



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, October 14, 2015
2:00 pm – 4:00 pm
Building 9 – Room 154

- Members Present:** Diva Ward, Kim Lopez, Max Hartman, Chialin Hsieh, Melissa Alforja, Sarah Aranyakul, Bob Haick, Lina Mira, Sunny Choi, Supinda Sirihekaphong, Margie Carrington, Adolfo Leiva, Jeanne Stalker, Debbie Joy, Carlos Luna, Gloria Darafshi, Soraya Sohrabi
- Members Absent:** Trish Guevarra, Ruth Miller, Lizette Bricker, Evelyn Valenzuela, Maggie Baez, Misha Maggi
- Guest:** Doug Hirzel, Prusela Phillips
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1. Approval of Minutes – Minutes from September 23, 2015 were approved.

2. Business

**I. Prusela Phillips – KASP Program
(from [SMCCCD Foundation](#))**

Prusela Phillips from the SMCCCD Foundation presented information on the Kruttschnitt Aspire Scholarship Program (KASP). She asked that this information be distributed among Student Services so as many as students as possible receive the information. The scholarship program is looking for 30 students who meet the edibility requirements. These students will receive \$6,000. See flyer below.

For more information you can contact Margie in Financial Aid or Prusela at the Foundation.

II. SPOL (Strategic Planning Online)

Doug Hirzel presented the new SPOL program Student Services Teams will be using for Planning and Program Reviews. Those teams that have the off year will use SPOL for entering resource allocation requests. Doug went over the different modules and answered questions. Jessica Kaven will help Doug produce training video clips that will explain specific tasks in SPOL. Kim will forward the Team Leaders to Doug for training. Doug will add the Program Review template on the [Program Review website](#). No PowerPoints will be needed this year.

Look at data packets from 2013-2014 data and let Chialin know if it is helpful or not. Chialin will upload 2014-2015 data. Contact Chialin (x3145) if you have questions or need specific data. TracDat will still be used to enter SLOs which Student Services enter each year prior to the summer break.

III. Program Review Teams Update

Upward Bound and Puente will be added to the [list of Teams](#) and the Program Review Cycle year will be updated.

The Feedback Form will be revised. See attached.

IV. [Fall 2015 Hiring](#) Positions

Fall 2015 Hiring justifications are due Friday, October 16 to the VPSS Office.

Positions moving forward through the Fall 2015 Hiring process are below:

- Middle College Staff Assistant
- Puente Office Assistant II
- International Student Center Program Services Coordinator
- Outreach Program Services Coordinator
- Transfer Center Program Services Coordinator
- Psychological Services Faculty

V. Student Engagement Plan Progress Report 2014-2015 (Valued and Nurtured)

This item will be moved to the October 28th meeting.

3. Other

Transfer Day – Tuesday October 20, 2015

2015-2016 Meetings

August 26

September 9 & 23

October 14 & 28

November 11

December 9

January 27

February 10 & 24

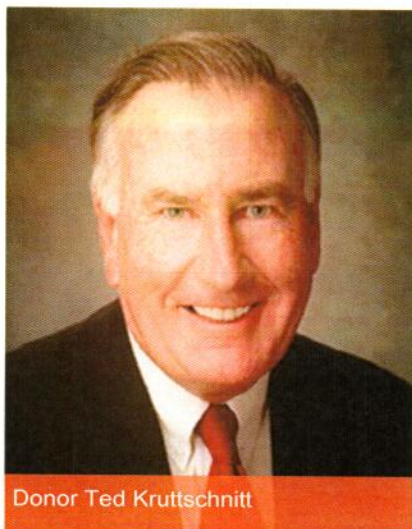
March 9 & 23

April 13 & 27

May 11 & 25

SMCCC FOUNDATION NEWS

The Kruttschnitt Aspire Scholarship Program



Donor Ted Kruttschnitt

OUR FIRST SCHOLARSHIP PROGRAM

The objective of the Kruttschnitt Aspire Scholarship Program ("KASP Program") is to identify, select and support committed and academically-promising students with the highest financial need. The KASP Program seeks to provide these selected students with the opportunity (i) to expedite their studies at the District while minimizing their Student Loans, and (ii) to successfully transfer to four-year institutions.

The KASP Program will focus on traditionally underserved and underrepresented students, including students who have access to state financial aid through the California Dream Act ("Dreamers") but who are not eligible for federal financial aid. The students in the KASP Program ("KASP Scholars") will be provided the financial means to maintain full-time enrollment, which is a proven factor in increasing student persistence (continued enrollment to degree completion) rates.

This gift is precedent-setting and transformative for a number of reasons. This is the most generous annual scholarship award currently administered by the Foundation in terms of the amount of the scholarship awards and the number of students receiving the awards from a single source. This gift will be the largest annual scholarship gift the Foundation has received in its almost 50 year history.

WHAT KASP SCHOLARS RECEIVE

SCHOLARSHIP

\$6,000 per year, renewable for 1 additional year (\$12,000 maximum)

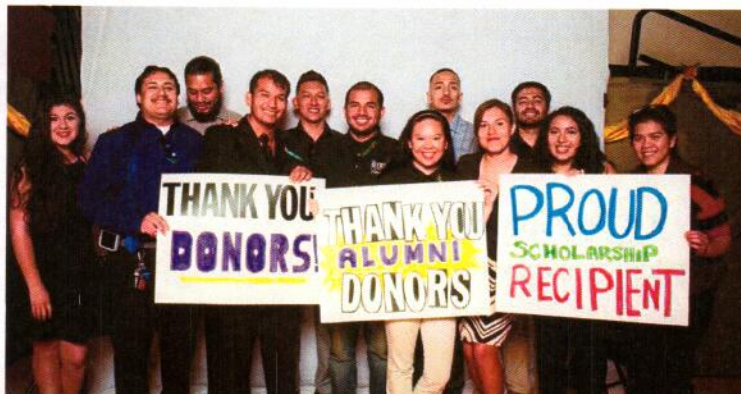


PROGRAM

Foundation's Program Coordinator will advise the KASP Scholars cohort, supporting them with wrap-around services. Connecting the cohort with existing services at the Colleges.

KEY POINTS:

- What is KASP?
- Who can be a KASP Scholar?
- Foundation's Next Steps
- Your input



"We can't think of a better way to kick off the Foundation's 50th year in 2016 than the enrollment of the first cohort of 30 KASP Scholars!"

-Stephani Scott



SMCCC FOUNDATION NEWS

The Kruttschnitt Aspire Scholarship Program

ELIGIBILITY REQUIREMENTS

- Be a graduating high school student and:
 - Enroll >12 units
 - Resident of San Mateo County
 - Demonstrate financial need
 - Plan to transfer to a 4-year
- Be a high school student entering an SMCCCD College with a 2.5 GPA or better in a-g courses completed in grades 9-12.

OR

- Be a continuing SMCCCD student and:
 - Have completed at least 12 college units at an SMCCCD College, and
 - Are entering the Semester in good academic standing as defined by the colleges' Federal Satisfactory Academic Progress ("SAP") policy, and
 - Have a GPA of 2.5 or better, and
 - Not be in default on any Student Loans.



MORE THAN JUST FINANCIAL AID How the Program is shaped

Students will apply for the KASP Program via AcademicWorks starting November 2015. A scholarship committee will choose 30 students as the first KASP Scholars cohort. A second cohort will follow the next academic year, totaling 60 KASP students in the district each year. Not only will these students receive financial support, but as part of the program, the students will also receive wrap around services. The Foundation will be hiring a Program Coordinator who will advise the KASP Scholars, and as a cohort, we hope to make direct connections between the students and existing programs/services at the Colleges. The cohort will have regularly scheduled meetings to build comradery, and at these meetings the Program Coordinator will bring in inspirational guest speakers, host time management workshops, etc. It is implied that the cohort will reapply their sophomore year, and transfer the following year.

OUR NEXT STEPS

Identifying key partners

The Foundation recognizes the vast array of student programs and services already available at the Colleges, and our intentions are not to replicate these efforts. We hope to identify key partners and incorporating them to KASP. We hope to fold in the following groups: Financial Aid, Career Services, TRiO, Learning Communities, EOPS / CARE / CalWORKs, and the Office of Student Life.

YOUR INPUT

- Who would you recommend for us to reach out to?
- What programs should our coordinator connect with?
- Any specific themes we should have workshops on?

Student Services Programs
For SLOs, Program Review, and Planning
2015-2016

Program	Offices/Programs Involved	Student Learning Outcomes	Program Review Cycle
1. Assessment, Orientation and Registration TEAM: Ruth Miller- Team Leader Vivien Huynh Loretta Davis Yesenia Haro Jeanne Stalker Maggie Baez	Admissions & Records Assessment Orientation	Students will identify more correct answers (out of 4 questions) regarding important college information in the post survey after attending a New Student Orientation session	2014-2015
2. Transfer Center, A2B and University Center TEAM: Soraya Sohrabi- Team Leader Maria Lara Sunny Choi Gloria Darafshi Khoa Nguyen	Transfer Center A2B University Center	Transfer: Students who utilize Transfer Center and Articulation Services are able to retrieve information from ASSIST.ORG, and able to identify the Admission policies to universities. A2B: Students will be able to identify/list four (4) careers related to their major and the minimum level of education required for each. University Center: Students will identify four (4) resources available to them at the University Center.	2015-2016

Program	Offices/Programs Involved	Student Learning Outcomes	Program Review Cycle
<p>3. SparkPoint, Financial Aid and Financial Literacy</p> <p>TEAM: Margie Carrington - Team Leader Adolfo Leiva Yesenia Mercado Jessica Boyle Melissa Alforja Financial Aid Staff Member(s)</p>	<p>Financial Aid Student Support/TRiO SparkPoint Center</p>	<p>Students should be able to complete a Financial Literacy Workshop to successfully define key terms such as grants, loans, work-study, scholarship, and EFC.</p> <p>Students should be able to complete a FAFSA upon successful participation in a Cash For College workshop and FAFSA Tuesdays (assessed again in current cycle)</p>	<p>2014-2015</p>
<p>4. Counseling</p> <p>TEAM: Gloria Darafshi - Team Leader Nick Martin Karen Olesen Nadya Sigona Sandra Mendez</p>	<p>Counseling Services Puente</p>	<p>After their counseling appointment, students will have a better understanding of graduation and/or transfer requirements.</p>	<p>2014-2015</p>
<p>5. Career Services</p> <p>TEAM: Bob Haick – Team Leader Anne Nichols Sandra Mendez Nick Martin</p>	<p>Career Services</p>	<p>1.Resume Workshops (pre & post survey)</p> <ul style="list-style-type: none"> a. List 3 things to include on a resume b. How many examples should you put into a cover letter and why? <p>2. Interview Workshop (pre & post survey)</p> <ul style="list-style-type: none"> a. List 3 important things to do to prepare for an interview. 	<p>2015-2016</p>

Program	Offices/Programs Involved	Student Learning Outcomes	Program Review Cycle
<p>6. Student Life and Leadership Development</p> <p>TEAM: Misha Maggi – Team Leader Evelyn Valenzuela-ASCC President Alexandra Wildman-ASCC Vice-President Supinda Sirihekaphong Maggie Lozano</p>	<p>Student Life and Government and Student Clubs</p>	<p>The Associated Students of Cañada College (ASCC) Governing Council will understand the College and District participatory governance processes. <i>[ILO: Communication, and Critical Thinking]</i></p> <p>The ASCC Governing Council will learn team building; identify strengths, and effective communication skills. <i>[ILO: Communication, and Critical Thinking]</i></p> <p>The ASCC Governing Council and Inter-Club Council (ICC) members will learn how to plan events, know more about campus programs, the diverse cultures on campus, and become aware of the social justice needs that exist in our community and in our world. <i>[ILO: Communication, Understanding Society and Culture]</i></p> <p>Students will learn where they can go on campus to get support in college and how they are responsible for each other’s success and retention in college and in ASCC. <i>[ILO: Understanding Society and Culture]</i></p>	<p>2014-2015</p>
<p>7. Wellness: Disability Resource Center, Psychological Services, Health Center</p> <p>TEAM: Max Hartman – Team Leader Gena Rhodes w/interns Sharon Bartels Jenna French</p>	<p>Disability Resource Center Psych Services</p>	<p>DRC: Disability Resource Center students will be able to complete and monitor their SEPs in Counseling, TRiO SSS and DRC.</p> <p>Psychological Services: Students will gain support and skills to handle academic stress, personal issues and future plans in a positive and effective manner.</p> <p>Student Health Center: The student will verbalize at least 3 ways to prevent the spread of influenza.</p>	<p>2015-2016</p>

Program	Offices/Programs Involved	Student Learning Outcomes	Program Review Cycle
<p>8. EOPS, CARE, CalWORKs & FFYSI</p> <p>TEAM: Sarah Aranyakul- Team Leader Jose Romero Sarah Aranyakul Claudia Dorantes Cindy Mata Jessica Boyle</p>	<p>EOPS CARE CalWORKs</p>		<p>2015-2016</p>
<p>9. TRiO, Bridge to Opportunities and Veterans</p> <p>TEAM: Melissa Alforja – Team Leader Trish Guevarra Candice Johnson Edith Flores Nick Martin James Macale Pat Sehl Rosalina Mira Maria Huning</p>	<p>TRiO Bridge to Opportunities Veterans Upward Bound</p>		<p>2015-2016</p>

Program	Offices/Programs Involved	Student Learning Outcomes	Program Review Cycle
10. International Students TEAM: Supinda Sirihekaphong – Team Leader Misha Maggi Soraya Sohrabi Karen Olesen Stacey Carrasco	International Students	1. International students will understand and maintain their F-1 immigration rights and responsibilities. 2. International students will increase their knowledge of services and tools available to reach their educational goal (complete a program of study and/or transfer to a 4-year college/university). 3. International students will become an active member of the Cañada College community. -See more at: http://canadacollege.edu/international/index.php#sthash.g6cNvea9.dpuf	2014-2015
11. Outreach & Application TEAM: Maggie Baez – Team Leader Jeanne Stalker Meagan Rodriguez Campus Ambassadors	Outreach Office		2015-2016