

Student Services Planning Council



Minutes

Date: April 1, 2024
Time: 10:00 am - 12:00 pm
Location: Building 1, Room 214
Zoom: <https://smccd.zoom.us/j/88106114533>

Item	Presenter	Time (minutes)
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I. Call to Order		1
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Time Keeper – David Vera

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		1
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Quorum=14

- Adolfo Leiva (SparkPoint)
- Bettina Lee (Disability Resource Center & Personal Counseling Center)
- Bob Haick (Career Center)
- Danielle Pelletier (Faculty)
- David Vera (Financial Aid)
- Gonzalo Arrizon (COLTS-U Transfer Center)
- Jinmei Lun (Faculty)
- Juan Vera (Veteran Resource & Opportunity Center)
- Kathy Kohut (International Student)
- Katie Hasse (Student Representative)
- Krystal Martinez (Classified Representative)
- Lorraine Barrales-Ramirez (EOPS, CARE, CalWORKs, FYSI)
- Mary Ho (Post-Secondary Success)
- Manuel A. Pérez (VPSS)
- Maria Huning (TRIO)
- Maria Lara (Admission & Records)
- Max Hartman (Counseling Dean)
- Mayra Arellano (Promise Scholars)
- Michiko Kealoha (Cultural Center Representative)
- Nimsi Garcia (Undocumented Community Center)
- Olivia Cortez-Figueroa (College Recruiter)
- Sarah Cortez (Welcome Center)
- Sergio Suarez (Interim Student Life & Leadership)
- Vijeet Upadhyay (Student Representative)
- Wissem Bennani (Enrollment Services Dean)
- Vacant (Classified Representative)

✓ Present Absent

Advisory

- Karen Engel (Dean of PRIE)
- Dr. Ron Andrade (Library and Learning Center)
- Jose Manzo (IPC Representative)

Guest

- ✓ Allison Hughes (Academic Support and Learning Technologies)
- ✓ Anniqua Rana (Academic Support and Learning Technologies, Dean)
- ✓ Catherine Dominion (International Student Center)
- ✓ Estela Garcia (College Recruiter)
- ✓ Mariel (Maggie) De Paz Fernandez (Cultural Center)
- ✓ Mary Dowden (Community Fitness)

III. Adoption of the Agenda Co-Chair Vera 1

Adoption of agenda for April 1, 2024

Kathy Kohut motions to adopt the agenda for April 1, 2024
Sarah Cortez seconds the motion
Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes Co-Chair Vera 1

Approval of minutes for March 11, 2024

Michiko Kealoha motions to approve the SSPC minutes from March 11, 2024
Maria Huning seconds the motion
Approved by all those in attendance with the abstention by Sarah Cortez and Danielle Pelletier

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.

Sarah Cortez: I received a call from a mother of a high school student, and she was so thankful and happy that she talked to an actual human. She had a lot of questions and needed a lot of clarification. I was being my normal self, offering support and services and sharing all of my knowledge. She was just so happy that I helped her, and I gave her all the information she needed for her son she's now gonna sign up to take classes here. Helping people and helping them find their way, and, getting them to sign up is why I do what I do. I love helping people and making them smile. If individuals come in upset my goal is to make them leave happy.

b. Department Reports

All

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

Admissions & Records Update:

- The deadline to petition for the Spring 2024 degree/certificate and appear in the Commencement Program is April 5th. Please refer students to see a counselor as soon as possible.
 - NOTE: Still can petition AFTER April 5th, however, name will not appear in the program.
- The A&R Asst. III position will be going out again, therefore, our office is still down a position. We request your patience with our office since we are coming to a peak time in our office.
- The Summer 2024 priority Reg begins April 9, 2024
- The Fall 2023 priority reg begins May 1, 2024

Financial Aid Update: Good news, CSAC has extended the deadline for priority Cal Grant awarding until May 2nd, effective immediately. However, we are still seeing challenges with the 24-25 FAFSA as the Department of Ed has now reported new errors that will affect applicants' financial aid offers from schools. We are getting daily updates with info from the Department of Education about these challenges.

VI. District & Colt Highlights

a. Planning and Budgeting Council (PBC) Mayra Arellan 3
Please see the [PBC website](#) for the meeting minutes for a detailed update.

There was an update of the non-personnel resource request process, highlighting the differences across divisions and emphasizing alignment with the college's mission, vision, and values. There was also an update on the decision-making process for vacancy and replacement positions, with detailed steps outlined on the website for reference. Program review was addressed, including the acceptance of actions and recommendations to adopt the new schedule for the 2024-2025 cycle. This approval impacts presentation dates for various divisions, ensuring alignment with the established timeline.

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

SSPC agreed to cancel our meeting on April 10, 2024, and meet at our scheduled time on April 24, 2024.

c. Enrollment Services Committee Update (ESC) Dr. Bennani /Maria 3

No updates. The ESC meeting is on April 1.

d. Instructional Planning Council (IPC) Jose Manzo 3
Please see the [IPC website](#) for the meeting minutes for a detailed update.

No updates. The IPC meeting is on April 1.

e. Equity and Anti-Racist Planning Council (EAPC)

Dr. Michiko Kealoha 3

Please see the [EAPC website](#) for the meeting minutes for a detailed update.

The Chancellor has officially approved the establishment of affinity groups aimed at retaining faculty, staff, and employees of marginalized groups. Those interested in starting a multiracial affinity space or space for marginalized groups must submit an application. The Chancellor has heard our request to update policies for new headshots has updated the wording and is working on it. Additionally, there was discussion about collaboration with public safety to build stronger relationships.

VII. Old Business

a. Program Review Update

a. 25-26 Program Review Timeline

Dr. Pérez /Dr. Bennani

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Dr. Pérez and Dr. Bennani provided an update on program review, focusing on the 2025-2026 timeline and clarifying recent decisions made at PBC. The conversation emphasized the importance of continuous planning, assessment, and improvement, with a specific focus on refining the assessment and planning process. The timeline for the 2025-2026 program review cycle was reviewed and approved, with key dates highlighted, such as the submission deadline and presentation dates. Additionally, proposed changes for future cycles were discussed, including considerations for presentations of new positions and deadlines for non-position requests. Clarifications were sought regarding the impact of external factors on position requests and the presentation process. Attendees were encouraged to provide feedback for further discussion in future meetings.

VIII. New Business

a. Refresher Training: SAOs & Transformational Antiracist Leadership Framework

Dr. Pérez

15

SSPC revisited the ongoing work of the transformational anti-racist leadership framework. The framework emerged in response to heightened awareness following events like the murder of George Floyd and contentious elections, prompting a deeper examination of racial equity and leadership. The discussion centered on two foundational frameworks: transformational leadership and anti-racist leadership. Transformational leadership, rooted in the seventies, focuses on elevating motivation and morality, with elements like idealized influence, intellectual stimulation, and individualized consideration. Anti-racist leadership, exemplified by a conversation featuring Minneapolis Mayor Betsy Hodges, emphasized the necessity of systemic change to address institutional biases and inequities. The goal was to integrate anti-racist principles into everyday practices across various student service contexts, ensuring the commitment to transformational anti-racist leadership. It is important to actively engage with policy changes and systemic shifts to dismantle ingrained biases and promote equity within institutional structures. Participants were encouraged to reflect on how their respective

programs and offices could embody these principles tangibly, fostering an environment where the commitment to anti-racist leadership is unmistakable.

Maria Huning motions to add 5 additional minutes for this item
Nimsi Garcia seconds the motion

The integration of Student Affairs Outcomes (SAOs) into organizational practices, emphasizes the need for continuous commitment and evolution of thought. Participants underscored the importance of anchoring SAOs in foundational documents to prevent them from being forgotten. There was a commitment to ensuring that each program or department had at least one method of measuring their adherence to SAOs. Reflecting on the challenges posed by remote work during the pandemic, concerns were raised about hybrid positions potentially overshadowing certain programs within larger departments. Our goal is to reaffirm past commitments, underscore ongoing dedication to SAOs, and encourage critical examination of organizational practices.

Michiko Kealoha motions to add 5 additional minutes to this item
Wissem Bennani seconds the motion

There was a discussion on defining what SAOs mean as a collective body, with suggestions to revisit and potentially update the recommitment statement. The importance of documenting any changes or reaffirmations was emphasized. Additionally, participants were reminded of the imminent need for assessments, with everyone expected to conduct some form of evaluation by the end of the calendar year.

IX. Special Presentations

- a. **Academic Support and Learning Technologies** Dr. Anniqua Rana 45
i. **[Distance Education Plan](#)**

Anniqua Rana, Dean of ASLT outlined the presentation's purpose: to review the Distance Education Plan's alignment with the college's Educational Master Plan and its key objectives. She emphasized the importance of feedback, with plans to finalize and present the plan to the college at PBC by mid-April for approval. The plan's three key elements were ensuring student access, success, and support, alongside faculty and staff development in utilizing distance education technologies. Four key themes guided the plan's development: current distance education offerings, faculty and staff training, equitable student support, and team enhancements. The emphasis on grounding the work in existing plans, such as the Educational Master Plan, was noted. The introduction of AI, particularly chat GPT, was discussed in the context of preparing students for future technological advancements. Alison Hughes expanded on the plan's timeline for the next three years, detailing how objectives would be addressed across semesters while allowing flexibility for adjustments. The floor was opened for questions and comments, with discussions touching on AI implementation, ZTC, OER, and legislative updates. Flexibility and collaboration were emphasized to ensure the plan's adaptability to evolving requirements and technology trends. Anniqua Rana concluded by expressing gratitude for the team's engagement and transitioned to discussing the next plan, acknowledging the team's dedication to advancing technology initiatives.

ii. [Technology Plan](#)

Anniqua Rana, Dean of ASLT focused on the transition to new hardware and software, emphasizing the college's readiness to meet student needs and advance innovation through technology. Anniqua outlined key themes from collected data, emphasizing the importance of understanding and meeting the technology needs of faculty, staff, administrators, and students. These included ensuring visibility and accessibility of available technology, providing training to all students regardless of background, and improving the accessibility of training spaces. Anniqua discussed the need for an accessible infrastructure aligned with the educational master plan to prepare students effectively. Data considerations were highlighted, with a focus on establishing baseline data to measure the impact of technology-related activities. Anniqua also presented a logic model illustrating the process of developing the technology plan, emphasizing outcomes, outputs, activities, and inputs. Allison Hughes discussed the timeline for implementing the plan, starting with fundamental tasks and progressing to larger projects, with flexibility built in for assessment and adjustments. Attendees raised questions about technology team training and the integration of software systems to track student progress and meet legislative mandates. Anniqua and Allison emphasized the importance of membership in committees to inform and shape the technology plan effectively.

iii. [Presentation PD Plan 2024-2027](#)

Anniqua Rana, Dean of ASLT outlines a comprehensive professional development plan, focusing on equity, anti-racism, collaboration, assessment, and employee well-being. The plan includes input from various committees and emphasizes the importance of ongoing training for all staff members, regardless of their roles. Key elements of the plan include on-demand workshops, cultural events, mentorship programs, and technology training. The discussion also touches on the use of language, such as the preference for "respect", reflecting a broader conversation around evolving semantics and language. The plan aims to create a supportive and inclusive environment for all college employees and encourages feedback and suggestions for further improvement.

b. **CARES Report Presentation**

Dr. Pérez/Dean Hartman

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CARES report presentation was moved to the next SSPC meeting.

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: ~~April 10, 2024~~ (CANCELED)

Wednesday, April 24, 2024