

Student Services Planning Council



Minutes

Date: January 22, 2025
 Time: 2:00 pm - 4:00 pm
 Location: Building 13, Room 233
 Zoom: <https://smccd.zoom.us/j/85493321520>

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

Time Keeper – Mary Ho

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 Vera	1
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Quorum=14

- ✓ Adolfo Leiva (SparkPoint)
- Autumn McMahon (Classified Representative)
- ✓ Bob Haick (Career Center)
- ✓ Danielle Pelletier (Faculty)
- VACANT (Financial Aid)
- ✓ Gonzalo Arrizon (COLTS-U Transfer Center)
- ✓ Jasmin Padilla Valencia (Undocumented Community Center)
- Jinmei Lun (Faculty)
- ✓ John Fraire (VPSS)
- ✓ Juan Vera (Veteran Resource & Opportunity Center)
- ✓ Kathy Kohut (International Student)
- Keith Wan (Welcome Center)
- ✓ Krystal Martinez (Classified Representative)
- ✓ Lorraine Barrales-Ramirez (EOPS, CARE, CalWORKs, FYSI)
- ✓ Max Hartman (Counseling Dean)
- ✓ Mary Ho (Interim Post-Secondary Success)
- ✓ Maria Huning (TRIO)
- ✓ Maria Lara (Admission & Records)
- ✓ Mayra Arellano (Promise Scholars)
- ✓ Michiko Kealoha (Cultural Center Representative)
- ✓ Olivia Cortez-Figueroa (College Recruiter)
- Ruth Jimenez (Disability Resource Center & Personal Counseling Center)
- ✓ Sergio Suarez (Student Life & Leadership)
- Vijeet Upadhyay (Student Representative)
- ✓ Wissem Bennani (Enrollment Services Dean)
- Vacant (Student Representative)

✓ Present ○ Absent

Advisory

- ✓ Karen Engel (Dean of PRIE)
- Ron Andrade (Library and Learning Center)
- Vacant (IPC Representative)
- Vacant (Puente Representative)

III. Adoption of the Agenda Co-Chair Juan Vera 1

Adoption of agenda for January 22, 2025

Kathy Kohut moves to adopt the agenda for January 22, 2025
Max Hartman seconds the move
Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes Co-Chair Juan Vera 1

No approval of minutes January 22, 2025

Notes from previous minutes cannot be found. Administrative error.

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.

*Max Hartman: Max’s cousin, Selena, is a filmmaker who created a documentary about her family’s genealogy. Titled *Active Reparations*, the film will be showcased in February. In collaboration with UMOJA, efforts to introduce the film to campus as part of History Month programming. The documentary also has a personal connection to higher education, as Selena is the first in her family to attend college, having studied at UC Santa Cruz. The screening is planned for a Tuesday or Thursday in February.*

b. Department Reports All

Thank you all for sharing your department reports in the chat.

Intl Center (Kathy Kohut): We are happy to start the Spring Semester with 30 new international students, from more than 15 different countries. Thank you to all of you who warmly welcomed these students to your office and departments during our student orientation on January 6 and 7. This new group of students is super excited and motivated to get involved! Today we had a new student "meet and greet", where current students could meet new students and hear from several programs and groups on campus. It was a great turnout and lively event with at least 40-50 students coming by.

Office of Equity Updates (Michiko Kealoha): Working on recommended training for the campus with mental health as well as recommended training with Public Safety officers. Working with campus on progress of Student Equity and Achievement Plan. LGBTQ+ Brave Space Calendar of trainings and events out on the college calendar and socials, check them out for conference, we are hosting the CACCHE conference at the end of the month with Chair of Ethnic Studies at City. Cultural Center has lots of upcoming events, check out the college calendar and what's happening!

Outreach Updates (Olivia Figueroa): Welcome Week the first week of classes went great. We & others tabled thank you to everyone who joined! *SP25 semester is off and running - we have an upcoming Listening Session in Belle Haven Community in early Feb. Outreach will also be hosting pre-scheduled application workshops & tabling at local high schools/partner locations as well as attending many community college events.

Post-Secondary Success (Mary Ho): Pilot launch of STAR Learning Community this semester. STAR Learning Community spring enrollment: HIST 245 - 11 students & English 100 - 6 students - 13 unique headcounts. STAR Transfer Pathway to enrollment - 47 students Lunar New Year celebration on Jan 29th in Colts-U Transfer Center hosted by STAR program at 12:30 pm. NDNU graduated their first cohort of 4 Business Administration students in fall 2024. Total enrolled students as of end of Fall 2024 enrollment in both Psychology and Business Administration: 33

Promise Scholars Program (Mayra Arellano): The Promise Scholars Program hosted a Spring Kick Off Event on Wednesday, January 29th to welcome our new and returning students. Our Application for the Fall 2025 application opens up February 1st.

Student Life Office Updates: Student Life and ASCC collaborated with multiple offices to produce this semester's "Welcome Week." Our booth alone drew over 475 students; and the Student Life Office printed over 150 Body Cards. Student Senate had its first meeting on Thursday January 16th - and is hosting an "Unconscious Bias" training on Thursday January 23rd. ASCC also held its Winter Retreat, where student senators went ziplining in Sonoma. Club Rush will be on Wednesday February 5th.

SparkPoint Updates: Applications for our Campus Dining Cards has gone out. These are \$100 monthly gift cards are designed to support our food insecure students. We are also launching our Way 2 Go Clipper Cards. These are unlimited SamTrans bus passes for students that are valid thru July 2025. The Rapid Response Hotel Stay Program also resumes effective the first day of the Spring term. SparPoint applied for a \$25K Perkins and Strong Workforce Program Grant to support with CalFresh enrollments. This would provide paid internships for Social Worker students at Cañada to meet with CalFresh applicants. The Financial Literacy offices for SPCC have moved from Building 9 to Building 18. The Market will remain in Building 5. With the move, we have begun the process of rebranding our flyers, signage and wayfinding.

TRIO SSS (Maria Hunning): We had a great time tableing at welcome Week and got a lot of student interest. Additionally, we had a (Re)Connect meeting today and will have another tomorrow to welcome new and returning students to our TRIO community. Teatime with TRIO is next week at 1pm, please join us!

Project Change updates: Our new Peer Mentor (Alex) started this semester and tabled with our team at Welcome Week! We led a Project Change Welcome Back event yesterday afternoon in the Cultural Center. It was an amazing opportunity for students to connect with their Project Change peers, mentors, and supporters. More events are being planned by our PSC Miriam and Counselor Dega, so we'll have a flyer next meeting.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko Kealoha 3
Please see the [EAPC website](#) for the meeting minutes for a detailed update.

Michiko- EPAC starting off with equity and anti-racist planning Council Michiko. First meeting of the year next Tuesday, January 28 at 2:10 pm in the faculty teaching and Learning Center and lounge. The conversation will discuss training and recommendations to Public Safety.

b. Vice President of Student Services (VPSS) Updates VPSS 3

Dr. Fraire wants to thank all individuals who report to him and everyone has been great and welcoming. Dr. Fraire has been the Interim VPSS and learned a lot within the capacity as the Student Code of Conduct Officer Dr. Fraire's Last working day is next Friday, January 31, 2025. The permanent Vice President of Student Services, Lizette Bricker will be starting on February 3, 2025.

Wissem Benanni: Enrollment Committee will have the first meeting of the year on February 7, 2025 (first Friday of the month). During the meeting there will be discussions about FERPA and other policies that will impact safety of students. Specifically, undocumented and vulnerable student populations.

VII. Old Business

a. Program Review Wissem Bennani 20
i. Fall 2024- Spring 2025 Closing Process

Dr. Fraire met with Karen regarding the Program Review. All departments have successfully met the deadline, and the next Program Review cycle is set to begin around March 2025.

Wissem Benanni- The next step to close the program review's cycle is to schedule presentations at the next SSPC meeting on February 12, 2025. If you completed a program review, please be prepared to do a 10-minute presentation. The goal of the presentation is to highlight your program review. There are 7 SSPC groups that should be conducting a program presentation including: Career Services, Office of Equity, Cultural Center, Promise Scholars Program, Project

Change, Sparkpoint, Student Life and Leadership, Transfer Center. Wissem will send communication on the goal and purpose of the presentation to all SSPC Committee members.

Michiko Kealoha connected with Karen Engel and observed some programs did not utilize data. The program reviews focused more theoretical and not based on findings of data or how we are serving students. Some of the data used on the program review were more narrative.

Max Hartman- The goal of SSPC is to give feedback, but does not oversee programs. SSPC role of the committee is to provide feedback on what is not included. Supervisor's role is to work with individual programs to reach the goals of program review. As SSPC we have control of the process of program review. For example, if some programs missed opportunity where programs did not respond to data in a way that was intended. We can see if there is a way to come up with new questions to be more explicit when conducting program review. Program review presentations from previous SSPC meetings have been helpful to learn on what is happening in each program.

Adolfo Leiva- The perspective of program review is a show and tell. This will provide an opportunity on how to move forward and improve. The program review had many repetitive questions. The suggestion is to shift the questions in the future.

Wissem- Before Spring break Karen Engel will send a survey which provides the opportunity to make changes to questions on program review. These changes can be implemented in the next cycle, and suggestions for revisions are welcome until the first week of April. After the SSPC presentations on Program Review are completed, we can address the program review questions.

VIII. New Business

a. ISER draft feedback

Karen Engel

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Karen provided link for SSPC to provide feedback for program review questions:
https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_3zc2QNfhBsc2GAC.

Karen Engel- Currently drafting the institutional self-evaluation report and would like to request SSPC's review and feedback. Please focus on (Standards 2.7, 2.8, 2.9, and 3.2), and provide your input by mid-March. The goal is to incorporate feedback and finalize a draft by that time. You can access the current drafts on the accreditation website:

https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_3zc2QNfhBsc2GAC.

The purpose is to not just write how we are meeting the standards, but to share 2 or 3 examples of how we attempted we've attempted, evaluating their effectiveness. How did these efforts address equity? If they did not, what adjustments were made? From Karen's previous experience, having input from multiple perspectives has been incredibly valuable. The request for ISER draft feedback will be included in the agenda for the next meeting on February 12, 2025. Thirty minutes will be allocated, with 15 minutes dedicated to each standard (2.7 & 2.8). Everyone will have the opportunity to add their suggestions individually before reconvening as a group in SSPC to review and address the comments together.

Danielle Pelletier- Loves about the narratives it brings the data to live. To provide how students benefits or how we realized what we are doing as an institution it is not working. Which adjustments we are doing to make sure they are effective to students. This purpose provides more meaning to the data.

IX. Special Presentations

X. Discussions

Michiko Kealoha: Michiko and Juan met to discuss transformational anti-racist leadership and the data collected by Karen Engel on Cañada de Noche. Last fall semester, there was a check-in discussion on the meaning of anti-racist transformational leadership and why SSPC committed to it as a theoretical lens. The next major step is to look at Cañada de Noche and re-link it to program review presentation. Address or identify the areas of improvement? As SSPC do we want to add how we are closing the opportunity gap for disproportionately impacted students.

Wissem Benanni- Reviewing Cañada Collaborate as part of our assignment to build on the College Award and Adult Model while creating a hub for evening and weekend students. The goal is to shape Cañada de Noche by leveraging existing resources and potentially incorporating additional support. There has been some meeting with faculty to get feedback. The next steps for Cañada de Noche We have collected data on Cañada De Noche. The data has informed that during peak times, there is a need in student services. During slower periods, resource utilization was low. Based on the data, key decisions were made to extend hours for Counseling, Student Services, Admissions & Records, Financial Aid, and major programs at the start of each semester. These extended hours have now been institutionalized for an extended period. Ongoing discussions focus on the next steps and larger picture. Jose Zalaya is currently leading the CWA, and there is also a conversation about the NOW program.

Max Hartman- Elaborating in the Now Program (Nights Online Weekends) Skyline used to have it before, but is longer using it. This raises the question of how to address how we are centering in antiracist leadership on a campus-wide? When we talk about equity level at program level, it shows that the data looks great. But outcomes look flat. There is a need to have a conversation on how we are doing as an institution?

Danielle Pelletier- Jose Zalaya and James Carranza had a meeting in which it discussed the NOW Program. Faculty expressed support for the idea, as it expands Cañada de Noche by providing comprehensive services at night while also ensuring weekend access for online students who may not come to campus. From a faculty perspective, many students lack access to essential services in the evening. For example, night ESL classes start at 6:30 PM, offering students an opportunity to access some support. The key question is how to extend services across the board, with a particular focus on the DRC, as students often struggle to reach them. The goal is to identify service gaps at night and find solutions to close them, in alignment with the NOW Program.

Wissem Benanni- Jose Zalaya is available to present the NOW Program at an upcoming SSPC meeting. It would be helpful to review the Cañada de Noche data first as a refresher to highlight key insights and lessons learned. This could serve as a foundation for a follow-up session where Jose Zalaya presents on the NOW Program. The goal is to expand the Cañada de Noche pilot into a larger collaboration between instruction and student services.

Olivia Figueroa- When was the last time we collected data? Given the increase in evening student enrollment, it could be valuable to gather their input. We also need to make evening students aware that many support services are available and encourage them to take advantage of them. How are evening students receiving information, especially since not all have access to a computer? We should explore new ways to reach them, such as distributing flyers during evening hours.

Wissem Bennani: The college is committed to Cañada de Noche to extend hours for certain programs driven based on data. There are already implemented late evening hours extending hours at the beginning of the semesters. The next step is the NOW Program led by Jose Zelaya with components from Cañada de Noche and instruction and CWA structure. Jose Zelaya will present and ask for feedback. There will not be another pilot. For example, if a student who comes to Admissions and Records as an evening student at 6 pm. Jose Zelaya's staff would have a Formstack request and the student can submit and A&R will follow up. This would be a collaboration of Instruction and Student Services.

Max Hartman: Is there a program review group? Is there still a rule about changing program review questions before spring break.

Wissem Benanni: Before spring break if you have any feedback about program review, please send it to it to Wissem.

Max Hartman: We can build small groups before spring break to allocate one hour to review program review questions. It can also be worked into a 1 hour during SSPC. SSPC can assign a group of people and that group will do the work and present at SSPC.

Michiko to moves to add additional minutes to this item.

Wissem second the above move.

Approved unanimously by consensus of all those in attendance.

Wissem Benanni: Wissem to organize small groups meeting- take the lead on feedback regarding program review questions and resource. Volunteers are Michiko, Mary Ho, Adolfo Leiva, Max Hartman, Juan Vera. The group will present in two meetings from now.

A date will be coordinated to determine the best date for Jose Zelaya to present on the NOW Program to an upcoming SSPC Meeting.

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: February 12, 2025

Future Item: Comprehensive Review Presentations (10 minutes each with 5 minutes for comments, transition time)