

Student Services Planning Council



Minutes

Date: April 8, 2026
Time: 2:10 pm - 4:00 pm
Location: Building 9, Room 154
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 McMahon (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)

III. Adoption of the Agenda

Co-Chair Juan

1

Approval of agenda for April 8, 2026

Lorraine adopts the agenda for April 8, 2026

Sergio 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 March 25, 2026

Michiko adopts the minutes for March 25, 2026, pending IPC update

Siarra 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.

Priscilla, we had a Promise student who underwent ALC surgery and came to visit our office. The PSP staff was very helpful in supporting the student and was committed to checking on them, going above and beyond by getting them snacks and letting the student know to sit. The team took initiative, understood the circumstances, and was available to provide support, dropping what they were doing to help the student right away.

b. Department Reports**All**

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

Outreach: We successfully hosted the 14th Annual OYE Latinx Student Conference on March 28! Full of families, community, and exciting workshops. Will receive exact numbers on attendance by next week. We have a number of weekend events coming up in the community! Take a look at outreach website/calendar to join us! :) Monthly school visits scheduled along with Spring College Fairs.

EOPS/CARE/CalWorks/FYSI: We had drop-in counseling to assist student with summer priority registration yesterday and today. We will have drop-in counseling for fall priority registration on April 29 and 30. We are no longer accepting students for spring and will be opening the fall application soon. EOPS and PSP collaborating on CSUMB and Monterey Aquarium field trip on April 16. CRER 127 is having a field trip to the Stanford Hospital Redwood City campus to meet with health care professionals. CARE/CalWORKs Region 3 Student Conference will be at CSM this Sat, April 11. End of the Year Celebration will be Thurs, May 7.

Financial Aid: Financial Aid Office is holding Financial Aid Application Assistance workshops every Thursday from 1pm to 4pm where we will assist students completing a FAFSA, CA

Dream Act Application, and/or CCPG. Save the Date for our Student Recognition and Achievement Ceremony Friday, May 15th from 2pm to 4:30pm at the Theater/Grove.

Post-Secondary Success: April & May are AANHPI Heritage Month celebration : Check out our event here: <https://www.canva.com/design/DAHC16Wq2-8/OTsCYxtxL9KlzcRQ59Uicw/edit?ui=eyJJEjpp7IIAiOnsiQiI6ZmFsc2V9fX0>

Promise Scholars: Returned from CUNY ASAP Convening March 25 - 27
Upcoming PSP Field Trips: April 16th in collaboration with TRIO & EOPS
PSP begin acceptances starting April 15th - students will receive communication regarding acceptance, waitlist, or denied. End of the Year Graduation Celebration - Wed, May 6th 5:00 - 7:00pm

Student Life: ASCC is currently hosting its 2026/2027 elections. Alongside elections, ASCC is also preparing to host a "Sinners" movie screening. ICC is also preparing to host its Student Leadership Award on Thursday April 30th. The Student Life Office is also hosting weekly

UCOTLS Center: Transfer Celebration will be held May 12th-May 14th from 12-2:30pm at COLTS-U. Transfer students are invited to pick up their transfer pin, goodie bag, and opportunity to take a polaroid pic to celebrate our student's accomplishments as we wish them well!

Veterans Center: VROC and UCC will be collaborating to present on Deported Veterans on 4/14/26.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko 3
No updates to present as they did not meet.

b. Enrollment Services Committee Update (ESC) Wissem/Maria 3
Lizette and Wissem presented the SOP regarding FERPA to the VP Council. It was identified that there is a gap in FERPA training related to student data. There will be standard operating procedures training related to FERPA for counselors, faculty, student assistants, and anyone with access to student data. It is still in draft mode, but it will have to go through ESC and then the VP Council.

Maria: GWAMAIL is going away effective April 24, 2026. Marketing teams will transition student communication to the marketing cloud. Lizette, maybe we can have Megan give a presentation at the next SSPC to see what that looks like for us? GWAMAIL is used to blast student mail. Last weekend, the system was down due to BANNER and WebSmart updates. Now the single sign-on looks different. Effective April 1, 2026, WebSmart looks different. The dashboard is requiring everyone to go through the single sign-on. It's having students go through confirmation before they can see their portal. IT looks different for students and staff. Last year, when we went into SSL 8 registration forms, we had issues with them. IT committed to resolving them and adding the enhancements needed to be updated by the end of the summer.

c. Instructional Planning Council (IPC) Updates Jinmei 3

The IPC meeting was on March 20, 2026, and they held program review presentations for communication studies, economics, political science, psychology, sociology, ethnic studies, history, anthropology, and philosophy. In addition, IPC passed a proposal for a spring deferral

option for tenure-track faculty responsible for comprehensive program reviews, which are typically conducted in the fall. The next IPC meeting will be on April 17, 2026.

d. Planning and Budgeting Council

Olivia 3

No update as Olivia is out today.

e. Vice President of Student Services (VPSS) Updates

Lizette 3

We have been preparing for Commencement and planning all year. Commencement is on May 23, 2026. We are seeking a student speaker. Students need to submit an application by April 10, 2026.

The Student Leadership Award is submitted through the President's Office, and students can be nominated. If you work with a student who would be great for this category, use the link to nominate the link to submit a nominee: <https://canadacollege.edu/commencement/index.php>

We are still looking for folks to support Commencement 2026. If you are interested in supporting, please sign up using the link. For compensation questions, reach out to Wissem or me on the commencement committee.

Link: [https://www.signupgenius.com/go/10C0B4BABAC2CA6FAC16-62122424-caada#/#/](https://www.signupgenius.com/go/10C0B4BABAC2CA6FAC16-62122424-caada#/)

Flex Day next Thursday, April 16, 2026, will be used to collaborate with the PD Committee and Michiko to conduct a needs assessment for our campus on trauma-informed care through a culturally responsive lens. We sent an email last Thursday to SSPC and Student Services requesting a two-minute survey on the needs for the upcoming trainings. Please encourage folks to complete the survey.

For our next SSPC meeting on April 22, 2026, we will ask Sandy from the District Office to speak with the VAR regarding SSL campaigns and Formstack. We had a meeting last week with SSL during open hours, with Michiko and Karen, and came up with potential ways to use the SSL. They will walk us through the next meeting.

Ludmilla has been invited to discuss field trips and excursions. Ludmilla will give a 10-minute presentation and a 10-question Q&A.

Michiko: Cañada College has a posting about Cultural graduations. This is where students can RSVP for Lavender Graduation, which supports LGBTQ students and is due in two weeks. The request is to add it to the main graduation page so that most students can see it.

Lizette: Did the request come in?

Wissem: That request came in and will be discussed at our next commencement meeting.

Link: <https://canadacollege.edu/culturalcenter/eoycc.php>

I want to emphasize that we want students to RSVP so we can have a sash ready for them. Students can attend all the celebrations.

VII. Old Business

a.CPR- Critical questions proposal Wissem, Juan, Adolfo, Michiko, Sergio, Mary 15

At PBC, the Critical Questions were approved. You will see them in the next Program review cycle. The one area where PBC Critical Questions are not student service-specific is that they apply to everyone on campus, including instructional and non-instructional staff. PBC has some questions for the SSPC group.

We proposed the two questions below to PBC. This also needs to go to IPC.

Critical Questions SSPC Proposal

<p>Critical Question 1: How does this resource request support closing the equity gap?</p> <p>Proposed Critical Question 1: How does this resource request support closing the equity gaps as identified in the current SEAP plan?</p>	<p>Critical Question 2 : How does this resource request support Latinx and AANAPISI students?</p> <p>Proposed Critical Question 2 : How does this resource request support LatinX, AANHPI, and/or Black and African American students?</p>
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Long-term plan for Fall 2026. The program review program will establish a formal process and develop a permanent set of critical questions, which will be presented to PBC for final adoption.

The request I need at the moment is that PBC would like the questions modified and corrected. They suggested replacing question 1, “the equity gap,” with an equity plan. For question 2, they suggested adding Latine, AANHPI, Black, and African American students.

Interim Plan: PBC-PRG agreed on the below modified critical questions.

Critical Question 1: How does this resource request support closing an equity gap?

Critical Question 2 : How does this resource request support Latine, AANHPI, and/or Black and African American students?

ACTION ITEM: Asking SSPC to approve the proposed corrections to the critical questions.

Lizette: Do we have a motion to approve the SSPC proposed changes above?

Max- I approve SSPC's approval of the proposed changes or corrections to the critical questions.

Adolfo Leiva seconds the move

Approved unanimously by consensus of all those in attendance

I am representing the program review subcommittee to discuss program review cycles.

- If you are on a fall cycle and are behind, you can do an extension within the fall semester.
- 2nd option would be a deferral option that moves the program review for one year from fall to the next fall.
- 3rd option is a spring semester deferral option that defers to the next term in spring and presents in the Spring semester.
 - The department will remain in the same fall review cycle, simply present in the spring, utilizing all of your data as if you were presenting in the fall. If there is a question of a resource request, that will still be submitted in the fall. You would just present the comprehensive program review in Spring. This would be key for departments with tenured faculty members or a tenured-track faculty member who is on leave.

Max: You said the resource request would remain in the same cycle. I would encourage that, for folks submitting resource requests off-cycle, if the document is incomplete, they should not proceed with the request. We would be going off a timeline, making those decisions when we go through the process for a spring deferral. Procedurally, if a program wants to request a spring deferral, does it go to the Dean?

Devon: Yes, it would go to the Dean

Wissem: We have done this as a council switch for the following year. We have also done this when a program director is new to the program. The council here made those decisions. My concern is that this would make sense for instructional purposes; however, some programs can go off-cycle within the same year. It might be challenging for us to follow the same process. We would have to apply the same process just for that one program requesting the deferral. It makes sense for instructional, but I prefer that programs go through the process at the same time and with the council.

Max: I agree with you, Wissem. It makes more sense for instruction. If they offer the same instruction option in IPC, we should have the same option in SSPC. If we can have folks check in with their deans to consider this type of request. We can have those conversations if it's a few weeks, a semester, or a year. I like having the option in case it is necessary.

Michiko: For STAR, Mary has been working with a consultant to conduct assessments we can use for program review. If we wait a full year, which program would be moved up for that negotiation? The Office of Equity and Cultural Center could be moved up.

Adolfo: Using the model mentioned, I am not sure if it is fair to do a 2-year cycle instead of a 4-year cycle. If anything, you're adding another year to that program.

Lizette: I agree with Wissem that it makes sense for Instruction. I can bring this back as an SSPC agenda item. But for Student Services, we can access it on a case-by-case basis.

Devon: This scenario would involve counselors from EOPS and PUENTE in the same term. I would consult my dean about this.

Wissem: If we have the Dean's approval, I ask that, as a Council, we still approve.

Lizette: Do we have the motion to approve the Comprehensive Program Review options as outlined by Devon?

ACTION ITEM: Juan approves the motion to approve the Comprehensive Program Review as outlined by Devon.

Seconds the move Wissem

Approved unanimously by consensus of all those in attendance

Wissem: We can add this to the program review SOP.

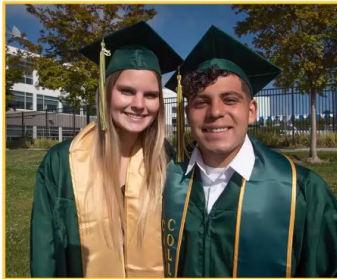
Adolfo: I am reviewing the Comprehensive Program Review, which includes 9 programs.

Lizette: Let's discuss that at our next SSPC meeting.

VIII. Special Presentations

a.EMP 3.11 Create and expand career exploration experiences update Max & EMP Task Members 30

We have hosted planning meetings with external and internal stakeholders.



- 9/16 Internal Stakeholders Fall Meeting
- 10/7 Internal and External Stakeholders Fall Meeting
- 10/20 Follow up meeting with JobTrain CEO Barric Hathaway
- 11/11 Follow up meeting with Christopher Bernhard NOVAWorks
- 11/20 Follow up meeting of Internal Stakeholders
- 12/3 Update Presented to PBC
- 3/12 Internal Stakeholders Spring Meeting
- 4/8 Internal and External Stakeholders Spring Meeting
- 4/8 Update Presented to SSPC

In addition to these meetings, there have been some positive outcomes connected to this work, such as the Career café.:

Overview & Purpose

Career Café is a monthly, community-building career event designed to bring students, faculty, staff, and professionals together over culturally welcoming refreshments.

This space encourages informal career conversations, networking, and student engagement.

Goals of Career Café

1. Create a culturally welcoming and inclusive space where students can explore career pathways.
2. Strengthen relationships between students, faculty, staff, and external partners (industry professionals, community organizations, alumni).
3. Encourage organic low-stakes career conversations and networking.
4. Promote visibility of Interest Areas, peer mentors, career courses, and the Career Center resources.

As a result, more than 50 students attended the career café. The team has been intentional about advertising and messaging to students. Jose Manzo and Diego looked at which time has the most classes and students on campus. They found that 11 am - 1 pm is the time on the last Tuesday of the month. On other Tuesdays, they offer services to connect students with the Career Center. On other days, they offer drop-in career support. All retention specialists in the interest areas are available to connect students to the Career Center. There was also a Career Fair, and many students from the community attended. There were many employers. There are also monthly workshops that are managed as drop-ins; they average about 10 students.

Also, there was a conversation about adding all on-campus jobs to a centralized system, and partners use College Central to post their job positions. There would be more interest from our campus community if we used College Central, especially if students used it. At the same time, the district is working to create a centralized district-wide job board. We have students taking courses at all 3 campuses, and it would be hard for them to look for jobs across 3 different portals. It would be nice to have them on a single job board rather than separate ones. The district is working with our Career Center to discuss which tools are being used and to centralize them seamlessly.

This morning, we met with our external partners. Jobtrain shared that at our community college, we focus on programs, course enrollment, and using education to open doors to work. Jobtrain is about getting the right skills now to help you get employed. There are opportunities to connect with other partners to explore job opportunities and see how they align with your career goals. Jobtrain is coming to our May counseling meeting to discuss their services and provide an opportunity to learn more.

As a second outcome of EMP initiatives, we have a task force reviewing this plan to ensure we are moving forward and discarding what needs to be removed. Stop by on Tuesdays from 11 am to 1 pm to see what is happening in the Career Center.

Link to presentation: <https://acrobat.adobe.com/id/urn:aaid:sc:US:6cb48fe7-1f6a-460f-9424-145aef91958f>

b.Academic standing updates

Juan

20

TAKEAWAYS

- **Low GPA Is the Primary Driver of Academic Difficulty**
 - about 80% or more of students are flagged due to Low GPA alone
- **Early Intervention at Academic Notice 1 Is the Greatest Opportunity**
 - missed or insufficient support at AN1 leads directly to later escalation
- **Students in Academic Difficulty Are Financially Vulnerable**
 - 245 of 364 students ($\approx 73\%$) are FAFSA recipients, and 134 are Promise Scholars
- **Academic Difficulty Is Concentrated in Specific Pathways**
 - need for targeted, program-specific interventions
- **Support Programs Are Under-Utilized Relative to Need**
 - opportunity to better align Student Services outreach and equity programs with academic notice data

- We meet weekly regarding academic standing with Alicia and Alberto from the other campuses.
- We changed the name from academic probation to academic notice. Title 5 reframes academic standing as a support-triggering system instead of a punishment system.
- The state is looking into early identification, mandatory counseling, GPA-focused intervention, and financial aid eligibility.
- On Title 5, you will find the following changes: Academic Notice instead of academic probation, progress notice instead of progress probation, academic or progress paused instead of subject to dismissal.
- 364 students are in these cases; we see a large number of FAFSA recipients.

- Low GPA category or academic progress, or both situations. Many students fall into academic 1 or academic 2.
- Students sometimes stop enrolling because they possibly do not do well. But if you look from academic 2 to dismissal, the numbers are the same.
- Latinx students 71% represent the academic notice and dismissal cases.
- Females at 198 are placed more on academic notice than males at 155
- Low GPA is a primary indicator of academic notice
- Early intervention at academic 1 is a good opportunity to connect with our students

Link to presentation: <https://acrobat.adobe.com/id/urn:aaid:sc:us:1cf12d08-2309-41e4-99d8-593263ace385>

IX. New Business

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: