

Student Services Planning Council



Minutes

Date: October 22, 2025
 Time: 2:10 pm - 4:00 pm
 Location: Building 13, Room 233
 Zoom: <https://smccd.zoom.us/j/83383664513>
 Department reports: Update [here](#)

| Item | Presenter | Time (minutes) |
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| I. Call to Order | Co-Chair Juan | 1 |
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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!](#)

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| II. Roll Call | Co-Chair Juan |
| 1 | |

Quorum=14

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| ○ Adolfo Leiva | (SparkPoint) |
| ✓ Autumn McMahon | (Classified Representative) |
| ○ Bob Haick | (Career Center) |
| ○ Danielle Pelletier | (Faculty) |
| ✓ Breanna Castro | (Financial Aid) |
| ✓ Ariela Villalpando | (COLTS-U Transfer Center) |
| ○ Jasmin Padilla Valencia | (Undocumented Community Center) |
| ○ Jinmei Lun | (Faculty) |
| ○ Lizette Bricker | (VPSS) |
| ✓ Juan Vera | (Veteran Resource & Opportunity Center) |
| ○ Kathy Kohut | (International Student) |
| ○ Keith Wan | (Welcome Center) |
| ○ Krystal Martinez | (Classified Representative) |
| ✓ Lorraine Barrales-Ramirez | (EOPS, CARE, CalWORKs, FYSI) |
| ✓ Max Hartman | (Counseling Dean) |
| ○ Mary Ho | (Post-Secondary Success) |
| ○ Maria Huning | (TRIO) |
| ✓ Maria Lara | (Admission & Records) |
| ✓ Mayra Arellano | (Promise Scholars) |
| ✓ Michiko Kealoha | (Cultural Center Representative) |
| ✓ Olivia Cortez-Figueroa | (College Recruiter) |
| ✓ Maggie De Paz Fernandez | (College Recruiter) |
| ○ DeVon Scott | (Disability Resource Center & Personal Counseling Center) |
| ○ Sergio Suarez | (Student Life & Leadership) |
| ○ Ziarra Matthews | (Student Representative) |
| ✓ Sierra Orduna | (Student Representative) |
| ✓ Wissem Bennani | (Enrollment Services Dean) |
| Vacant | (Student Representative) |

Advisory

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| Karen Engel | (Dean of PRIE) |
| Ron Andrade | (Library and Learning Center) |
| Vacant | (IPC Representative) |

III. Adoption of the Agenda

Co-Chair Juan

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Adoption of agenda for October 22, 2025

Lorraine Barrales-Ramirez adopts the agenda for October 22, 2025

Sierra Orduna 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 September 24, 2025

Olivia Cortez- Figueroa adopts the agenda for October 22, 2025

Jasmin Padilla Valencia 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.

Olivia | College recruiter, made a presentation at Sequoia High School for Career and College Day. Olivia did a Spanish presentation to a group of 25 ESL students. The students asked many questions. Can I get assistance as an undocumented student? Can I work on campus as an undocumented student? Olivia shared information about programs on campus, and the students were shocked and excited to learn that college might be possible for them. I know that as a college, this might seem small, but we are changing lives. It reminded me of my purpose in what we do and why we do. Now that they know they can attend college with programs they didn't previously know were accessible to them.

b. Department Reports**All**

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

Outreach: Cañada :The Outreach Team has been busy attending a variety of College and Career Fairs & events at our feeder high schools (such as Menlo-Atherton, Sequoia, Woodside, EPAA, etc.). We have also been hosting campus visits and providing campus tours and presentations for these same high schools. On 10/14/25 we co-hosted co-presented at the Annual College, Career and Community Fair at Sequoia High School. Cañada College helps plan this event in collaboration with community partners College Advising Prep, PAL and Redwood City Parks, Recreation & Community Services. This fair was an opportunity students & parents to connect with representatives from CSU's, UC's, private and community colleges, as well as discover internships, career paths and community resources. Over 275+ students, parents and community members attended the event. Our team has been working on establishing our Cañada College Connect locations in EPA, NFO, and BH. We have confirmed monthly hours at PAL, Fair Oaks Community Center, and in the works for others. We have confirmed monthly school presence with EPA Acadmey and Menlo-Atherton.

Admissions and Records: The Spring 2025 and Summer 2025 diplomas & certs have been mailed out. if you have any student who hasn't received them, please refer student to send an

email to candegreecert@smccd.edu. Faculty Services & Advising Services WebSMART 9 go LIVE on Monday, October 27. The submission of final grades and incompletes is very different. Karrie Mitchell will hold 4 open office hours to assist any faculty with questions. Please use this link for more information: https://smccd-my.sharepoint.com/:w/g/personal/mitchellk_smccd_edu/EeCUpMzPsXIFrnL9F0zm6PcBawtDnQesRX--JYbnRHo_TQ?e=MGYkSE%20

EOPS/CARE/CalWorks/FYSI:The spring 2025 application will open on Nov 12. EOPS, NextUp, and Project Change are collaborating to have our BOO BASH pumkin decorating contest on Wed, Oct 29. EOPS Team will also be dressing up on Oct for Halloween - Star Wars theme. Join us! We are also having Dia de los Muertos alter to honor and fondly remember our loved ones who have passed, Oct 22-Nov5. On Wed, Nov 5 we will be share pan dulce and Abuelta chocolate. EOPS and Promise will be taking students to UC Berkeley on Nov 14, 2025.

Financial Aid:The 2026-2027 FAFSA, CADAA, and SMCCCD scholarship applications are now open! We are hosting weekly financial aid and scholarship application assistance workshops every Thursday in the Financial Aid Lab (9-110). We had a successful Financial Aid Day Event and Cash for College last week where we promoted financial aid awareness and assisted students/families in completing their financial aid applications. We have weekly outreach events at our local high schools. This month specifically we have served at East Palo Alto, Menlo-Atherton, Woodside, Redwood City, and Pescadero.

International Students:This month, the International Student Center hosted 'Pumpkins & Pie' to celebrate autumn celebrations from around the world, serving 78 Cañada community members. Kathy is on a recruitment trip in China, and Katie will be attending a NAFSA conference this month. Our Center is currently planning for International Education Week, which will take place during the week of November 17-21. Our signature event, 'International Education Fair' will be held in the Grove on Nov. 18 from 11am-1pm. We're still accepting international applications for the spring 2026 semester.

SparkPoint: Today, Oct 22, Kelly Field, a reporter or the Chonicle for Higher Education, visited SparkPoint at Cañada College to interview 4 students for an article she is writing on Colleges as "Caring Campuses". 396 students are now the Campus Dining Card. SparkPoint has cleared it's first round of waitlists and will move to clear the second round of students. The Food Lockers are serving over 50 students regularly with food orders each week. This week's Food Distribution served 402 clients, a 15% increase from last week. If the government shutdown continues, CalFresh recipients may likely have their November CalFresh payments delayed.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko 3
There are no updates, as EAPC only meets once a month. They are scheduled to have a meeting next Tuesday, October 28, 2025.

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

Spring 2025 and Summer 2025 diplomas have been mailed. If you receive any questions from students stating that they have not received their diploma, please direct them to the Cañada degree email at candegreecert@smccd.edu. WebSMART 9 has been updated for students. Now, with faculty and advisor approval, it will go live on October 27, 2025. The submission of final grades and the process for incomplete grades have changed. Due to the change, several demo

workshops were held last week. To support the new change, there will be open hours on three different days until December 23, 2025, to assist faculty advisors with submitting grades. This update is important for the Division Assistant on the instruction side. Registration for Spring 2026 starts on November 12, 2025.

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| c. Instructional Planning Council (IPC) Updates | Jinmei Lun | 3 |
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- IPC passed the updates to the [Distance Education Handbook \(2025-2028\)](#)
- Wissem Bennani, Maria Lara, Jinmei Lun, and Lorraine Barrales-Ramirez present the new process for Students to apply for degrees and certificates. The PowerPoint is attached.
- IPC discussed the Program Completeness and High Impact Low Success Courses. Dr. Ron Andrade presented the strategies and intervention. The presentation is attached.
- Reminder:
 - November 14th is the new, revised, and renewed reassigned time position applications due.
 - November 21st, IPC will review comprehensive program reviews, starting at 8:30 am.

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| d. Planning and Budgeting Council | Olivia | 3 |
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Dr. Kealoha and Professor Karen asked for feedback on the Student Equity and Achievement plan. Dr. Engel reminded that PBC will be asked to vote on the ISER (Institutional Self-Evaluation Report). VP Ludmilla reported that we have lost \$1.2 million in funding from DHSI and Fund 1, and discussed the impact on the college, noting that some positions will not be replaced due to the loss of funding. However, we are still receiving funding from property taxes. Maria Huning shared that it's time to work on scholarship baskets for student workers. Please reach out to Maria Huning or Robyn Ledesma with any questions or if you would like to participate.

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| e. Vice President of Student Services (VPSS) Updates | VPSS | 3 |
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No updates, Lizette is at a conference.

VII. Old Business

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| a. Field trip per diem | Jackie | 5 |
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There has been a change to the forms. It is a pilot program; when students go on a trip and a per diem is needed, the Request for Field Trip/Excursion Approval & Meal Advance is used. I can assist if needed, since this is a new form. This form allows us to request a per diem for each student or a group. It also asks for information about lodging and the bus. It's a checklist to confirm there is enough funding before the trip. The form is signed by you and then submitted to your Dean, followed by the VPSS Office, and then the Business Office. The cashier's office will process the form and notify you once the funds are available. We are currently gathering feedback on this process to make adjustments and improve it. Two additional forms will need to be completed after you return from the trip. One form requires signatures from students acknowledging receipt of their per diem amounts, and the third form consolidates all expenses.

Lorraine Barrales-Ramirez: If a student attends a conference, do we include the student's registration fee in the total? For staff, do they need to do conference approval forms?

Jackie: This form is currently only for students. We have received feedback on providing exact change so that per diem can be distributed evenly to students.

Lorraine Barrales-Ramirez: Can I use the Procard for registrations?

Jackie: You can use the ProCard for student registration for conferences.

Lorraine Barrales-Ramirez: This form is a one-size-fits-all form for all students.

Jackie: Yes, it is so that you don't have to fill out a form for each student. I do require that I receive information from students who are attending the conference.

b. SSPC Bylaw Membership

Juan

10

Lizette organized staff members with previous knowledge of how SSPC has evolved over the years. We reviewed the membership. The changes are as follows:

- We went from 25 to 26 voting members for SSPC
- Disability and Resource Center previously listed as Health and Wellness Center
- Faculty members, financial aid, and International Students remain the same
- The Office of Equity was previously listed as the Cultural Center
- Undocumented Center previously listed as the Dream Center
- VROC (Veterans Resource & Opportunity Center) previously as Veteran Resource Center
- EOPS also includes NEXTUP

We have added new members to SSPC: Paul Gaskins, Aricka Bueno, and our new student representatives, Sierra Orduna and Ziarra Matthews. Lastly, under Office Equity, Michiko is listed. We also have a new Transfer Center Representative, Ariela Villalpando. The advisory for the Library and Learning Center Representative is Jason Ramos.

Refer to the link for changes: [SSPC website updates 2025.docx](#)

We are requesting approval for the SSPC names and SSPC law memberships. Do we have a motion to approve the agenda for SSPC by-law membership changes?

Approved by: Michiko Kealoha

Lorraine Barrales- Ramirez

Approved unanimously by consensus of all those in attendance

A motion has passed to update all names on the SSPC in accordance with the by-law's membership changes.

VIII. Special Presentations

a. Student Modality Survey Results

Karen Engel

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Please take a look, as we are all wondering what our students think about Online learning and services. We participated in a statewide survey on state initiatives, that took place in Fall 2024.

Link to presentation: <https://canadacollege.edu/prie/surveys.php>

As a district, we had 1437 students participate. Students are mostly part-time at Skyline and CSM. These students are either first-time students or those in their first two years. I wanted to highlight the following:

- The majority of students felt that the new Banner was clear
- More of our students take online or asynchronous courses compared to CMS and Skyline College.
- How do students feel about full online asynchronous courses? Do students enjoy and perform well in these courses? 20% don't mind, 15% don't prefer it, and 1/3 did not answer this question. Students are interested in flexibility as they manage their academics.
- Does your college have a page on their website where you can easily find all of the student support services? Almost half said yes, and a lot did not answer, which could have been because it was at the end; 10% said no.
- When it comes to student support services, which way of accessing support works for you? One-third of students preferred in-person, while others chose various formats or indicated no preference, but a significant number did not answer the questions.
- Not many students prefer an asynchronous or synchronous format.
- Students who live closer prefer in-person courses.

b. IDI

Michiko

10

I want to acknowledge the time of what is happening around the world.

Jasmine: There is an unconfirmed rumor about a large raid in San Francisco and within a 40-mile radius, including our community. If confirmed, you can check online; the National Guard and Immigration Services are scheduled to be here tomorrow. Many community members, including students and families, may have relatives interested in learning more. Please inform them. They are targeting Home Depot and places frequently visited by Latinos or migrants. Be cautious this weekend and tomorrow. There are many resources at the UCC. We cannot prevent these incidents, but it's helpful for our students to know how to prepare and have conversations in case of anything. It's important to inform students and staff about the RAPID Response line. A protest has been organized in response. If you see immigration activity, please notify Faith in Action in the Bay Area, which can assist if someone is detained. They provide urgent legal aid. There is no specific timing for their arrival, but the National Guard is deploying for immigration enforcement. Red cards are available at the Undocumented Center, and printing more preparedness plans is recommended for families with young children, as they can complete a child affidavit to be placed with a trusted family member. We are doing everything possible to ensure everyone's safety. A campus email will be sent out. There are now numerous articles and information available online about these potential raids.

Paul Gaskins: Since this is the latest update, I know the ESL faculty teaching on the Coast site have canceled courses that are scheduled for tomorrow.

Jasmin: It's expected that the National Guard and Immigration Services will arrive here tomorrow. Just be cautious.

Michiko: We were supposed to do a 1-hour training for IDI, but some folks haven't completed it yet. Should we try to do it next time we meet? There has been some institutional trauma that people might have experienced from taking assessments in the past. I want to emphasize that individual results are completely private and only I can see them. I cannot share them with your supervisor or use them in your evaluation. They are solely for you. Sharing them would jeopardize my license. The group assessment will show us where we stand and how we're generally performing. It gives us a clear picture of whether we're in one specific area or multiple

areas. You will only receive an individual score if you request a 1-1 meeting with me. Does anyone have questions or concerns?

Juan: Will you be reaching out to us for a one-on-one to discuss the results of the IDI?

Michiko: What I have seen is that after folks receive the group assessment results and then their individual results, it is more impactful. If we try to do the group assessment for next time for those who have completed it, I will pull the results from those who have finished. If you have any questions or concerns and prefer not to ask in this group, please feel free to reach out via email.

Lorraine: The IDI questions were difficult to read, and I had to reread them several times. The questions were very interesting and challenging. I was trying to understand whether my response was based on my individual perspective as a professional, the perspective of the county, or different layers when answering the questions.

Jackie: I had to read it various times. Is this optional or required? Are we voluntarily doing the IDI assessment?

Michiko: SSPC agreed to do it. No one in the district can require this, as this is not federal or state-mandated. This was something that was brought up by folks on flex day as a request. It is up to you all.

Adolfo: At our last SSPC meeting, it was brought to our attention whether you all want to do this. This is the way it was presented. I want to express some concerns about the results. How will that impact me? How will I be judged? Will I be judged if I am biased, and to what extent? Does that mean I am bad?

Michiko: We can do a group aggregate for us as SSPC results. After reviewing it, if you want your individual results, I can be as flexible as possible if anyone wants to request individual results they can.

c. SEAP Plan

Michiko & Kiran 30

The Student Equity and Achievement Program Plan Draft aligns with California state requirements. We are allocating \$2 million to address equity gaps for students. The plan highlights enrollment, transfer, and other key areas. It prioritizes disproportionately impacted students in enrollment efforts. The college has spent six months working with diverse student groups, including first-generation, Black, African American, and LGBTQ students, and has launched an anti-racist marketing campaign. For example, Olivia and Maggie have led listening sessions and established a physical presence in the community. They also assist students with the application process, financial aid eligibility, and partnerships with non-profit organizations. Additionally, there are Great Black Excellence events, such as the Poetry Slam, and it would also be a good idea to invite middle schoolers and high school students to inspire them to consider attending Cañada College.

With all the events happening right now, how can we support our LGBTQ students at Cañada College with resources and support? Math and English metrics are completed within a year. We are piloting an initiative focused on assisting students retaking these courses. Our goal is to ensure students do not end up on Academic Notice. We are collaborating with programs, departments, and faculty to support our students. Some visits from Promise and Retention Interest Areas representatives—retention specialists—are aimed at engaging with students, with

Claudia visiting classrooms to maintain a face-to-face presence. When students see an individual, they are more likely to use the resources. We are also piloting strategies to assist students retaking courses. Max is leading efforts to update district-wide placement codes. Students now have the choice of classes for English and math, reducing barriers. We aim to strengthen embedded tutor programs and involve Instructional Aides (IAs) to mentor peer tutors, ensuring continuous support, and facilitating tutor presence in classrooms when possible—using data from PRIE to guide curricular decisions. To better understand our offered classrooms, we meet students where they are and listen to their voices to develop a culturally responsive curriculum and equitable teaching practices. Given the current events, how can we further support our LGBTQ students at Cañada College with essential resources? We are encouraged to utilize early alert systems to identify what's working and what's not. Ron highlights the importance of more face-to-face contact. Additionally, students who need to work benefit from on-campus employment opportunities, making it easier to collaborate with the Career Center and hiring managers for job postings. Latino students are the most disproportionately impacted group, while male students show higher persistence rates. We want to hear from students about their career path and certificate needs and adjust our course offerings accordingly, incorporating both quantitative and qualitative data to inform our decisions.

Michiko: BAM, how can we continue to support their efforts and increase their visibility since they are under the Office of Equity to access the program? How do we inform the college about the success and growth of this program?

Metric 4 emphasizes completing, accessing, and adjusting Nights Online Weekend (NOW) programs from our campus, and conducting meetings to identify what's needed.

For EMP, Ludmilla has been working on finding transportation alternatives. We are also working on implementing a more culturally relevant curriculum across all courses, in collaboration with our Professional Development Committee. Based on climate results, our team believes we have much to be proud of, as we are scoring higher than CSM and Skyline.

- Enhancing support for student needs by gathering and aligning tech literacy resources, with the ESL department collaborating with the Learning Center, and continuing to offer workshops and assistance.

Metric 5: Transfer for first-generation and low-income students?

- How do we align with the transfer plan? How to track enrollment and success?
- Transfer in English and Math to work with interest area counselors?
- Collaborate with faculty and special programs

Metric 6: Comprehensive Education Plans support students to stay on track.

- How to advertise as a campaign or include in orientation
- How do we support the counselors to be consistent and aligned with information in majors and transfers?
- Also includes supporting onboarding adjuncts to continue to do the work to have faculty as mentors

Lorraine: Our district has provided comprehensive training for counselors across the district. Being able to support students effectively is valuable. There are many nuances to SEP plans. Students have multiple goals, which can include earning a certificate, transferring to a different institution, or attending an out-of-state or private school. Those SEPs have different requirements, and districts must provide professional development opportunities to stay current and inform our students.

Max: If you have any students who are working on submitting a graduation petition, please encourage them to meet with a counselor.

Michiko: SEAP will be voted on in the PBC meeting on November 5, 2025. If you need more time to read or review all this information, please let them know.

IX. New Business

a. Program Review Group Assignments

Wissem/Juan

25

As SSPC, we are developing program review questions for next year. The process will remain the same. We hope you can choose the program review you want to participate in. The signup sheet includes instructions on the instructions tab.

Link:[25-26 Program Review Assignments.xlsx](#)

We have CalWORKs, EOPS, International Student, Outreach, PUENTE, and Undocumented Community Center programs for review. The person in charge of each Program Review will be responsible for scheduling the feedback review meetings and promptly addressing any questions from reviewers.

Max: Deans are providing feedback with a deadline of October 31, 2025. They will give that to the program review authors and will have until November 7, 2025, to update their program review with the Dean's incorporated feedback. This process should have been updated before the December 10, 2025, deadline. As SSPC, whichever program review you select, you should meet after November 7 but before December 10, 2025.

Juan will collect the feedback forms and give them back to the co-Chairs. The second reviewer should be collecting all the program review forms.

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: