



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, April 13 2016  
2:00pm to 4:00pm  
Building 9 – Room 154**

**Members Present:** Ruth Miller, Khoa Nguyen, Diva Ward, Carlos Luna, Supinda Sirihekaphong, Camuel Baldwin, Margie Carrington, Max Hartman, Gloria Darafshi, Sarah Aranyakul, Lizette Bricker, Soraya Sohrabi, Kim Lopez, Debbie Joy, Adolfo Leiva, Lina Mira, Chialin Hsieh

**Members Absent:** Trish Guevarra, Nicholas Jerrard, Sunny Choi, Jeanne Stalker, Melissa Alforja, Bob Haick, Misha Maggi

**Guests:** Anniqua Rana

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**1. Approval of Minutes – March 23, 2016**

Unanimously approved

**2. Business**

**I. Transition Coordinator / ACCEL)**

This position will report to the Dean of Academic Support and Learning Technologies and will interact closely with the ACCEL Executive Director, Adult School Transition Specialists and the adult education consortia.

This grant funded position, which will be working for all three colleges, assists with programs and services to support adult education students' transition to community college. This position will help strengthen pathways and will work closely with the Dreamer's Center.

See duties and responsibilities at the end of the minutes.

**II. Transfer Center Program Review Q&A**

Soraya Sohrabi presented the Transfer Center Program Review.

See attached Program Review Feedback Reflection for the recommendations and commendations for the Transfer Center at the end of the minutes.

**III. Wellness Center: DRC, Psychological Services, Health Center Program Review Q&A**

Max Hartman presented the Wellness Center Program Review.

See attached Program Review Feedback Reflection for the recommendations and commendations for the Wellness Center: DRC, Psychological Services, Health Center at the end of the minutes.

Next SSPC meeting; EOPS, CARE, CalWORKs & FFYSI, Dreamers

#### **IV. Adopting Institutional Effectiveness Goals and Framework**

Recently enacted State legislation established a new system of indicators and goals that is intended to encourage improvement in institutional effectiveness at California Community Colleges. The CCCCO Board of Governors (BOG) adopted a goals framework at its March 16, 2015 meeting to measure the ongoing condition of a community college's operational environment. This statute also requires that, as a condition of receipt of Student Success and Support Program funds, each college develop, adopt and post a goals framework that addresses, at a minimum, the following four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic compliance with state and federal guidelines.

This year Cañada is looking the [indicators](#) below and agreed on the following goals which will then be discussed and agreed upon at the Planning and Budgeting Council.

Completion Rate – Overall 51%

Remedial Rate – Math 34%

Remedial Rate – English 53%

Remedial Rate – ESL 24%

#### **V. Accreditation 2016 Midterm Report**

Chialin Hsieh presented the Midterm Report to SSPC which approved the draft and recommended it be presented to the Planning and Budgeting Council.

The Midterm Report will be presented to the PBC at their May meeting. Once approved the report will be sent to the Chancellor's Council for review and approval. It will then be submitted for Board approval. The final report will be submitted to the Commission prior to their deadline in the fall.

Chialin noted our report is organized to reply to the Commission's recommendations as they were organized in ACCJC's letter of Affirmation of Accreditation. There are two college recommendations and three for the District:

##### College

- Review and revise Course Outlines of Record process
- Provide evidence of robust dialogue among planning councils and governing groups

##### District

- Communicate modifications to faculty evaluation processes
- Develop goals for orientation and professional development of new trustees
- Establish cycle for evaluation on District services

#### **VI. [District Innovation Funds Proposal Process](#)**

SSPC discussed the email sent by President Hughes and the ideas that will be submitted by the due date of April 20<sup>th</sup> at 5:00 pm.

See the email from the President below:

Dear Colleagues,

We've been informed that there is District funding available for 2016/2017 for innovative programs that support the District's strategic goals and strategies. There is \$2 million dollars that will be distributed to the colleges and District Office based on the proposals that are approved. This is a great opportunity for us to develop new programs and initiatives, and/or "scale-up" existing effective programs. Thus, I hope you will talk with your colleagues to identify possible projects and submit a proposal. The funding we receive from the approved proposals will be ongoing funding; these are not one-time funds. Please note that this is a competitive process so we need to make sure our requests are

strong to increase the likelihood of their funding.

The instructions and proposal template can be accessed at <http://canadacollege.edu/adminservices/innovation.php>. I've also attached a PDF of the instructions and template to this email. Proposals should not be for small projects (\$20,000 or less), or for one-time projects.

**Applications must be received by April 20, 2015 at 5 p.m.** I know this is short notice, but I must be ready to present our proposals to the District early the following week. Thus, we need to have the proposals submitted by April 20. I will then review the proposals with Doug Hirzel and Debbie Joy and we'll make a determination regarding those proposals to submit for consideration.

Please contact me or the respective vice president in your area if you have any questions.

I look forward to receiving your proposals!

Thank you!

Jennifer

## **VII. Update Common Assessment Initiative**

The Chancellor's Office is preparing to implement the new assessment instruments (Common Assessment Initiative) for English, math, and English as a Second Language (ESL), beginning Fall 2016 for spring placement. The CAI, under the direction of the Chancellor's Office, has been several years in the making with strong collaboration from the community colleges. This project will transform the assessment process for the system, ensure appropriate placement of students and facilitate increased retention and completion rates for the colleges.

Pilot colleges and their sister institutions will be early adopters of CCCAssess. Due to the sunset of COMPASS tests in November 2016, colleges using these instruments have also been prioritized for implementation. Early adoptions by other colleges may be accommodated based on available capacity. Full implementation of CCCAssess will be completed by Fall 2018.

Title 5, section 55518, requires Student Success and Support Program (SSSP) funding to be contingent on the colleges' use of CCCAssess, if an assessment test is used for placement. It is important for colleges to prepare for implementation of these assessment instruments or they risk losing their SSSP funding. CAI is offering [regional professional development workshops](#) to assist colleges in preparation for implementation. To stay abreast of updates and future procession development opportunities, please sign up for the listserv and newsletter on the [CCCAssess website](#).

As a reminder, the approval process for assessment instruments used by the colleges has been temporarily suspended, allowing colleges to transition to the new CCCAssess, as well as to accommodate the sunset of COMPASS. The suspension does not relieve colleges of the responsibility of validating all assessment instruments, including multiple measures, in accordance with title 5, section 55522, as well as addressing any bias and disproportionate impact on particular groups of students.

Currently the District is reviewing an RFP by the Career Ladders Project RP Group to assist all three colleges in implementing the new Common Assessment Initiative by November 2016. In addition, the CLP and RP Group will assist the colleges in expending dual enrollment and the development of guided pathways.

### **3. Other**

### **4. Adjournment**

Upcoming Meetings

August 26

September 9 & 23

October 14 & 28

November 11

December 9

January 27

February 10 & 24

March 9 & 23

April 13 & 27

May 11 & 25