

Student Services Planning Council



Minutes

Date: March 25, 2026
Time: 2:10 pm - 4:00 pm
Location: Building 9, Room 154
Zoom: <https://smccd.zoom.us/j/83383664513>
Department reports: Update [here](#)

| Item | Presenter | Time (minutes) |
|------|-----------|----------------|
|------|-----------|----------------|

| | | |
|-------------------------|---------------|---|
| I. Call to Order | Co-Chair Juan | 1 |
|-------------------------|---------------|---|

Time Keeper –

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 | Co-Chair Juan |
|----------------------|---------------|

1

Quorum=14

- | | |
|---|---|
| <input checked="" type="checkbox"/> Adolfo Leiva | (SparkPoint Representative) |
| <input type="checkbox"/> Autumn McMahon | (Classified Representative) |
| <input type="checkbox"/> Aricka Bueno | (Faculty Representative) |
| <input checked="" type="checkbox"/> Ariela Villalpando | (COLTS-U Transfer Center Representative) |
| <input type="checkbox"/> Bob Haick | (Career Center Representative) |
| <input type="checkbox"/> Breanna Castro | (Financial Aid Representative) |
| <input checked="" type="checkbox"/> DeVon Scott | (Disability Resource Center & Personal Counseling Representative) |
| <input checked="" type="checkbox"/> Jasmin Padilla Valencia | (Undocumented Community Center Representative) |
| <input checked="" type="checkbox"/> Juan Vera | (Veteran Resource & Opportunity Center Representative) |
| <input checked="" type="checkbox"/> Kathy Kohut | (International Student Representative) |
| <input type="checkbox"/> Keith Wan | (Welcome Center Representative) |
| <input checked="" type="checkbox"/> Lizette Bricker | (Vice President of Student Services) |
| <input checked="" type="checkbox"/> Lorraine Barrales-Ramirez | (EOPS, CARE, NEXTUP, CalWORKs, FYSI Representative) |
| <input type="checkbox"/> Max Hartman | (Dean of Counseling) |
| <input checked="" type="checkbox"/> Mary Ho | (Post-Secondary Success Representative) |
| <input type="checkbox"/> Maria Huning | (TRIO Program Representative) |
| <input checked="" type="checkbox"/> Maria Lara | (Admission & Records Representative) |
| <input type="checkbox"/> Priscilla Menjivar | (Promise Scholars Program Representative) |
| <input checked="" type="checkbox"/> Michiko Kealoha | (Office of Equity Representative) |
| <input type="checkbox"/> Olivia Cortez-Figueroa | (College Recruiter) |
| <input type="checkbox"/> Paul Gaskins | (Classified Representative) |
| <input checked="" type="checkbox"/> Sergio Suarez | (Student Life & Leadership Development Representative) |
| <input checked="" type="checkbox"/> Sierra Orduna | (Student Representative) |
| <input checked="" type="checkbox"/> Wissem Bennani | (Dean of Enrollment Services) |
| <input type="checkbox"/> Ziarra Matthews | (Student Representative) |
| Vacant | (Instructional Faculty Representative) |

Advisory

- | | |
|---|--|
| <input checked="" type="checkbox"/> Karen Engel | (Dean of Planning, Research and Institutional Effectiveness) |
| <input checked="" type="checkbox"/> Jason Ramos | (Library and Learning Center) |
| Vacant | (IPC Representative) |
| Vacant | (Puente) |

III. Adoption of the Agenda

Co-Chair Juan

1

Approval of agenda for March 25, 2026

Lorraine Barrales-Ramirez adopts the agenda for March 25, 2026

Kathy Kohut seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair Juan

1

Approval of minutes for March 11, 2026

Ariela Villalpando adopts the agenda for March 25, 2026

Sierra Orduna seconds the move

Approved unanimously by consensus of all those in attendance

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.

Lorraine: Connected with a student who stopped attending Canada College six years ago and recently reached out to return to Cañada College. The student mentioned that they missed being on campus. The student needs three courses to earn their local degree and five courses to earn a transfer degree. The student had to leave Cañada College to start working to support their family. The student is working full-time and wants to focus on achieving his educational goals. It’s encouraging to see students come back.

b. Department Reports

All

Thank you all for sharing your department reports using this [link](#).

Equity Office: Wow! Tons of events every day/every week! We are also down a PSC again for a month during our most important critical time and need your support with cultural grads.

EOPS/CARE/CalWORKS/ FYSI: EOPS and PSP collaborating on CSUMB and Monterey Aquarium field trip on April 16. CRER 127 is having a field trip to the Stanford Hospital Redwood City campus to meet with health care professionals. During priority registration (Apr 7 for summer & Apr 29 for fall) we will have drop-in counseling assistance. CARE/CalWORKS Region 3 Student Conference will be at CSM on Sat, Apr 11. End of the Year Celebration will be Thurs, May 7.

Post Secondary Success: AANHPI Heritage Month celebration is in April and May.

Promise Scholars Program: Out of Office - attending CUNY ASAP Convening

Student Life & Leadership: The Student Life Office and ASCC are finalizing the 2026/2027 ASCC Elections and Voting itinerary. ICC is also preparing for its Leadership Awards in April. ICC officially has 40 Registered Clubs. ASCC also continues to have a 2-3 available spaces on it's current student senate. The Student Life Office continues to host mindfulness practices, and arts & crafts on a weekly basis.

UCOLTS: CSUEB field trip was a great success! Students really enjoyed learning about the university and exploring the resources that CSUEB has to offer. There will be a districtwide "Signing Day" at CSM. The transfer centers amongst the sister colleges are collaborating with SJSU on April 8th at CSM. The flyer will be shared once it's available. Also we will have Palo Alto University, Menlo College, and Saint Mary's will be coming to campus to table and to share information with our students. Dates and times can be found in our transfer website.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko 3

EPAC met on March 10, 2026. During EAPC, Adolfo and Ludmilla provided updates about the transportation website, including programs and offerings for students. Max discussed comprehensive student education plans, progress, campaigns, and the use of orientation in new ways. Program review was revisited for Student Services and Instructions to identify which equity professional development was requested. This was addressed in the program review on 10B to consider what you want and need for equity professional development when examining program equity gaps. We want to hear what you need.

b. Enrollment Services Committee Update (ESC) Wissem/Maria 3

Enrollment Services Committee will meet on Friday, April 3, 2026, and report at the next SSPC meeting.

c. Instructional Planning Council (IPC) Updates Jinmei 3

d. Planning and Budgeting Council Olivia 3

No update as Olivia is not present at the meeting.

e. Vice President of Student Services (VPSS) Updates Lizette 3

In Kim's weekly message from last week, there was an accreditation message. Accreditation did not request any additional information. You can find this information in Kim's email. I want to thank those who participated in the process. I want to give a shout-out to student leaders. This is the first time that we used student quotes in the ISAR. This was a result of the PRIE Office and visiting the ASCC Office. Thank you to the student leaders for sharing your voice in the ISAR.

For the upcoming Flex, Michiko has put in a lot of effort for the Hanna Center's Flex Day. They will hold an opening session and a morning session for faculty, followed by an afternoon session for classified staff. We encourage you to attend. If you have any feedback, we can bring it back to improve future events.

Reminder that commencement is approaching. I want to share that we have a website. There are two things: please encourage students to apply for the student speaker. They can submit their applications, which are due on April 10, 2026, at noon. They can sign up on the website on: <https://canadacollege.edu/commencement/speaker.php>

We also have the President's Student Leadership Award. The form went out with Kim's message on Friday and is due by April 10, 2026. The link will go on the commencement website. <https://canadacollege.edu/commencement/leadership.php>

We are still looking for commencement support. If you can provide support or have questions about compensation, Wissem, myself or Jackie can answer any questions you have.

Please sign up:

<https://www.signupgenius.com/go/10C0B4BABAC2CA6FAC16-62122424-caada#/>

For SSPC, Co-Chair Juan will be stepping down from the position. I checked the SSPC by-laws regarding the process for selecting a Co-Chair, but there was no specified process. I also reviewed the IPC bylaws, which do include a Co-Chair selection process. Their bylaws state that it is composed of the VPI and one faculty member. The faculty co-chair is elected by the committee for a two-year term, ending at the last meeting of the spring semester, in preparation for the upcoming year. We do not currently have this in our bylaws, but we can amend them if needed. I suggest we follow a similar guideline. Please let me know by April 17, 2026, if you're interested, so we can vote on it at the next SSPC meeting on April 22, 2026.

For the upcoming SSPC meetings, the first two will be regular business meetings, and the last one will be a celebratory meeting.

VII. Old Business

a. VAR Update Karen and Max 15

Vision Aligned Reporting should have a meeting scheduled for April 2, 2026, from 11 am to 12 pm with Carrie Mitchell and the District. Since there have been Banner updates, they will discuss how to obtain the SSL data and how those two programs communicate. My understanding is that SSL has a campaign function, and you can ask about it during training and SSL Office hours.

Lizette: Michiko, Karen, and I are meeting to discuss VAR. This meeting is to review feedback. I have heard the SSL campaigns are effective, but do not work for many campus events. I checked with all VPSS and across the district. We provided the feedback to Carrie. This came up when I asked for Formstack to be available district-wide. We want to hear from you and get your feedback.

Lorraine- It would be a good idea to invite them to a Counseling Division meeting.

b. SAO Prep for Next Cycle Program Review Karen 10

- Every year, we access your SAOs, recording results in NOVENTU and reflections and actions. Comprehensive is when you are reflecting back 3 years.
- Also, periodically, you should go into the SAOs to clean them up. A maximum of 3 SAOs per program.
- If you are in the NOVENTU Program, click on the SAO Assessment dashboard to view the SAOs.
- If you give us your G numbers, we can tell you your student retention and completion rates.
- From your perspective, PRIE would have difficulty determining processing times, student volume served, and the accuracy of the report.
- There is data we can extract from the Data warehouse in the SSL, which is quantitative.
- Qualitative data includes a small group of students served, one-on-one interviews, student logs, reflections, and portfolios.

Link to presentation: <https://acrobat.adobe.com/id/urn:aaid:sc:us:fc06e815-432a-46d6-ba98-42b91c7ab7ce>

c. Time to work on SAO's Lizette and Juan 40

SSPC members were paired into groups to review SAO's.

VIII. Special Presentations

IX. New Business

a. Timeline and Due Dates for 2026-27 Program Cycle Devon and Wissem 15

Devon is the SSPC representative in the program review group. We are presenting the timeline and reminder for next year since we have already completed the program review for this year.

These programs are due for Fall 2026 program review: DRC, FA, Health Center, PCC, TRIO Student Support Services, Veterans, Welcome Center, Asian American, Native Hawaiian, Pacific Islander, and S.T.A.R.

The action item will be linked to this timeline, adopted by the entire college IPC, SSPC, and PBC.

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|--|---|
| June 12, 2026 | Nuventive/Improve and Data Dashboards open; PRIE available to provide custom data. PRIE data dashboards are updated. |
| August Flex Day | Program Review Training open to all |
| September & October Divisions/Department Meetings | Divisions or departments discuss program reviews at monthly meetings |
| October 16, 2026 | All Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE in Nuventive |
| October 30, 2026 | Supervisors (Deans and VPs) complete their feedback on submitted program reviews in Nuventive |
| November 6, 2026 | All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive |
| November 18, 2026 | Administrative Peer Review session |
| November 18, 2026 | PBC Hosts Position Proposal Presentations |
| November 20 or December 4 | IPC Peer Review session |
| Early December | Senates Prioritize New Position Requests and Recommend to President |
| December 9, 2026 | SSPC Peer Review: fully submitted to the programs |
| February and March Division/Department Meetings | Divisions/departments and VP Offices meet to prioritize non-personnel resource requests |
| February 10, 2027 | SSPC Program Review Presentations |
| March 17, 2027 | PBC Certifies Prioritization Process & Collects Division Summaries |
| March 19, 2027 | IPC Instructional Program Review Presentations |

On June 12, 2026, you can begin collecting dashboard data and meet with our PRIE Office as part of the program. The PRIE Office will contact the programs to schedule a meeting and determine what type of data you need from them. With the new questions approved at PBC last week, they're almost explicit in asking for data for most of these. If this is your time for the program review or if you need a refresher, there is an opportunity during Flex Day in August. The September and October division meetings will discuss the program review and the monthly meetings. On October 16, 2026, all comprehensive program reviews are submitted and completed. On October 30, 2026, supervisors will provide feedback. The final is due on November 6, 2026, when you incorporate supervisor feedback. The SSPC Peer Review will be submitted to the programs by December 9, 2026, and those groups that SSPC divides and reviews will provide feedback on the form. SSPC program review presentations are scheduled for February 10, 2027.

Link to presentation: <https://acrobat.adobe.com/id/urn:aaid:sc:us:6e26a5e4-e579-4961-8a98-23d024548cf4>

I request that the council approve this timeline.

Action Item:

Adolfo, I approve to move the timeline as specified

Juan seconds the move

Approved unanimously by consensus of all those in attendance

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: