

Student Services Planning Council



Agenda

Date: September 10, 2025
 Time: 2:10pm - 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

- | | |
|-----------------------------|---|
| ✓ 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) |
| ○ Vijeet Upadhyay | (Student Representative) |
| ✓ Ziarra Matthews | (Student Representative) |
| ✓ Wissem Bennani | (Enrollment Services Dean) |
| Vacant | (Student Representative) |

Advisory

Karen Engel
Ron Andrade
Vacant
Vacant

(Dean of PRIE)
(Library and Learning Center)
(IPC Representative)
(Puente)

III. Adoption of the Agenda

Co-Chair Juan

1

Adoption of agenda for September 10, 2025

Maria Hunning adopts the agenda for September 10, 2025

Lorraine Barrales- Ramirez seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair Juan

1

Approval of minutes

No minutes to approve as this is the first meeting of the semester.

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.

Mary Ho: KUDOS to the STAR Team! Mahitha, with Alyssa, worked during the summer to support the learning community. This is our official launch in the fall, with 20 students enrolled. About 90% of the students identify as AANAPISI, a significant increase from the pilot semester. It is open to all students; the program intentionally focuses on serving the ANNAPISI population. We also enrolled four Pacific Founder students, which was a major achievement. The team worked hard to recruit students. It’s nice to see the growth and how it connects to the goals and mission of the STAR program. There's hope that students will continue in the spring and be engaged.

b. Department Reports

All

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

Outreach- Outreach has been meeting with high school counselors to plan 25-26 visits, info and application workshops and college nights. We have also begun hosting campus tour groups so you may see more visitors on campus. Planning has begun for our various events such as our Annual High School Counselor & Community Partner Forum where we invite everyone to campus, feed them, share information and updates as well as provide them with workshop opportunities in a conference style. Some events we recently tabled at were Copita in RWC and Cultura Fest in South San Francisco. We have also been visiting EPA, North Fair Oaks and Belle Haven areas and are currently planning where we will be hosting office hours on site.

Career Center-We are in full-go mode for the upcoming job fair on October 1st. So far, we have 35 employers registered, and financial aid is promoting on-campus jobs. We are seeing a

little drop off in employer registrations this semester and some employers have remarked that they are refraining from hiring right now due to the climate in the country and the impact the tariffs are having on their businesses. Finally, please keep an eye out for an email asking for help with the event; it's always needed and greatly appreciated.

Office of Equity Representation-At EAPC: The following was shared Within the Leadership Retreat that took place on Thursday, August 7, 2025 - We hosted a workshop on the college's Educational M. Plan Goal #2 of Equity-Minded and Antiracist College Culture. Concerns were brought up regarding how employees can report discrimination, harassment, retaliation, and workplace complaints. I followed up with the district through Flex Day. and was reminded that there are forms and a policy in place to protect our employees and provide an avenue equal employment without discrimination. This website with more information and direct links to forms can be found here:

[https://smccd.edu/humanresources/Discrimination%20and%20Workplace%20Complaint%](https://smccd.edu/humanresources/Discrimination%20and%20Workplace%20Complaint%20Forms)

If you would like to know more about your personal intercultural understanding and development, an assessment is now available to you! Email me if you are interested. The assessment is approximately 20 minutes long. The IDI assessment licensing then requires a follow-up individual and completely confidential meeting with me to provide you your results and your Intercultural Development Plan. For an advertisement link, follow this link:

https://www.canva.com/design/DAGxG1dtmpY/1yJITuhTZIrzRTJ-hQpVBA/edit?utm_content=DAGxG1dtmpY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton For the college website details, you can go to:

<https://www.canadacollege.edu/equity/idi.php>

A majority of the EAPC meeting was dedicated to discussing and drafting a Public Safety listening session proposal.

If you are interested in seeing this draft and leaving comments, , please go to:

https://docs.google.com/document/d/1RF-HzXSLbrJ9sducVH_glvNezIykrbo/edit?usp=sharing&ouid=114713329953845827956&rtpof=true&sd=true

Check out all of our upcoming Cultural Center events for LatinX Heritage Month at:

<https://canadacollege.edu/culturalcenter/events.php> The rest of the meeting was dedicated to SEAP writing groups.

EOPS/CARE/CalWorks/FYSI: We are still accepting application for fall. The application will close on Oct 31, 2023. We are transitioning to doing in person orientations, and using the online option only for students who do not live in the area. We are excited to announce that our students are revitalizing the EOPS Student Club. We are partnering with Promise to offer a CRER 137 class for EOPS & PSP students starting on Sept 23, co-taught by Danny Lynch and Jose Manzo. CRER 127 (Career Launch) will be starting on Oct 15. There is a field trip planned to Electronic Arts on Oct 8, for students CRER 127 and 127 students. Districtwide discussion to set-up a new EOPS/PSP/TRIO application in SSL has started and the plan is to have it ready sometime next year. NextUp in collaboration with Project Change have scheduled Tap In Tuesdays, twice a month, (a check-in for students), and Wellness Wednesdays, once a month (various theme lead activities). NextUp has also hired their first Peer Mentor.

Financial Aid: Our FA Team has been assisting students complete their 2025-2026 Financial Aid Applications (FAFSA, CADAA, CCPG) for this academic year. The 2026-2027 FAFSA and CADAA applications will open on October 1st. The SMCCCD Scholarship Application will be

opening early this year on October 1st as well. We will begin holding weekly financial aid and scholarship application assistance workshops starting the week of October 1st in the Financial Aid Lab (9-110). If you would like us to join your community to present on financial aid opportunities, please complete our 25-26 Financial Aid Workshop Request Form and our Program Service Coordinator, Chris Wardell, will be in touch! - <https://bit.ly/canaid2526>.

International Center: In August, we welcomed 32 new international students, from 14 different countries! New students completed a 2 day orientation where they were very warmly welcomed by several Cañada College departments and staff members, and got to know the campus and each other. On August 27, we kicked off the semester with a lively meet and greet open house in the International Center. Coming up next week is our once-a-semester, "picnic in the park" on Friday, September 19 from 12-2 PM in Stafford Park, Redwood City.

Transfer Center: Save the date! Transfer Day will be held at The Grove on Tuesday, Oct. 14th from 11am-1pm. Please share with your students and come join us!

Nights, Online and Weekend (NOW) Program: The College for Working Adults (CWA) has transitioned to supporting all evening, online, and weekend students through the Nights, Online, and Weekend (NOW) Program. There are 32 degrees and certificates that students can pursue taking evening, online, and weekend courses. The NOW Team includes Director Jose Zelaya, Retention Specialist Autumn McMahon, Instructional Aide Joel Sanchez, and recently welcomed our new Instructional Aide Daniel Bresnahan.

Project Change: Project Change collaborating with NextUp/FYSI for Tap In Tuesdays and Wellness Wednesdays; collaborating with the 4-Year Capus Visit group on University visits for the semester. Numbers have significantly grown since last academic year, starting this year with 33 students. Teaching CRER 137 at the Youth Services Center and hopefully will be offering courses in the future at court/community schools in our service area as we strengthen those connections. Will be revisiting an expungement workshop this academic year as The Access Project (TAP) has limited operations.

VI. District & College Highlights

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

Michiko/Krystal

3

We hosted a workshop on the college's Educational M. Plan Goal #2 of Equity-Minded and Antiracist College Culture. Concerns were brought up regarding how employees can report discrimination, harassment, retaliation, and workplace complaints. I followed up with the district through Flex Day, and was reminded that there are forms and a policy in place to protect our employees and provide an avenue equal employment without discrimination. This website with more information and direct links to forms can be found here:

[https://smccd.edu/humanresources/Discrimination%20and%20Workplace%20Complaint%](https://smccd.edu/humanresources/Discrimination%20and%20Workplace%20Complaint%20Form)

If you would like to know more about your personal intercultural understanding and development, an assessment is now available to you! Email me if you are interested. The assessment is approximately 20 minutes long. The IDI assessment licensing then requires a follow-up individual and completely confidential meeting with me to provide you your results and your Intercultural Development Plan. For an advertisement link, follow this link:

https://www.canva.com/design/DAGxG1dtmpY/1yJITuhTZlrRTJ-hQpVBA/edit?utm_content=DAGxG1dtmpY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton For the college website details, you can go to: <https://www.canadacollege.edu/equity/idi.php>

A majority of the EAPC meeting was dedicated to discussing and drafting a Public Safety listening session proposal. If you are interested in seeing this draft and leaving comments, please go to: https://docs.google.com/document/d/1RF-HzXSLbrJ9sducVH_glvNezIykrbo/edit?usp=sharing&ouid=114713329953845827956&rtpof=true&sd=true

b. Enrollment Services Committee Update (ESC)

Wissem/Maria

3

I am your representative at the Enrollment Services Committee Meetings. The meeting was held last Friday in person and virtually. The items discussed were prioritization. As you see, there are project ideas. For the past two years, it has focused on Student Services like BANNER, SSL, Banner upgrades, and forms. If you are wondering why we did not discuss prioritization, the focus is on instructional programs. Additionally, some efforts from Student Services will continue, such as the forms and compliance projects. Registration forms have moved to the SSL. For instance, the forms below were previously sent as PDFs. Now it is on the SSL. It is very simple for students to submit through SSL. We are still working on glitches. ITS, Enrollment Services, and Counseling Services are working on this task, shifting from paper to SSL. We appreciate your patience as we update the forms. This is not a Cañada issue; it's at the District level, working to resolve the glitches and make it easier for students. Maria and Wissem will conduct a roadshow at SSPC and the Division to discuss specific forms. We are doing promotional and information sessions about the forms. During these SSPC meetings, we will be sharing information about these forms.

The following forms are now combined into a single Registration Form.

1. Go to your Student Success Link via your [mySMCCD Student Portal](#).
2. Click on the My Forms tab, then click Registration Form.

Form Title	Form Description
Add/ Drop a course	Request to Add/Drop a course.
Audit Course Request	Ability to take a course, without a grade, after having already taken the course the maximum number times.
Change Section/ Level after Official Deadline	Request to change section/level of a course after the official deadline.
Excused Withdrawal	Request to Withdraw from a course before the end of the current term.
Late Add Course Request	Add a course after the official registration deadline.
Overlapping Courses	Request to enroll in overlapping courses.

c. Instructional Planning Council (IPC) Updates

Vacant

3

No updates position is vacant.

d. Planning and Budgeting Council

Mayra Arellano

3

For the 2025-26 academic year, we have selected the following four priorities as our initiatives. (See image below for reference). For goal 4, providing access to campus, as many of our students love our LYFT program, has been removed. We are exploring other transportation initiatives to provide students with transportation to attend Cañada College. Some of you in this room might be tied to these goals. For example, I am working with RON on the first-year experience. We are using this year to make sure that we accomplish these goals. We also discussed the ISER, but Karen Engel will introduce it today. I won't go into detail, but it is a document available on the website; please refer to the links. The ISER is the Institutional Self-Evaluation Report. This document provides an overview of the college's overall activities and showcases the work we are doing as a college. It is currently in draft mode. Dr. Engel is seeking feedback; you can click on the link to view the ISER report.

ISER Link: <https://www.canadacollege.edu/accreditation/iser-drafts.php>

Goal 1: Student Access, Success, and Completion	Goal 2: Equity-Minded and Antiracist College Culture
1.15 Create and scale the First Year Experience Program 1.8 Ensure academic program viability	2.6 Improve faculty and staff hiring practices to ensure a diverse pool of applicants
Goal 3: Community Connections	Goal 4: Accessible Infrastructure and Innovation
3.11 Create and expand career exploration experiences for students	4.1 Improve access to campus via public transit, rideshare

It is time for Program Review. If you are in this column in the Fall 2025, you are up for program review. The work begins now and is due on October 17, 2025. Today, we will discuss program review, and next time, we will focus on ISER.



Comprehensive Program Review Due Fall 2025 (CURRENT CYCLE)	Comprehensive Program Review Due Fall 2026	Comprehensive Program Review Due Fall 2027
<u>Admissions & Records</u>	<u>Disability Resource Center</u>	<u>Career Services</u>
<u>CalWORKS</u>	<u>Financial Aid</u>	<u>Office of Equity & Cultural Center</u>
<u>Counseling</u>	<u>Health Center</u>	<u>Promise</u>
<u>EOPS, CARE & FYSI</u>	<u>Personal Counseling Center</u>	<u>Resilience Education Program (Project Change)</u>
<u>International Students</u>	<u>TRiO Student Support Services</u>	<u>SparkPoint</u>
<u>Outreach</u>	<u>Veterans</u>	<u>Student Life & Leadership</u>
<u>Puente</u>	<u>Welcome Center</u>	<u>Colts-U Transfer Center</u>
<u>Undocumented Community Center (UCC)</u>	<u>Asian American, Native Hawaiian, Pacific Islander S.T.A.R.</u>	

Lizette: Resource request is tied to this cycle. Even if you are not doing a program review, you can still submit a resource request for your program. For example, in Promise, if we need funding for something we will be doing, an annual update for that is due by October 15, 2025.

e. Vice President of Student Services (VPSS) Updates

VPSS

3

Many of us have expressed deep concerns about the political and national issues that are affecting us as individuals, as a community, and our students and employees. We will only be able to get through these times by supporting one another through the community. I want to introduce my three goals. I spent the summer evaluating and working with my leadership team in Student Services to identify areas where we received feedback from the community, or identified areas that need support. We scheduled some meetings and a retreat. I am focusing on the following three goals.

Goal 1: Increase engagement on campus and with the local community: I wanted to get out into the community. The intent is to get out of the office to connect with students and go to programs. The VPSS Pop-Ins will be utilized to engage with Student Services employees. They alternate between Fridays and Wednesdays. (Reference flyer: [VPSS Pop-Ins Link](#)) The VPSS Pop-In is an opportunity to solicit feedback on what is working and what is not working. The intent is to engage with Student Services employees and look to possibly do something similar with students. We welcome student leaders and student employees to join as well.

Goal 2: Engaging with local communities: There is a lot of work happening with EPA, North Fairs, and Belle Haven. A lot of conversation and meetings that are happening.

We are strengthening our CARES Team; we received a lot of feedback on what happens when a report is being filled. We are focusing on rebranding and doing a full roll out on a Spring Flex Day.

Goal 3: Searching for Professional development for Student Services specifically. We got to Flex day, they are great, but there is specific development that we can do for Student Services Professional to support ourselves and students. I am working closely with SSPC and Student Services folks to see what we can do this year.

VII. Old Business

a. PBC Representation

Lizette

5

The representative for PBC is currently Mayra. Mayra if you want to continue you are doing a good job. I do want to also inform others if you want to be a PBC rep, or if Mayra you want to continue. If you are interested in being a PBC representative. You can let us know here or email by emailing the co-chairs. Mayra: I am happy to step down. And have someone else step in. You learn a lot in PBC, I have done it for a while. I would encourage someone to do it.

Lizette: The other ask for PBC, we need a PBC Program Review subcommittee member from SSPC. You work with this committee that reviews the program reviews.

Wissem: For the past years I have been the SSPC representative for the program review, I can continue doing the work. Or if someone else would like to do the work.

Mary Ho: When do they usually meet?

Mayra: Every other Wednesday they meet.

Wissem: Karen Do you want to talk about it more?

Karen: We had less meeting maybe two times a semester. Basically, it's the place where instruction and student services try to align the program review and resource request processes. Some things are in the middle on how we share on NOVENTU, and other things, scheduling, timelines.

Wissem: The group right now is working on the revision of the questions. You would be continuing to work with the group. Whoever wants to take part, please let me know.

Mary Ho: When does the membership start?

Wissem: What I am doing today you would continue to do that.

Lizette: Just please let us know if you can email and Juan and we can facilitate and email Karen Engel.

Olivia: I will reach out to Mayra to get more information about PBC.

b. Review SSPC Membership

Lizette/ Juan

10

I went through our bylaws for SSPC. We have 25 voting members, who are outlined on section 3 of the bylaws. What I want to point out is that I reviewed the list, the website, and the agenda, and there are several discrepancies. I want to follow what is in the bylaws. Our agenda will look different next time. We have adopted it first. The position will be posted first, then the name, so it is very clear. We have some vacancies. We can have two student representatives. I am going to Senate today and will bring that up, they can appoint one more. We still have one vacancy for an instructional faculty position. If you know someone who would be a great fit, please help us spread the word and have them reach out to Gampi. Gampi can assign them to SSPC. Classified representatives are assigned to Autumn and Paul. As I reviewed all the forms, I will make recommended changes. For example, in the bylaws, it is listed as Dream Center, but it should be

Undocumented Center. Additionally, the Cultural Center is not listed here. Michiko, I would appreciate your feedback to align with what is on the website and our agenda. If we make those changes, it would bring our SSPC membership to 26. I want to compile this and bring it back to the next meeting for a vote. Changing the names and adding programs that we are missing. Are there programs that should be represented but are not? Moving forward, the bylaws will be used to align the website and the agenda.

3. 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.

Maria: I recognize that our list of bylaws shows the TRIO Program Representative, but it is currently TRIO/ Project Change. We need to make that change, as it is not just TRIO. I have asked Miriam Mosqueda to join to see if she would like to step in on my behalf. Doing PBC and SSPC is a lot of Wednesdays. I trust that Miriam would join and gain from her expertise and knowledge so that TRIO is not missed. She does not work with TRIO, but she can relay the information to TRIO.

Lizette: We can add TRIO/Project change, and you all can represent her area.

Maria: However, Miriam Mosqueda still needs to talk to her supervisor.

Lizette: It is not in our bylaws, but we do have some individuals who have, for example, two college recruiters. However, you can choose one person to avoid being overloaded. If you both want to come, that is great too. This document will provide a structure for voting members and align with the website. Please review the bylaws, particularly the membership section, and provide feedback, including any name changes and recommendations. I can compile the information and add it to the next agenda for voting, review, and discussion.

Dr. Scott: I would like to know if the DRC could have space at the table?

Maria: I don't think it is in the bylaws.

Lizette: It is currently under the Welcome Center representative, but we can change the name to DRC/PCC.

Wissem: It is the whole name Wellness.

Dr. Scott: I like Wellness.

Wissem: The Wellness includes PCC and DRC.

Lizette: This would be the opportunity for feedback.

Dr. Scott: Can we keep the name?

Maria Hunning: There was a whole thing about the Wellness name change on purpose. The name has changed, but it is still on the building. However, we are not in that building. It has been changed on the agenda to DRC, but not on the website. This will be our guiding document.

Adolfo: Just a reminder that last time we changed it, we condensed it because the more members, the harder it is to reach a quorum.

Lizette: Quorum on the agenda is 14. Is there a formula we follow?

Jasmin: It is associated with the number of members. The more we grow, the more quorum we have.

Michiko: It's 50% +1 for the quorum.

Maria Hunning: My recommendation is that you do not make these changes alone. I believe Adolfo remembers the reasons behind the changes.

Lizette: Was there a subcommittee?

Mary: There was a subcommittee: Mary Ho, Michiko, and Mayra.

Lizette: Can I get some volunteers for the subcommittee? Jackie, Juan, and I will be on it. Adolfo, do you want to be on this? Mary?

It was decided that the subcommittee will be Jackie, Juan, Lizette, Adolfo, and Mary.

VIII. Special Presentations

a. Welcome SSPC	Lizette/Juan	30
-----------------	--------------	----

SSPC members introduced themselves, their name and work title, and one word they want to bring into this new year.

b. Data Collection	Michiko/Maria/Karen	30
--------------------	---------------------	----

Maria, Michiko, and I worked on a presentation, but it was designed as a workshop, groupthink, and discussion. This came up as a result of folks asking where to get program data. Every Program is different. We thought about doing a PD or a session as a result. We are going to cover on how to submit a data request? How to collect student G number and how request additional data from PRIE. How are we answering equity-related questions? How to write a Service Area Outcome (SAO). You can ask for data at any time from PRIE. You can go to the PRIE website, which is a Formstack. You will need to involve your Dean, VPS, or supervisor if there is sensitive data. You can select if you want to talk to PRIE. You can also call or email. However, the Formstack helps with the workflow for me and Alex Claxton. We try to provide programmatic data to examine equity. Trying to benchmark where your program is or where the student population is as a college as a whole. It is helpful to look at these dashboards. You can see the headcount for different groups and compare your ability to serve all other students. How to ask for data based on a set of G numbers that you might have collected.

Maria: With TRIO, we have to conduct a program review and complete federal reporting, which occurs every year in mid-November. It is stressful because some of the data contains sensitive information that cannot be stored on Google Drive or emailed. It needs to be addressed differently. For example, I keep a list of students that I keep track of for the internal database on

the district APPSERV. That list, I confirm with PRIE. That sometimes changes; I need to know why and where that changed. I provide a list of all my students I have ever had and figure out where they are now and at universities. That gives me a good idea if they moved from here to DeAnza or Berkley. They pull that information from G numbers and socials, and it matches internally. But also matches based on the G number for National Clearance data. When I submit the request, I ask questions to determine the type of intended outcome. When you request this data, you are not storing it on a cloud service that the district has not approved. We had some issues when students write their G numbers; they might not be clear. We need to make sure the G number matches exactly.

Karen: For any programs, such as EOPS, that have a cohort code maintained on BANNER, it is easy to keep track. For International students and undocumented students, we do not have cohort codes. But I have a clear definition of who those students are and I can provide all kinds of outcome data and population data. It's about defining the population of these students.

Michiko: So many of us are using Google to sign up for excursions and fieldtrips and paper sign-ins. To share my experience, we had all these paper signings, and Alex reached out to us, and 20% of the attendees did not match. We were not getting accurate data on who we are serving. IT has a link on Formstack on how to keep track of the data, which is an easy tool to get the correct G number.

Ziarra: I don't know if this applies to Student Life, but we do paper sign-ups. We should also move from paper to digital, right?

Karen: To protect student privacy and data, if it is G numbers that are going to make sense, but with name, G numbers, and demographics, we should not be using anything that is not approved that can be hacked.

Mary: I know you need a license for Smartsheet for a person? That's approximately \$200 per person. For Formstack, we also need that. Who is paying for that? The reason we use Google is that, as we are grant-funded, we cannot purchase licensing. If we need to obtain the staff license for this, who can we contact?

Lizette: I don't want funding to be an issue. Please reach out to my office, and I can discuss the resource request with Karen. I can take the names of those who want access and advocate for funding.

Mary Ho: There are different levels of rights on a license.

Maria: I have been asked by my supervisor about who has access, and I have found someone who is no longer with us. They are removing them from this access.

Karen: In the SSL, there is a campaign, and some programs are using that to store the data on events and workshops.

Lorraine: We use the campaign on the SSL feature. We have a sign-in sheet, and we log it in; then, we shred the information. The SSL does do a pre-sign-up, but it has been complicated. We all have to pay for our own expenses within our department. Can the college or district cover the cost of this? That is where it should be paid from. This is a District issue to keep our information safe.

Maria: One of my SAOs, we do a student survey and use Formstack. When we send that report to Karen, some G numbers are incorrect. Depending on the time frame, I try to find the G number.

Mayra: For Promise, we have over 600. The type of license we have allows us to get only two licenses. So, when Ariela transitioned, I had to remove it. IT and District are controlling who has these licenses.

Michiko: Can we take a note at our next meeting to do a follow-up meeting with Salpy? I have a free Formstack membership, which allows us to use single sign-on, and it's free. An additional training would be great.

Lizette: We need the tool and the funding piece. But let's see what we can use that is infrastructure in place.

Michiko: We can hold a separate training on transformational anti-racist leadership. We initiated this in Student Services and the Planning Council in October 2021 as a guiding framework. The next framework includes our equity questions, which you'll see during program review. In February 2025, we discussed a workshop to review our SAOs.

- How does your program intentionally serve underrepresented, disproportionately impacted or racially minoritized students (ie. Black and/or Indigenous People of Color; Gay, Lesbian, Bisexual, Transgender, Queer, Intersex, and Asexual; 1st Gen; Foster; Homeless; Undocumented; Veteran; Low-Income; or other disproportionately impacted student populations identified in our Student Equity data, etc.)? Support this with data.
- Utilizing your data findings, how did your program's SAO/SLO assessment address equity and antiracism?
- What strategies would you use to address challenges that hinder the expansion or continuation of the equity gaps?

Link to presentation: <https://acrobat.adobe.com/id/urn:aaid:sc:US:009b37d9-0639-4baf-8057-b04704b3b82e>

Topic covered in the presentation:

- What is an SAO?
- SLO is different

Why are SAO and SLO's important? To be effective, disproportionately, how are intentionally excluding other students. Apply the new framework. I want to highlight as there are new accreditation standards. Please refer to presentation for more information.

IX. New Business

a. 25-26 EMP Review	Lizette	15
b. Fieldtrip per diem	Jackie Flores	10

We cannot use pro cards for excursions or field trips. However, there is a solution for per diem for students or group meals. The Business Office has created a series of forms. If you need training, please consult with Jackie Flores for support. Jackie is also working with the Business Office to gather feedback on the form, as this is a new process. Currently, this is a pilot form for Cañada College as part of an effort to streamline the process.

Lizette: We know this is a challenge and want to streamline the process.

Lorraine: It is making it more and more challenging to do more activities, contractors to do before 90 days, and it's hard to do programming. I appreciate streamlining this process. This is a barrier that the District has created, and it's frustrating. It limits what we can do. I understand the reason.

Lizette: Please work with Jackie on these processes to help us navigate them.

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: