looking forward to OYE Latinx Conference on March 28. Both Olivia and Maggie have been involved in the planning and implementation of the conference.

We're having several East Bay HS reach out for tabling opportunities so word is spreading about us :)

EOPS/CARE/CalWorks/FYSI: Still accepting EOPS applications until the end of this month. We recently hired a student assistant to work on our social media sites. Follow us! Instagram: @caneops, Facebook: Cañada Eops

International Center: Please join us for our next campus event coming up on Tuesday, March 24 from 12 – 1:30 PM (Building 23 Rooftop) - a celebration of Eid-al-Fitr, which marks the end of the month of Ramadan. Thank you to our partners from Student Life/ASCC, Cultural Center, and STAR for making this event possible. Study Abroad: The Gilman Study Abroad Scholarship March 2026 application cycle closed last week, and we have a record of 10 applications from Canada College students! Applicants are applying for the summer faculty led programs (Japan, Peru, and South Africa) as well as the Fall Semester program in London. Scholarship results will be announced in May.

Post Secondary Success: March 11th - Best We Can Do Immigration and Refugee storytelling workshop had close to 100 students in attendance due to the collaboration and English Dept. March 17th- Holi Fest at noon @ the Cultural Center, March 19th - Nowruz noon-1pm @ the Cultural Center, March 20th - AANAPISI Day at SF State University. AANHPI SAP State Office implemented a system for coordination and reporting. Submitted the program planning tool on March 10th. Next up submission would be the Budget tool. Date TBD.

Promise Scholars Program:- March 25 - 27: CUNY ASAP Convening (model that PSP currently replicates) showcasing the work of our directors, counselors, classified professionals and student panelists from CAN in New York. PSP Counseling team coordinating field trip efforts (universities / museums). Applications are now open for Fall 2026 priority acceptance for homeless, foster youth, first-gen, CA residents - ensure FAFSA / CADAA app on file / undocumented students (non-ab540 pass along to me). District timeline to begin conditional acceptances mid-April to align with processing of 2026-27 financial aid applications- Coordinating efforts to finalize our Promise End of the Year Celebration

TRIO Programs: Teatime with TRIO has been very popular and there was standing room only at our last event. We discussed health and nutrition. Our next workshop is March 18th on Academic Review and keeping up with everchanging plans. Project Change has been having weekly Tap In Tuesdays and this week we had UC Berkeley Underground Scholars do a workshop discussing joining their program, transfer, and mentorship for outstanding students like ours.

U COLTS -The Transfer Center is hosting a campus trip to CSUEB tomorrow. Students are looking for to exploring the campus! We are also supporting students who are in the middle of applying to private and out-of-state universities. On April 8th, we are collaborating with our sister colleges for "Signing Day" with SJSU. This event will be hosted at CSM. More details to come!

VI. District & College Highlights

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| a. Equity and Anti-Racist Planning Council (EAPC) | Michiko | 3 |
| We meet 1 a month, which was already covered at our last meeting. | | |
| b. Enrollment Services Committee Update (ESC) | Wissem/Maria | 3 |

We met last Friday, March 6, 2026. Deans of Enrollment and PRIE are developing an SOP to manage access to student data for instructional faculty, council faculty, student staff, and employees. The proposal has been forwarded to the Enrollment Services Committee. One of the requests is that, as this is discussed, a gap in FERPA training for those who handle student data be addressed. If you have access to student data, how do you manage situations when there are many restrictions from Title 5 and FERPA? We are proposing mandatory training. I recently

reviewed a training on KENAN, and the next step will be for Lizette to present it to the BP Council. Once approved, it will be shared across the district. The goal is to have a trackable training program, similar to Sexual Harassment training.

Maria Lara-Ryan Soler is filling in for Vivian’s position as the Admission and Records Assistant III.

c. Instructional Planning Council (IPC) Updates Jinmei 3

Please refer to the updated IPC below, dated March 6th.

1. Informed: Human Services Coordinator - Out-of-Cycle Reassigned Time Position. The reassigned position would be fully grant-funded.
2. Present: [Program Completeness Dashboard](#). It will be posted on the PRIE website.
3. Institutional Learning Outcomes (ILO) Survey Language: Propose changing the ILO 4 Assessment to the following: “Represent data in various forms (e.g. graphs, diagrams, tables, statistics or equations) and analyze these data to draw appropriate conclusions.”
4. Approved: [Program Review Dates for 2026-2027](#)
5. General College Enrollment Update: Present the [Course Enrollment and Modalities for Spring 2026](#)

d. Planning and Budgeting Council Olivia 3

The PBC meeting was held on March 4, 2026. Peter Fitzimons provided budget updates. The 26-27 state budget proposal indicated that this is the first preview of what the budget might look like. He elaborated on the 6-27 mid-year budget status. To summarize, our budgets are in alignment. Michiko and Sims-Adams provided an update on our EMP 2.6 goals.

e. Vice President of Student Services (VPSS) Updates Lizette 3

We hosted the first-ever Black Student Conference in San Mateo County this past Saturday. Big thanks to the planning committee and outreach team for spreading the word. UMOJA and the Black Student Union thank you, Wissem, for collaborating with these folks. This conference was very well attended.

Juan Vera has been a co-chair for SSPC and has done an excellent job. We are looking for a new co-chair who will be committed for 2 years; we meet twice a month. We gather the week between SSPC meetings to set the agenda and communicate with the presenters. Jackie also supports these efforts. It’s a great opportunity to collaborate with the SSPC Office and serve as an SSPC representative. Feel free to contact Juan or me. You can reach out to Juan if you want more details or have questions. Ideally, we would like someone to be in place before May 2026. Let’s use April to gather names and bring the process to SSPC.

Juan: It’s a great opportunity for those who want to move into administration and see how student services function. It’s great to work with leadership.

VII. Old Business

VIII. Special Presentations

a. Accreditation Town Hall Kim Lopez 60

All SSPC members had the opportunity to attend the accreditation town hall during the first hour of the SSPC meeting.

IX. New Business

X. Discussion

a. Financial Aid & Course Program of Study (CPOS) Lizette, Wissem, Breanna 30

Lizette: I am working with the financial aid office, drawing on my direct experience with CPOS at Ohlone College, where it was implemented, to bring that knowledge and expertise as we prepare to implement CPOS. As the VPSS, I had my EA conduct a survey of community colleges, and Ohlone was the first in the Bay Area to adopt CPOS. What we learned is that larger community colleges with the infrastructure, such as those in the Los Rios District and Long Beach City College, have successfully implemented it.

What is CPOS:

- Course to Program Study (CPOS): is a Federal Financial Aid regulation that states students can only be paid out for courses that are applicable to their program of study.
- Intent: To get students to complete their program of study (POSs) as soon as possible so they can transfer/enter the workforce. (Decrease the time of completions).
- There is an impact on students when CPOS is implemented
- Conversations have been worked on for two years, with conversations in ESC, the instructional side, alongside a committee to implement CPOS.
- The intent of this presentation is to show you the impact of the college on students to prepare them for this transition.
- There is a communication plan to implement CPOS.
- Danny Lynch has been our lead counselor and a faculty member at every college.
- There will be a training happening on March 18, 2026.
- Students will receive a generic notification sent to all students.
- Employees will get a general email on 3/23/2026
- The notification is sent from financial aid on a nightly basis, starting with fall registration on April 29, 2026. There will also be office hours.
- Students will receive the notification shown below:

Global Notification to All Students

Dear <<Preferred First Name>>>,

We want to make you aware of important regulations that may affect your financial aid and graduation status.

FINANCIAL AID STUDENTS:

Federal and State aid can only be used for classes that count toward your officially declared Program of Study (POS).

This regulation, called **Course Program of Study (CPOS)**, means that if you enroll in courses that are not required for your degree or certificate, your aid—such as the Pell Grant, Cal Grant, Work-Study, or Federal Loans—may be reduced or cancelled. For more information about CPOS, [visit the CPOS website](#).

DEGREE & CERTIFICATE SEEKING STUDENTS:

Students can only apply for graduation from degrees and certificates for Programs of Study (POS) that have been officially declared in their student record.

Students can pursue up to five Programs of Study (POS) at a time, but they must be officially declared on the [student record](#) as indicated in [WebSMART](#). **NOTE:** Pursuing multiple Programs of Study (POS) may impact your Financial Aid eligibility. For more information about applying for graduation, [visit the Graduation website](#) or [make an appointment with an Academic Counselor](#) at your college to discuss your educational goals.

- Students can pursue up to 5 programs of study simultaneously. They can list all 5 on their WEBSMART account.
- When generated by the system, it will produce the courses applicable to the selected programs of study.

Employees will get CPOS messaging and a demonstration as shown below:

- What can we do? We need to inform our community of the CPOS change.
- We will receive the messaging that students are receiving so that staff and faculty know how to guide the students instead of sending them back and forth between departments.

Letter to Students from Financial Aid

TO: <<Student mysmccd.edu email address>>
 FROM: <<websmart@smccd.edu>
 SUBJECT: NOTICE: You are registered/waitlisted in courses not eligible for Financial Aid!

Dear <<Preferred First Name>>,
 We want to make you aware of an important regulation that may affect your financial aid.
Federal and State aid can only be used for classes that count toward your officially declared Program of Study (POS).

This regulation, called **Course Program of Study (CPOS)**, means that if you enroll in courses that are not required for your degree or certificate, your aid—such as the Pell Grant, CalGrant, Work-Study, or federal loans—may be reduced or cancelled.

The following courses are not applicable to your Program of Study (POS):
 <<CRN>> <<SUBJECT CODE>> <<COURSE NUMBER>> <<Credit Hours>> <<STATUS Description>>
 <<CRN>> <<SUBJECT CODE>> <<COURSE NUMBER>> <<Credit Hours>> <<STATUS Description>>
 <<CRN>> <<SUBJECT CODE>> <<COURSE NUMBER>> <<Credit Hours>> <<STATUS Description>>

This means that even though you are currently registered in <<STANDARD CURRENT HOURS CREDIT>>, your Financial Aid will only be calculated on <<CPOS CURRENT HOURS CREDIT>>. Visit [this website](#) to learn more about this impact on your Enrollment Level and Intensity for your financial aid award.

NEXT STEPS:

1. Ensure you have declared the correct Program of Study (POS). To update, or add an additional POS, visit [WebSMART's Update Program of Study](#).
2. Visit your [Degree Works Audit](#) to see which classes are needed for your declared, Program of Study (POS).
3. [Make an appointment with an academic counselor](#) for assistance on selecting courses that are applicable to your educational goals.

Although taking classes outside of your POS are certainly allowed, it may impact your current and future financial aid eligibility, lower the amount of aid you will receive and prolong the time needed to graduate and/or transfer. For more information about CPOS, visit [the CPOS website](#).

- Students can go to WEBSMART and update their program study.
- Students will receive the notification that even though they may be taking courses that are out of their program of study, it may impact their financial aid eligibility or prolong their time for graduation.
- It will heavily impact financial aid and counseling departments.
- Bringing this information forward to inform all to be ready for the CPOS change.

Wissem:

- CPOS applies to federal and state financial aid, including SEOGs, subsidized loans, unsubsidized loans, and the Student Success Completion Grant. These are the California Grant and SSCG, which are state financial aid funds affected by CPOS.
- Students will need to follow the rules for their courses to be aligned with the program of study to count towards the 12 units.
- Not impacted by CPOS-Institutional scholarships, private scholarships, CCPG (California College Promise Grant), SB893 (Free College).
- How is this going to impact?

UNDUPLICATED NUMBER OF STUDENTS WITH A CAN POS WHO HAVE AT LEAST ONE PAID AWARD	FALL 2025
CALA3: Cal Grant A - Canada	1
CALB3: Cal. Grant B - Canada	261
CALC3: Cal. Grant C - Canada	1
DLSST3: DL Sub Stafford Loan- CAN	24
DLUST3: DL UnSub Stafford Loan - CAN	25
FWS3: Federal Work Study (FWS) - Can	16
PELL3: Federal Pell Grant - Canada	612
SEOG3: Federal SEOG Grant - Canada	204
SSCG3: Student Success Grant Canada	46
Total	1190

- Dr. Katie Mitchell conducted testing, and district-wide, 1,450 students need to update their educational plans to align with their program of study.
- If students receive the message before disbursement or prior to going to FA, FA will refer them to counseling to help fix the SEP. There will be an impact on both counseling and financial processes aid.

Lorraine: How will it work for students enrolled in a consortium if they take a course outside the district to complete the 12 units required? How will that be handled?

Breanna: There will be a manual method for calculating the consortium agreement.

Maria H: How quickly will it impact the student? For example, for students who do not pay their academic billing? How much time will they have between receiving the letter and needing to address their program of study?

Breanna: Ideally, we want to ensure all updates are completed before our first Fall 2026 disbursement on August 13, 2026. If changes are made after that date, the system will lock, preventing any updates to the program of study. If the issue isn't related to the program of study but involves updating courses—such as dropping one and adding another that fits into their program of study—these changes must be completed before census.

Lorraine: What about a late-starting class?

Breanna: Courses must be added before the census date. After that, they won't count.

Maria H: We are already planning activities so that when students ask questions, they understand. For example, what is a program of study, and how do you find it on WEBSMART.

Max: Dropping students if they are not going to receive their full financial aid. As a reminder, we have free college (SB893) available to students.

Breanna: As part of financial aid and counseling, we plan to develop a comprehensive plan to support students by reviewing courses and advising students appropriately. A district-wide counseling training is scheduled for 3/18/2026. FA offices are aware of the district messaging and plan to reach out to students who have courses outside their program of study and need to update them before 8/13/2026. Lizette, Wissem, Max, and I plan to create a CPOS SOP for all student services areas involved in the process to best support our students.

We are working to include asynchronous translation in the automated messages sent by the District. Welcome Center and Counseling will prioritize CPOS-impacted students for drop-ins. We plan to inform the campus community, partners, and various groups.

Lizette- We are now in SSPC, we are on the next PBC agenda PBC and the TRI program.

Max: I had the opportunity to talk to my counterparts, the Dean of Counseling at Ohlone College, and learned about the things they wish they had done differently. One suggestion was holding regular meetings with the counseling representative and financial aid to communicate better with students and determine how best to support them. I encourage all counselors to participate in the 3/185 training to attend the Districtwide counselor training. I have allowed them to reschedule student appointments to attend this training. Behind the scenes, we are working with FA and the District on how we communicate with impacted students in the most effective way. Sometimes students don't read important emails, but if they come with someone they trust, that will be more effective. We are also considering having a place where counselors can see the CPOS impacted students. For everyone in Student Services who are not counselors or part of FA, the biggest support is if a student comes to you and receives the CPOS email—acknowledge it and support the student in connecting with the Welcome Center to schedule a counseling appointment or contact a program's academic counselor. This initiative will roll out next month in April after registration. We have this time to reach out to impacted students, connect them with a counselor, update course information, or help them find a program of study that matches their current courses. Additionally, we offer courses that are not part of any major planning program. That's when we talk to students about changing their program of study or major. Our goal is to have early conversations so students can make decisions before the disbursement date. We ask everyone to validate and support the student through counseling.

Lizette: We will have groups of students who have been with us and say they did not receive this in the previous semester. We expect the most impact on special programs serving low-income students and first-generation students, who are typically eligible for CAL, EOPS, TRIO, Promise Programs, and Learning Communities that are not part of their main program of study, like UMOJA or PUENTE. We want to proactively collect data and send it to instructional and curriculum departments. How do we address this? For example, if there is a transfer-level course for a transfer major but it is not part of the core program of study.

Wissem: Don't assume students want to change their education plan just to get financial aid. Sometimes, a student needs a course for transfer or athletics. They need to understand they will only receive a portion of their financial aid. If a student is taking 15 units but only 12 units count toward their financial aid, they will get the CPOS letter.

Lorraine: Will students still receive the CPOS email if 12 is applicable and they're taking 15 units, but one course doesn't count toward their program of study? That could be confusing for students.

Wissem: The goal is for us to be proactive in preparing students.

Lorraine: We were trying to push for more than 5 program-of-study options.

Lizette: I would bring this point to the counseling training.

CPOS website: <https://smccd.edu/financialaid/cpos.php>

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: