



Student Services Planning Council Minutes

Meeting Date: February 12, 2020

Meeting Time: 2:00-4:00

Location: 2-10

Present: M. Hartman, L. Canestro, C. Johnson, M. D , G. Mendoza, K. Engel, D. Tedone, L. Barrales-Ramirez, S. Sohrabi,

T. Chan, B. Haick, N. Sigona, A. Field, M. Quevedo, A. Cuevas, M. Alforja, D. Joy, M. Pérez, A. Leiva, S. Miranda

Topic	Discussion/Outcomes
<p>1) Approval of Minutes (Action) December 11, 2019 and January 22, 2020</p>	<p>L. Barrales-Ramirez moved to approve minutes for December 11, 2019 and January 22, 2020 A. Cuevas seconded M. Baez abstained</p>
<p>2) Discussion Items</p> <p>I. Timekeeper Assignment Rotation (2 min.)</p> <p>II. Budget Update (10 min.)</p> <p>III. CCC 2019 Chaptered Legislation (15 min.)</p>	<p>Max Hartman</p> <p>The college has a variety of grants which will be terminating within the next four years. Approximately, \$1.9 million of salary and benefits are associated with those grants (i.e. ESO, MSIEP, ESO Adelante, GANAS and NSF Inspires). College employees are encouraged to reach out to their respective dean's to inquire whether their positions are grant funded and if so to determine the ending date of their grants. They are also encouraged to work with their deans to reach out to HR for specific information related to possible options which might be available for them across the district.</p> <p>Please go to the 2019 Chaptered Legislation link to find the Memo from the Vice Chancellor of Government Relations at the State Chancellor's Office. Everyone at the table has something important in this document that relates to their program. Manuel would like a 2 sentence synopsis for each Student Services bill.</p>

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>IV. Membership Roster Update (10 min.)</p>	<p>We updated our membership roster in 2018. Manuel is having a conversation with CSEA in regards to Short Term temporary positions. We will begin keeping track of voting numbers with Short -term temporary and without Short-Term temporary.</p>
<p>V. Updated Resource Prioritization Process (20 min.)</p>	<p>Last year PBC used a rubric to prioritize resource requests (you'll find the updated rubric at the end of the minutes). Last year was the first time divisions also did some sort of ranking.</p> <p>The ask was for PBC to come up with a streamline process</p> <p>STEP 1: Programs and departments should review their full list of resource requests from the 2019 Program Review (including Annual Plan) submissions.</p> <p>STEP 2: Highlight any items that are either (a) under \$500, or (b) related to health and safety.</p> <p>STEP 3 - LOCAL PROGRAM/DEPT REVIEW: Programs and departments should review and rank the remaining list of resource requests for your area that were not highlighted in step 2. Each of these requests should be ranked in sequential order. Each request should have a unique ranking (e.g., you shouldn't have a list with two #1's or two #3's). Please use the updated rubric (attached). DUE DATE - Thurs, February 27, 2020 (by 5PM)</p> <p>STEP 4 - DIVISION RANKING: The Counseling Division Programs and the Student Services Division Programs will rank as two separate divisions.</p> <ul style="list-style-type: none"> • The Counseling Division Program ranking will be led by Max with each of the program/department leads during the Counseling Department meeting on (DUE DATE) Tues, March 3, 2020. • The Student Services Division Program ranking will be led by Manuel with each of the program/department leads from 10:30AM - 12:30PM on (DUE DATE) Tues, March 10, 2020. <p>STEP 5 - Counseling and Student Services Division Rankings will be shared with the Student Services Planning Council at the March 11, 2020 meeting as an information item only.</p>

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

STEP 6 - Counseling and Student Services Division Rankings will be shared with the Planning & Budgeting Council for an additional review and ranking. All the rankings from each of the college divisions will be ranked based on the following critical questions:

- Does this resource contribute to closing equity gaps?
- Does this resource support Latinx student success?

DUE DATE - Wed, March 18, 2020 (by 12PM)

STEP 7 - PBC will create one final draft recommendation of the College rankings for review and consideration by the College President. The draft ranking will also be shared with the college.

L. Barrales-Ramirez motioned to add 5 minutes to this agenda topic– all approved

SSPC Program Review Committee Discussion Initiated by Karen Engel

SSPC needs to look at the tool and work together as a campus community to get this project done by April.

We need a small task force to look at this.

Max Hartman, Adolfo Leiva, Andy Cuevas are interested in working on the green boxes.

Recommendation: Post pone dates to first or second week of April – Karen will speak to Academic Senate about the date change.

M. Hartman moved that a small group of SSPC talk about the Program Review process and work with Academic Senate with the caveat the timeline can be moved back.

A. Cuevas seconded the motion

All in favor

There was a motion to approve Max Hartman, Andy Cuevas, Adolfo Leiva, and Loraine Barrales-Ramirez to this group.

Candice seconded

All in favor

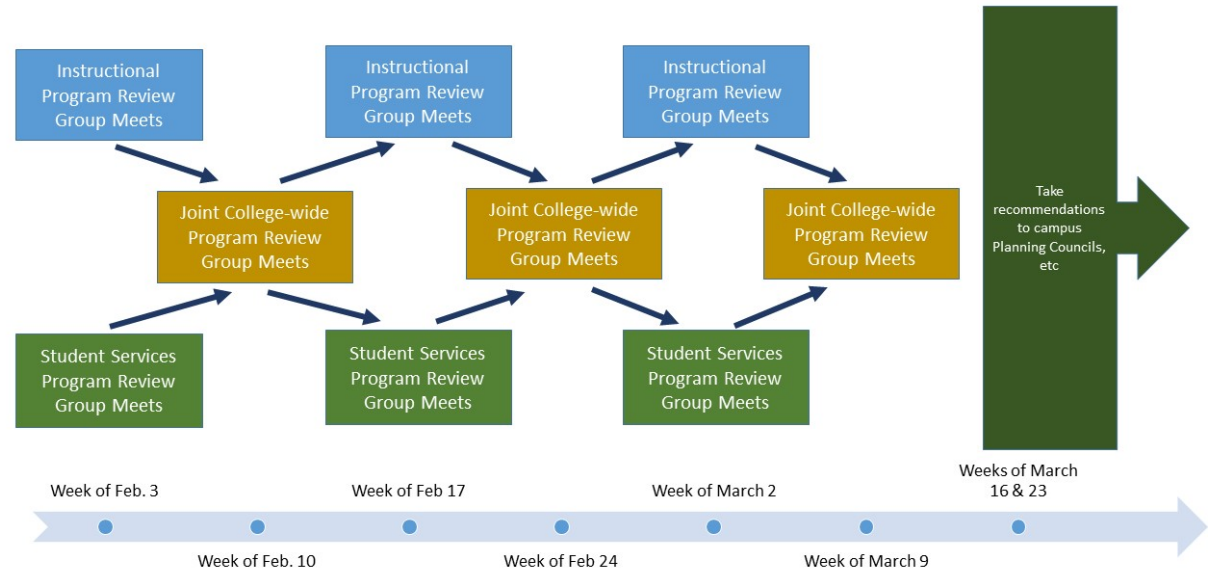
Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

Proposed process and timeline for Program Review Improvement, Spring 2020

Updates will be provided at subsequent SSPC meetings.

Proposed process and timeline for Program Review Improvement, Spring 2020



3) Action

VI. Scale of Adoption Assessment – Guided Pathways (10 min.)

This Scale of Adoption Assessment tells the State Chancellor’s Office where we are in the process.

- Timeline for Progress
- Progress to date
- Next steps

The DRAFT Guided Pathways Scale of Adoption Assessment document will follow these minutes.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>4) Business – Standing Items</p> <ul style="list-style-type: none">• VPSS Updates (10 min.) • Enrollment Services Committee (ESC) (5 min.)	<p>M. Quevedo made a motion to endorse the NOVA Guided Pathways Scale of Adoption Assessment. A. Leiva seconded All in favor</p> <p>If you have students in need of the District Hunger Pilot Program, talk to Adolfo or Manuel. Individuals will receive \$75 or 150 per month. The coach will make the determination.</p> <p>Ariackna Soler will be our new Director of Financial Aid. She begins March 2.</p> <p>More hiring update to come</p> <p>M. Hartman gave us an update of what was discussed at ESC. If you have any questions about the topics below, please contact Dean Hartman.</p> <ol style="list-style-type: none">1. Academic Calendar and Registrar’s Calendar2. Transcript Designations3. TES Presentation on Non-Passing Grades4. National Student Clearinghouse – Enrollment Reporting – Error Codes5. Ability to remove student from Directory Information6. Updating WebSchedule to show Numbers of Open Seats7. Updating WebScheudle to have the number of credits prior to clicking in8. Transcript Evaluation Prioritization9. AB1313: Transcripts can’t be held for Non-Payment10. AB 705 Automation Project11. Personal Pronouns
---	---

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<ul style="list-style-type: none"> • Guided Pathways (5 min.) 	M Quevedo stated the Scale of Adoption document accurately reports where Guided Pathways is at this time.
VII. Other/Department Reports (30 min.)	S. Miranda reported the next Dreamers' Task Force is Feb. 20 from 3:00-4:30.
VIII. Information/Updates	
IX. Adjournment	Adjourned at 3:45
Future Items: <i>Upcoming Meetings:</i> SPRING 2020: 2/26, 3/11, 3/25, 4/8, 4/22	

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.