

# Student Services Planning Council



## Minutes

Date: February 25, 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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<b>I. Call to Order</b>	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!](#)

<b>II. Roll Call</b>	Co-Chair Juan
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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)
- Mayra Arellano (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

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Approval of agenda for February 25, 2026

Maria Huning adopts the agenda for February 25, 2026.

Devon Scott 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 11, 2026

Kathy Kohut adopts the agenda for February 11, 2026.

Michiko Kealoha seconds the move

Approved unanimously by consensus of all those in attendance

### V. Reports

#### a. “Why” We Do What We Do – 2.0

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*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.*

We did not have a “why” we do what we do for this meeting.

#### b. Department Reports

All

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

Outreach: Continuous campus visits, tours, and presentations scheduled. We visited Red Morton Community Center to present programs and resources to families.

We will be tabling this Saturday, February 28th at RWC Lunar New Year Celebration from 11am-4pm. Stop by our table and say hi! We have our International Student Center and STAR Program joining us for tabling! Preparing to help Middle College with a SuperReg for their incoming students to help register.

Office of Equity: We will get a PSC after 4 months without, hurray! We have been programming up a storm and have an event per week. Presentations at ACCCA this past week.

EOPS/CARE/CalWorks/FYSI: EOPS is still accepting application for this semester - through March 31. Our field trips for this semester: Stanford Hospital (RWC), Friday, March 20, 2026; and CSUMB and MB Aquarium, Thursday, April 16, 2026. NextUp/Project Change activities: during Tap In Tuesdays Fair Chance for a Fresh Start and UCB Rep; Field Trips: CSUEB March 12, 2026 and SJSU April 10, 2026. Sequoia Satellite School/Menlo Atherton will be visiting Canada, March 24, 2026. Save the date! Our End of the Year Celebration will be Thursday, May 7, 2026.

Financial Aid: 26-27 SMCCCD Scholarship Applications are now closed. We had 477 scholarship applications submitted which was the highest number of submitted applications we've had to date. FAFSA and CADAA priority deadline is approaching on March 2nd. We have

an all day workshop on 2/26 from 9am to 4pm to assist students with completing their applications.

International: Last week the International Center, in partnership with the Chinese Club, ASCC, Cultural Center and STAR, held a lively Lunar New Year event in the Grove to welcome in the Year of the Fire Horse. We were pleased that over 150 people attended. Thank you to everyone who helped, as well as those who attended. Our next campus event coming up will be Eid-al-Fitr, celebrating the end of the month of Ramadan. Tuesday, March 24, 12-1:30 PM at the Building 23 Rooftop.

Promise Scholars Program: Officially welcoming the interim staff team to support folks as they're on leave:

- Priscilla Menjivar, Acting Director of High School Transition & Dual Enrollment
- Kim Lantz, Interim Program Services Coordinator
- Maribel Zarate, Interim Retention Specialist

Current cohort: Spring 2026 - 527 full-time / 81 part-time

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)

TRIO: TRIO SSS just completed a workshop on Time Management on 2/18/26. All TRIO workshops are hybrid and we upload them to Canvas in order to allow our students with schedule challenges to participate. It's always busy in our TRIO spaces on Tuesdays as we have Tea Time with TRIO every other Tuesday and Tap-In Tuesdays with Project Change/FYSI/Next Up as well. Additionally, we have a Project Change "Fair Chance for a Fresh Start" workshop on career development and opportunities for our students.

Transfer Center: Currently I am organizing a trip to California State University East Bay for March 12th. We are excited to take a group of students to CSUEB to explore the campus. Also, university partners are reaching out to schedule tabling visits. More to come as we finalize dates and times to be shared in our newsletter and transfer website.

Veterans: Weekly ruck walks every Tuesday from 1230-1 pm, RAIN OR SHINE!

**Breanna Castro:** This year, the Financial Aid Office had 477 Scholarship applications submitted, surpassing last year's application number. The scholarship application deadline was changed this year. These efforts would not have been possible without the support and collaboration of faculty in encouraging students to apply.

## VI. District & College Highlights

### a. Equity and Anti-Racist Planning Council (EAPC)

Michiko

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EPAC met on February 10, 2026, discussed entitlement with Dr. Meyers, and explored how we can find a colleague and make plans in advance to signal to or call each other when facing difficulties in a meeting. Max Hartman presented reports on one of the SEPs to centralize work on campus, which will give all students access to on-campus jobs and increase our job advertisements in the database. Karen Engel provided us with an update on culturally relevant pedagogy. We received some numbers from Flex participation—75 unique faculty members

regularly attending Flex, which is about one-third of Cañada College. lastly, if you're interested in the campus college results, they show people feeling there is favoritism or an inability to promote. As EPAC, they started conversations on how to address this issue.

**b. Enrollment Services Committee Update (ESC)** Wissem/Maria 3

ESC no updates as they are scheduled to meet on March 2, 2026.

**c. Instructional Planning Council (IPC) Updates** Jinmei 3

Mayra and Priscilla gave a presentation on Promise enrollment, connected to strategic enrollment plan 2, which involves creating a student plan. There was also a plan for faculty professional development. Instructional program review presentations are scheduled for March 20, 2026.

**d. Planning and Budgeting Council** Olivia 3

Demon Grewal shared that there will be a transition in our phone system and IT system; they are moving to a modern cloud system as an upgrade from what we currently have, starting in the summer and completed by the fall semester. Chris Smith provided us with an update on the ADA Title, accessibility, and capability maturity model updates. For background, we need to be in compliance with our website, and they will start implementing ways to meet that criterion. PRIE presented on who the less-than-part-time students are; if you need more information, feel free to consult with Olivia.

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

I want to start by celebrating our three Tenure Faculty members: Cassie Alexander, JinMei Lun, and Danny Lynch, who will receive tenure pending board approval today, February 25, 2026. This is a very rigorous process, and I want to honor them all. There are some transitions happening on campus; two areas are undergoing changes. The Promise Scholars Program, with Priscilla, will be board-approved today. Kim Lantz is filling the role of Program Services Coordinator. We conducted a search for a Retention Specialist, but it was unsuccessful, so the current Retention Specialist in Dual Enrollment will be providing 10 hours of support. The UCOLTS, Transfer Center, and STAR Program, as noted in the board report, show that Alyssa Luchinni accepted the PSC position in the Cultural Center. Max from UCOLTS Transfer Center updated us that the two full-time counselors will be posting soon.

For Flex on April 16, 2016, a group including Michiko, Aniqua, Wissem, and myself met with Hanna Center to discuss de-escalation and conflict response training with a trauma-informed approach. We are finalizing the contract. They will offer a keynote speaker in the morning, focusing on faculty, and in the afternoon, they will provide a session on student services. If we find their offerings valuable, we can invite them back for additional trainings. Wissem has already arranged for them to provide a training to the Student Services group. I also shared information about a free virtual professional development opportunity for all Student Services staff offered by the Chancellor's Office called Beyond the Breaking Point.

Next SSPC, we will meet in this same room. The first half of the meeting will be dedicated to viewing the Accreditation Town Hall, which can be watched either from your office or together in this space. I have also been discussing access to Formstack due to VAR, and we are progressing with that; updates will be provided as they come.

Hanna Center: <https://hannacenter.org/services/training/hanna-trainings/>

## VII. Old Business

a. Program Review Questions Final Version Wissem, Sergio, Adolfo, Max, Mary, Juan, Mayra 30

SSPC had a work group containing Adolfo, Max, Mary Ho, Mayra, Juan Sergio and myself. Wissem worked on the questions last year. Thank you for all the work to these folks. Next year if you would like to be the SSPC Program Review presenter, let me know and I can let you know the responsibilities of this role.

Adolfo: Our purpose is to ground the work in evidence-based responses, a Transformative and Anti-Racist Leadership lens, streamline and make processes more efficient, and improve clarity and utility.

Wissem: In December 2025, we visited SSPC to discuss questions, areas, and to gather feedback in person. The result is that we finalized 23 program review questions that thoroughly evaluate program effectiveness, outcomes, equity, and resource needs throughout the entire review cycle. We heard from you all that sometimes the annual updates feel like a comprehensive program review. It is not a comprehensive program review; the annual review has 7 questions selected from the comprehensive program review. We use the same questions, but we choose from the group to get to the point. We also updated the critical questions for resource requests. Resource request items must be aligned with the student equity achievement plan to explain how this resource request will help you achieve this.

Max: The questions and process have changed each year. The challenge is that during program reviews, there's no way to make consistent comparisons. With these updates to the program review process, we are asking SSPC to commit to keeping these questions for two cycles, or six years, allowing the program to review the questions twice and observe changes, development, and improvements over time. If there are legal mandates or accreditation requirements, we would only make changes to address those. In December, during small group meetings for the transfer plan, every program is asked to include a question about how students are being supported in their transfer process. We added a specific question encouraging programs to reflect on how they support transfer students. It may or may not apply to the programs you're working with, depending on your work, but for those programs where it does, the goal is for you to intentionally consider how you support and contribute to the transfer experience of our students.

**Action Item:** If you support the implementation of the questions based on what we shared now and back in December, please take action to implement the questions with the intention of keeping them for 6 years unless a change is required by accreditation.

Adolfo: I move to accept the updates, which include the commitment to a two-year full cycle and the addition of the transfer question to the current comprehensive program review. I also move to adopt the full changes.

If you need more time to review the questions, we can vote at the next SSPC meeting.

Lizette: Let's take the time to review the questions again.

Maria Huning: I am less inclined to approve something that isn't already written.

Wissem: Please see the updated version: [Comprehensive Program Review Questions](#)

Lizette: Does it move your timeline if we approve on March 11, 2026?

Wissem: It will be very close to the deadline.

Lizette: We did have a group of experts together to look at the questions. That would address all concerns, and I reviewed them again, based on what I reviewed in December. I would be confident in voting because we had a working group.

Wissem: We have 22 questions compared to 23. There are 7 questions for the annual update, which come from the program review questions. This is based on feedback from people who said that when they were doing an annual update, they felt like they were doing a program review.

Adolfo: There's an update on the word limit section. We've suggested a word limit, but you can always expand it.

Maria: I looked at the document and can see that it is different from what was shared and updated on the website.

Wissem: The shared document has this version, without the extra questions and the annual update questions. Those are taken from CPR.

Updated Comprehensive Program Review Questions:

**ACTION ITEM:** I move to approve the Student Services Planning Council review of updates to the Program Review with TAL framework, as posted on the screen, which includes a 2-year cycle with the addition of the transfer question.

**Maria seconds the motion**

Approved unanimously by consensus of all those in attendance

**This action item has passed.**

Wissem: The next step is for Wissem to take it to the program review group, part of PBC.

**VIII. Special Presentations**

a. Ice Breaker- Middle school/ High school picture	All	30
b. SEAP	Michiko	20

SSPC participated in a Kahoot game to test knowledge on SEAP.

SEAP presentation: <https://docs.google.com/presentation/d/1eHuvFgN0mQ4dlbBQ02VrnDpeWQyjqfvBXS0L5D4CzU/edit?usp=sharing>



Scan this QR Code for the SEAP website and full plan with descriptions.

<p><b>Metric 1: Enrollment</b></p> <p>Disproportionately impacted students: first gen, Back/African American, LGBTQIA2SP+ (State data: Asian, White, <del>male</del> male no longer in state data)</p> <p><b>Action 1:</b> Anti-racist marketing campaign  <b>Action 2:</b> Implementing listening session feedback  <b>Action 3:</b> Inviting feeder schools to Black excellence event  <b>Action 4:</b> LGBTQIA2SP+ specific marketing materials</p>	<p><b>Metric 2: Math &amp; Engl.</b></p> <p>Disproportionately impacted students: first gen, female, AANHPI female, LGBTQIA2SP+, Latinx</p> <p><b>Action 1:</b> New focus on 2nd attempts of courses  <b>Action 2:</b> New classroom intervention  <b>Action 3:</b> Strengthening embedded tutor support  <b>Action 4:</b> Data-informed curriculum development</p>
<p><b>Metric 3: Persistence</b></p> <p>Disproportionately impacted students: male, (State data: Asian male, female, Filipino, White)</p> <p><b>Action 1:</b> Assess and strengthen Early Alert System  <b>Action 2:</b> Centralize + update student work opportunities  <b>Action 3:</b> Male career interest focus groups/assessment  <b>Action 4:</b> Supporting B.A.M. efforts</p>	<p><b>Metric 4: Completion</b></p> <p>Disproportionately impacted students: LatinX</p> <p><b>Action 1:</b> Assess /adjust nights, online, weekends prog.  <b>Action 2:</b> Find new alternatives for transportation  <b>Action 3:</b> Increase use of culturally relevant curriculum  <b>Action 4:</b> Increase support for technology needs</p>
<p><b>Metric 5: Transfer</b></p> <p>Disproportionately impacted students: first-gen, LatinX, low income/low income female</p> <p><b>Action 1:</b> Transfer team collaboration with success teams  <b>Action 2:</b> Transfer team collaboration with faculty  <b>Action 3:</b> Streamline data collection</p>	<p><b>Metric 6: Student Ed. Plan</b></p> <p>Disproportionately impacted students: LatinX, LGBTQIA2SP+, male</p> <p><b>Action 1:</b> New comprehensive SEP campaign  <b>Action 2:</b> Utilize orientation for SEP reminder  <b>Action 3:</b> Aligned Comprehensive SEP messaging</p>

If you're unsure about your role in the above metrics or which metric to focus on next year, please consult with Michiko.

Lizette: What I have asked Max to look at as his area is who can take the lead in the assigned metrics.

**IX. New Business**

**X. Discussion**

**XI. Open Forum and Feedback**

Maria, our college is hosting OYE 2026. Olivia and her team have been promoting the event on campus, but there was an issue with the QR code. I have printed flyers for OYE 2026, which is scheduled for Saturday, March 28, 2026. We are seeking volunteers, and everyone in our community is welcome. We've partnered with the Sheriff's Activities League, a major presence on campus, which is holding workshops on therapy dogs, financial security, scholarships, and work experience. We're asking for support. Dr. Perez will be the plenary speaker, and we're

trying to get him to dance too. Everyone is welcome, especially youth aged 12-24. This is a free event.

Link to register: <https://www.eventbrite.com/e/oye-2026-tickets-1982718687969>

## **XII. Adjournment**

**For Next Meeting:**

**Future Item:**