

# **Cañada College**

## **Student Services Planning Council Bylaws**

### **I. Philosophy**

Participatory governance, or collegial consultation, is a transparent and inclusive decision-making process committed to the best interests of our students and our institution. It is a complex process of consultation that demands from faculty, administrators, academic and classified supervisors, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and planning initiatives in accordance with its mission and strategic goals. Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. Influenced by a culture of inquiry, the Student Services Planning Council (SSPC) uses analyses of quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes include staff, faculty, administrators, and students.

1. The Student Services Planning Council is advisory to the College Planning and Budgeting Council, whose role is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues.
2. The membership of the Student Services Planning Council is representative of the student services divisions and working groups, and will include representation from instruction and Associated Students of Cañada College.
3. The meetings of the Student Services Planning Council are open and public.

### **II. Mission**

The Student Services Planning Council (SPCC) oversees the implementation of a comprehensive process for planning and assessing student services based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.

### **III. Purpose of the Student Services Planning Council**

The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the Student Services Planning Council include:

1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs).
2. Integrate Student Services Division plans.

3. Make recommendations about policies and procedures related to Student Services.
4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services.
5. Meet at least once a year with the Instructional Planning Council through the Planning & Budget Council hiring process.
6. Evaluates proposals for adding, modifying, and discontinuing Student Services programs.
7. Develop ongoing communication strategy with Instructional Planning Council by designating a Student Services Planning Council member representative(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters.
8. Form subcommittees, work groups and task forces as needed.

#### **IV. Organization of Student Services Planning Council**

##### **1. Composition – 28 voting members**

**Co-Chairs: Vice President, Student Services and One SSPC member**

Admissions & Records Representative

Bridge to Opportunities Representative

Career Center Representative

Classified Members (2)

Instruction Representative

Administrative Services Representative

Dean of Counseling

Dean of Planning, Research and Institutional Effectiveness

Wellness Center Representative

EOPS/CARE/CalWORKs Representative

Faculty Members (2)

Counseling Faculty

Instruction Faculty

Financial Aid Representative

International Students Representative

Dean of Academic Support and Learning Technologies

Welcome Center Representative

College Recruiter          Puente Representative

SparkPoint Representative

Student Representatives (2) – (e.g., ASCC, Peer Mentor, Outreach

Ambassador) Student Life and Leadership Development Representative

TRiO SSS Representative

TRiO Upward Bound Representative

Transfer Center Representative

Post-Secondary Success Representative

Veterans services Representative

## **2. Selection**

The following participatory governance bodies will determine membership:

Faculty are appointed by Academic Senate Governing Council (ASGC)

Classified professionals are appointed by the Classified Senate with CSEA approval

Student representatives are approved by the Associated Students of Cañada College (ASCC)

For all other representatives, the individual departments make the appointment.

## **3. Term of Service**

For representatives appointed by participatory governance bodies, the term is two academic years and can be renewed. For the other representatives, the term may be on-going. Student term of service is one academic year except for initial appointments and any mid-term replacements.

## **4. Voting**

Each representative will have one vote on the Planning Council. Voting by proxy member is not allowed. The two co-chairs will have only one vote each.

## **V. Meetings Rules of Procedure for Conduct of Meetings**

### **A. Consensus Method:**

The Student Services Planning Council (SSPC) makes decisions by consensus.

### **B. Quorum:**

A quorum must be present in order to forward a specific recommendation to the College Planning and Budgeting Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose, a quorum is defined as 50% plus one (1) of the Council's current membership.

### **C. Operational decisions and discretionary budget matters are within the purview of the Student Services Planning Council.**

### **D. Student Services Planning Council will meet twice a month. In January and December, the SSPC will meet once per month.**

## **2. Actions**

The Student Services Planning Council has been established to ensure faculty, staff and students the right to participate effectively in a consultative environment. All actions and decisions made by the Student Services Planning Council are recommendations made to the College Planning and Budgeting Council with exception to those operational in nature.

## **3. Agenda**

### **A. Distribution:**

Agenda packets will be distributed by the Vice President of Student Services' office in

advance of meetings to the College community (administration, faculty, classified professionals, and Associated Students).

**B. Agenda Building:**

Student Services Planning Council Co-Chairs will be responsible for developing and approving agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs. The Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the Student Services Planning Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

**VI. Bylaws Change**

1. Any member of the Council may propose a Bylaws change.
2. The Bylaws may be changed by a majority vote of the Student Services Planning Council.

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