

Student Services Planning Council



Agenda

Date: December 10, 2025
 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
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)
○ 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)
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III. Adoption of the Agenda	Co-Chair Juan	1
Adoption of agenda for December 10, 2025		

Maria Huning adopts the agenda for October 22, 2025
 Mary Ho seconds the move
 Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes	Co-Chair Juan	1
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No approval of minutes for November 26, 2025, as this meeting was used for program review.

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.

Student (Name): *I have been attending counseling appointments to determine my SEP and to plan for transfer next year. I have had a positive and supportive experience with folks to rely on. I want to give a shoutout to Jessica Boyle. I am looking to transfer to UC Berkeley.*

b. Department Reports All

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

Admissions & Records:-Admissions Office will close at 4:30pm on December 23 through January 1st. Will reopen on January 2nd. FALL 2025 final grades are due on December 22 from faculty, and will be available to students on December 23. Extended Office hours: January 5th through Janunuary 26: Monday through Thursday 8:00Am to 7:00PM & Fridays 8:00 to 3:00PM (Jan 9/Jan 16/Jan 23)

Outreach: Cañada College Connect has 3 confirmed locations for office hours in the community, including Fair Oaks Community Center every first Tuesday of each month 2pm-7pm; PAL every second Tuesday of the month 2pm-6pm; AND Menlo Park location 1st Wednesday of each month 2pm-6pm. Last week, Cañada College hosted two Super Registration Events on Dec. 2 & Dec. 4 from 2 pm - 8 pm each day. Over 205 students were served across both events! Super Registration Events are special in that attendees are able to do all their enrollment steps (such as submit a college application, do orientation & placement testing, meet with a counselor, register for Spring 2026 classes, apply for financial aid, get a student ID & more) in one day! Thank you to the Outreach Team, the Planning Committee, and everyone who helped support the event. It truly takes a village!

EOPS/CARE/CalWorks/FYSI:We had our Hugs for Mugs event last week. A time for our students to destress with food, games, and prizes before finals. Yesterday we had out Team Retreat. We are currently accepting applications for the spring semester.

Financial Aid: Restarting in January, we will be hosting weekly scholarship application assistance workshops every Wednesday in the Financial Aid Lab (9-110). In January, we will also be adding zoom drop-in hours for scholarships every Monday. Reminder that Scholarship application deadline is now February 2, 2026. We are in need of Scholarship reviewers; if you are interested in being a scholarship application reviewer, please reach out to Breanna Castro and/or Christopher Wardell.

International Department: The International Student Center hosted a successful campus wide event in November to celebrate International Education Week, in partnership with ASCC and the Fashion Department. Thank you to all staff, faculty, and students who participated and/or helped! IT was a fun and special event. We also held a pre-finals, de-stress activity in our center on December 2nd, "Cookies and Cocoa". Now we are preparing to welcome our new international students for Spring 2026, and will have a new student orientation on January 6-7.

Student Life & Leadership Development: Student Life and ASCC just went on their ASCC Winter Retreat. ASCC also held an "End of the Year Celebration" for campus students.

TRIO programs: The final Teatime with TRIO for the semester was held on 12/2/25. We have been supporting students as they complete finals and have a very busy Social Justice Lounge during the finals season. Project Change had its final Tap-In Tuesday on 12/2/25. Unfortunately, we had to cancel our Holiday Gathering on 12/10/25. Students are finishing up and completing their sign-ups for next semester. We all are looking forward to the holiday break.

U COLTS Center: Dec. 1st was the deadline for majority of UC and CSU transfer applications. COLTS-U held drop-in hours leading up to the deadline. In Jan., we will hold drop-in support for UC/CSU update application support. Transfer counseling support will also be offered for drop-in support in Jan.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko 3
No report as Michiko is out.

b. Enrollment Services Committee Update (ESC) Wissem/Maria 3
Maria Lara: If you see frustrated students with SSL registration forms, one of the forms that is the process of being enhanced, in particular, the late add form, had some glitches. We are currently working on fixing this issue. There are also efforts to merge the residency form on SSL. The goal is to fix all registration forms. The graduation application deadline has been extended to December 15, 2025, for Fall 2025. There was communication to all students at 75% completion and at a higher threshold, including a reminder that if they have not met with a counselor, please do so, check their Degree Works, and submit their petition. There was a discussion on AB2315(Affirmed name) -gender identification, VPSS Alex Guriba is supporting with making changes on the website. This will be brought forward to the VP Council and to Aaron for the Chancellor's Council. Everyone will receive notification reminders to participate in a training on texting students. If you don't participate in the training, it will be removed, and you won't have access. Please keep an eye out for the Spring 2026 semester. If you want to access text students, you will need to complete the training. Grades are due from faculty on December 22, 2025, and available to students on December 23, 2025.

c. Instructional Planning Council (IPC) Updates Jinmei Lun 3
No updates

d. Planning and Budgeting Council Olivia 3
EMP 3.11 Career and Expand Career Exploration experiences for students, Dean Hartman shared that they met with the team assigned to Jobtrain CEO, Novaworks, and internal and external stakeholders. They shared some plans, such as Career Café, by interest areas, these events would tie and bring life to the Career Center. This would be set up on a monthly basis, hosting a career event designed to bring students, faculty, and staff over for culturally welcoming refreshments, such as, but not limited to, pan dulce and tea.

Ludmilla and Adolf were tasked with achieving EMP Goal 4.1: improving access to campus via public transit. They have worked with different programs, Shadow, Lyft, but were paid with HERF funds, which are no longer available. They were able to create a new transportation website on our college page, where all the information can be found:

Transportation website: <https://canadacollege.edu/transportation/index.php>.

Maria Huning - We are finishing the holiday basket drawing next week, currently at the bookstore, and all proceeds go to our Classified Senate student scholarship. We provide two scholarships a year, depending on how much money is raised.

President Lopez- Thank you, Professor Shankar, for your time served on PBC. Also invited everyone to the luncheon on Monday. The CDC contract will go to the board for approval at the meeting scheduled for this Wednesday, and they will pass the gavel to new members; all are welcome to attend.

e. Vice President of Student Services (VPSS) Updates	Lizette	3
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Lizette is out on vacation.

Juan: We will send out an Excel email listing topics to cover for next semester. If you want to bring something to SSPC or questions to review during this meeting, you can add them to the table that will be sent out to plan the agendas. VPSS has one last VPSS Pop-in on December 17, 2025, from 12:00 pm to 2:00 pm If you want to participate, bring your baked cookies.

VII. Old Business

a. Program Review Presentation Schedule	Juan	15
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Juan: Thank you for working on peer review groups. We have the beginning of the Spring 2025 program review presentations on February 11, 2026. Each presenter will have 10 minutes to present. The presentation should provide a brief overview and a summary of your program.

There is a sign-up to present: [Program Review Presentation](#)

b. Program Review SOP	Wissem	30
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This SOP provides guidance on what to include in your presentation. We brought this to the last SSPC meetings. The green highlight shows what has been added based on SSPC feedback. The purpose of SOP is to ensure that, regardless of personnel transitions, SSPC has a document to follow during the program review. SSPC co-chairs lead the process: VPSS Lizette Bricker and SSPC co-chair Juan Vera. If anyone is interested in serving as an SSPC Co-Chair, please reach out to Lizette. SSPC assigns a representative to serve for up to 2 years in the SSPC Program Review led by Karen Engel. Wissem is part of the group and will continue for this year. In the next fall cycle, we would like to bring someone new with a perspective and ideas. The goal is to have an SOP and a feedback form to streamline the process. We have a set of new questions that will be discussed later. The responsible staff will have an assigned SSPC person to represent the program review. If you are interested in trying the new cycle, which will start in the fall semester, let Lizette and the SSPC Co-chair know. The annual peer review is conducted during the first SSPC meeting in December each year. The first SSPC meeting in Spring 2026 is reserved for program review presentations. This should be a 10-minute presentation, followed by 5 minutes for questions. Include a succinct overview of the comprehensive program plan, and share a plan to address identified opportunities for improvement. We will not have a template to allow folks to provide the goal of the presentation; instead, we will use feedback. Provide a comprehensive program overview and a plan to address the identified opportunities for improvement. The presentations will be public documents posted on the SSPC website,

including your feedback form. (**Refer to attachment- SOP for more details regarding the program review process.**)

Adolfo: We made changes to the comprehensive program review, but have not added to the annual report.

Wissem: The questions will change this year. The questions we will address in the next agenda item will be about the annual review, but only specific ones.

Wissem: If we are ready, can we accept this document, adopt it, and vote on the presented SOP?

Adolfo makes a motion to adopt SOP for SSPC Program review process

Maria Lara seconds the motion

Approved unanimously by consensus of all those in attendance

Item has been approved.

c. 2026 Program Review Questions Wissem, Max, Juan, Adolfo, Sergio, Mary, Mayra 60

Based on SSPC feedback, this presentation will cover work and efforts related to comprehensive program review questions for next year. We revised the questions based on feedback to ensure responses are evidence-based, providing both qualitative and quantitative data to improve accountability and accuracy in program evaluation. The transformational anti-racist leadership questions promote equity, transparency, and systematic change. To streamline the process, we aim to remove repetition, make it faster and more user-friendly, improve clarity and utility, address logical questions, enhance flow, and support resource planning and equity goals. A link to the questions will be provided so you can add comments and see our intentions for each one. After receiving comments, we will incorporate them. The team that worked on SSPC questions—Adolfo Max, Mary Ho, Mayra, Juan Sergio, and Wissem—met to develop the 2026 program review questions.

(Refer to attached 2026 Program Review Questions Presentation)

[Provide feedback using this link](#)

Action item: Provide your feedback on each question. If you are okay with the questions, also let us know. At the second SSPC meeting, we hope to finalize the questions. To use these questions for Fall 2026, we need to submit them before the spring break.

Use the document and enter comments on the side. Then the group will try to incorporate as much as possible.

Maria: I want the annual review to serve as a tool for guiding future comprehensive reviews. You only need to submit an annual program review if you're requesting resources. Each year, our program gathers data for the SAOs.

Lorraine: Is there a way to simply move the program review? I understand there are metrics we need to meet for accreditation, but for the annual review, I think it's more of an internal process. How can we shorten it?

Wissem: Once the program review questions are finalized, the next step is to select some of those questions for the annual update. We will return to SSPC and choose the questions.

Adolfo: How can we use the data to track over time?

VIII. Special Presentations

IX. New Business

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: