



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, August 26, 2015
2:00 pm – 4:00 pm
Building 9 – Room 154

Members Present: Diva Ward, Ruth Miller, Adolfo Leiva, Sunny Choi, Melissa Alforja, Bob Haick, Lina Mira, Chialin Hsieh, Jeanne Stalker, Sara Aranyakul, Gloria Darafshi, Lizette Bricker, Kim Lopez, Debbie Joy, Supinda Sirihekaphong, Soraya Sohrabi, Maggie Baez, Margie Carrington, Max Hartman

Members Absent: Carlos Luna, Misha Maggi, Trish Guevarra

Guests: Stacey Carrasco

1. Approval of Minutes – Minutes from May 27, 2015 approved. Supinda made a motion to approve and Margie seconded it. All were in favor.

2. Business

I. Student Engagement Plan – Review

a. Student Engagement Progress Report 2014-2015

1. Connected:
Suggestion: Include the number of students who were sent the GWAMAIL.
2. Engaged
3. Directed
4. Focused
5. Valued
6. Nurtured

How do we assess? Is there a pre and post survey?

The RPgroup will be holding a workshop on Cañada's campus on Friday, September 4th from 10am to 2:30pm. There will be more discussion regarding the "six success factors" (see attached flyer).

Debbie will forward the email to SSPC.

The College Planning and Budgeting Council wants SSPC to answer the following questions for each progress report.

- a) What is your assessment of the progress to date?
 - A culture of change began at Cañada – more relationship motivated, more services to connect students with, more awareness, more retention specialists.
 - There is no way to measure.
 - Breakdown the six success factors and compare to nationwide CCSSE (look at CCSSE three years ago).
 - If it becomes institutionalized – we can check it off as completed (becomes part of the job). Add "completed" to the Activity box when they become institutionalized.
 - There are a lot of faculty elements – share the plan with IPC (Instructional Planning Council) and ACES (Academic Committee for Equity & Success). We need a new SSPC liaison for IPC.
- b) Are there objectives that are no longer necessary or could be deferred?
 - We do not want to eliminate any of the six success factors because they relate to each other. They are all important.
 - Anniqua Rana and Diva Ward are looking at how "Start Strong, Stay Strong, Finish Strong" (the collective mission from the ESO Grant) fits into the six success factors.
 - Kim may use the six success factors in the Student Engagement Plan working with the ESO grant to define additional strategies for implementation.
- c) Are there objectives that require more urgent attention and/or need additional resources to be approved by PBC in order to accomplish the work?
- d) Are there new activities that should be added in order to accomplish the objectives?

II. 2015-2016 SSSP Plan – Review

We will discuss the SSSP Plan at our next SSPC meeting on September 9th.

We are still waiting to hear how much money will be available from the state.

The SSSP supports orientation, Assessment and Placement, Counseling, Advising, and other educational planning services, and follow-up for at-risk students.

The new items we have added to the SSSP plan include funding 80% of the Transfer/General Counselor, 100% of CWA Counselor, 70% of DRC Counselor. We are also included funding a third of the shared district Degree Auditors. Prior to SSSP support, the three colleges shared one degree auditor for our Transcript Evaluation Service (TES). With the

collaborative agreement with the two other colleges to fund a third of four degree auditor, the timeline for transcript evaluation will go from a six month wait period to six weeks.

The goal of the plan is to create access and success for students.

We will take the SSSP Plan to participatory governance bodies to receive feedback on the plan as well as approval of the plan. We will start with the Counseling Department, SSPC, Student Senate, IPC, APC, Academic Senate, and Classified Senate. The final stop will be PBC for their review and approval. Once we have received approval for PBC, we will submit to the SMCCD Chancellors office for signatures and final submission to the State Chancellors office by Oct 30.

Is the plan missing any programs or services?

Changes made to the current plan from last year's plan:

- 80% transfer General Counselor; Gloria Darafshi
- 100% CWA Counselor; Chris Rico
- 70% DRC/LD Counselor; Jenna French

The three colleges agreed to pay 1/3 for of four degree auditors – these are all Program Services Coordinators positions.

III. Program Review

a. 2014-2015 Review

- i. SSPC reviewed the resource request meeting notes from 8/11/15
- ii. Kim will bring the *adjustable ergonomic workstation employee needs* back to Cabinet with the hopes the District will begin to look at ergonomic needs as preventative.
- iii. Kim will also bring in an ergonomic expert to one of the Student Services Division meetings to learn more about what we can do at our desks.

b. 2015-2016 Plan

- i. Program Review Cycle for 2016-2017 are:
 1. Transfer Center; Aa2B and University Center
 2. Career Services
 3. Wellness: Disability Resource Center, Psychological Services, Health Center
 4. EOPS, CARE, CalWORKs and FFYSI
 5. TRiO, Bridge to Opportunities and Veterans
 6. Outreach and Application
- ii. Program Reviews are due February and we believe the new SPOL program will be used to input the Program Reviews and the resource requests and TracDat will be used for Student Learning Outcomes. Clarification will be provided by Doug Hirzel at a future meeting.

IV. Fall Hiring Timelines

Position proposals due to the Vice President by October 14
SSPC will discuss all hiring proposals at the September 23rd meeting.

Fall 2015 Hiring Timeline

Process/Steps	Deadline Dates for FALL 2015	Responsible Group
Overall Process: Discuss and approve timeline	April 1, 2015	PBC
STEP 1. Review of positions Groups review positions to determine what comes forward for presentation.	October 12, 2015	Instructional Divisions, Student Services (SSPC), APC
STEP 2. Submit Justifications Responsible group submit written justifications to Deans. Deans submit final justifications to VPI/VPSS, then it will be posted on PBC website. Justification forms are located at Planning and Budgeting Council	October 14, 2015	Administrator, Faculty, Classified
STEP 3. Submit Presentations Responsible group submits PowerPoint slides to the VPSS/VPI office, then it will be posted on PBC website. Planning and Budgeting Council	October 16, 2015	Administrator, Faculty, Classified
STEP 4. Make Presentations Presentations made at the joint meeting.	October 21, 2015, 2:10 pm, location TBD	IPC, SSPC, APC, Academic Senate, Classified Senate, and college community
STEP 5. Discuss Proposed Positions Group discusses strengths and weaknesses of each position, then submits them to the College	October 27, 2015, 2:10 pm, location TBD	IPC, SSPC, APC, Academic Senate, Classified Senate, and college

President.		community
STEP 6. Review/Approve Process Integrity PBC votes on integrity of process, then submits strengths and weaknesses to College President.	November 4, 2015, 2:10 pm, location TBD	PBC
STEP 7. Prioritize faculty positions Academic Senate reviews faculty positions and forwards prioritized list to College President.	November 12, 2015	Academic Senate
STEP 8. College President Decision College President announces decisions on new positions.	By November 20, 2015	College President
STEP 9. Interview/Hiring Process Appoint hiring committees.	By December 2015	ASGC and CSEA

V. Fall Semester Division Meetings

Student Services will hold two division meetings this semester;

Friday, September 11 12:00-1:30, Gena Rhodes and Max Hartman will be presenting a SafeZone Training.

Friday, November 13, 12:00-1:30

3. Other

The Planning Phase for the Transfer Academy modeled after Santa Barbara City College has begun.

The updated Transfer Center [Workshops](#) - Please note that the workshops that were initially scheduled in room 22-113 have moved to **building 16 - room 110**.

The schedule of the [university visits](#) (as of now) - The schedule of these events are also listed in a [calendar](#) on the Transfer center WEB Site.

The list of universities who are planning to attend the [Transfer Day](#) is listed on the Transfer Center website. I will change it periodically as I get more responses.

It's September ...It's TAG Time! Starting next week we will have a **TAG campaign** to promote it to our students. We are making a TAG button for staff and faculty to wear to increase the students awareness.

<http://canadacollege.edu/transfercenter/>

Multiple Measures Pilot Program – We projected we would receive 50 applications but we currently have received 250 applications.

These students will be tracked by the research department to see how well this program works.

Save the Date... CTE Preview Day! In collaboration with [CTE Transitions](#) and the Outreach Department, Cañada College will be hosting over 200 local high school students on November 6th from 9:00 to 1:30! Students will be provided with information about academic programs, student support programs, career exploration, student clubs, CTE programs and careers available, and many more. Students will also have the opportunity to view demonstrations and talk to representatives about our CTE programs on campus. Demonstrations will run in 30-minute sessions. Please save the date, and let Maggie Baez know if you are available to participate or volunteer for this awesome event.

Classified Welcome Back Coffee is Monday, August 31 8:30-10:30

Financial Aid has had some trouble with the new disbursement checks. If you have a student who needs help cashing their Financial Aid checks, have them see Margie in Financial Aid.

2015-2016 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

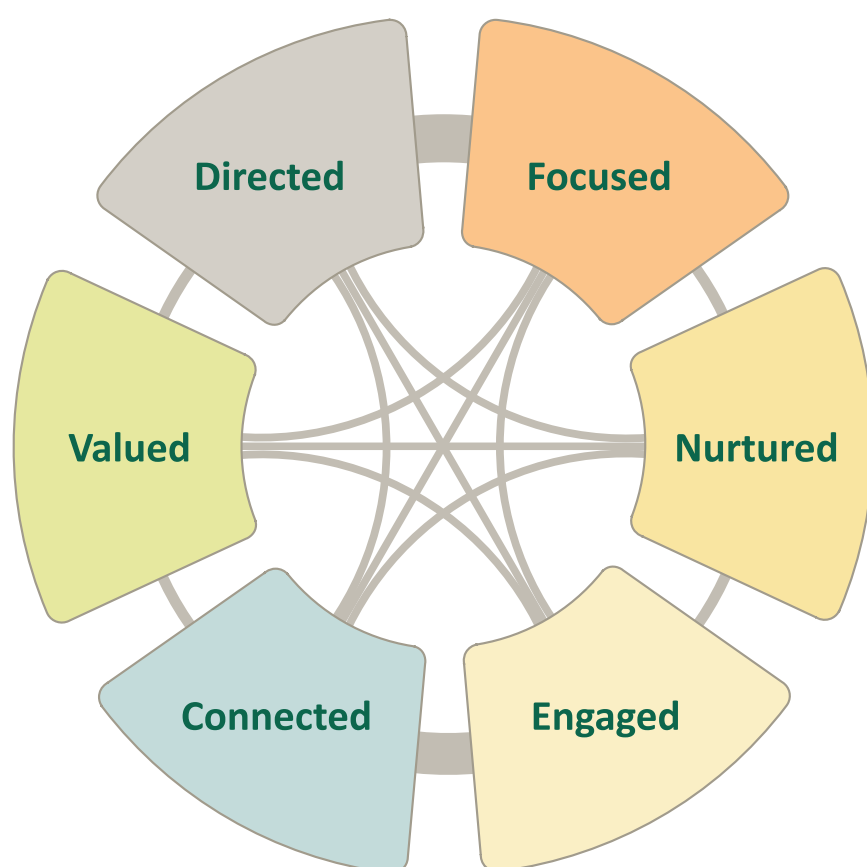
Student Support (Re)defined

Equitable
Integrated
Cost Effective

Six Success Factors that Support Student Achievement

Research on community college support indicates that students are more likely to achieve their goals when “six success factors” are present.

- ▶ **Directed** — students have a goal and know how to achieve it
- ▶ **Focused** — students stay on track, keeping their eyes on the prize
- ▶ **Nurtured** — students feel somebody wants and helps them to succeed
- ▶ **Engaged** — students actively participate in class and extracurriculars
- ▶ **Connected** — students feel like they are part of the college community
- ▶ **Valued** — students’ skills, talents, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated



What do 900 California community college students think about these success factors? For more information, visit www.rpgroup.org/projects/student-support

Conducted by the RP Group | Supported by The Kresge Foundation



the Research & Planning Group
for California Community Colleges