



## Student Services Planning Council

Meeting Date: October 24, 2018

Meeting Time: 2PM – 4PM

Location: Building 2 Room 10

Present: K. Engel, B. Haick, K. Kohut, N. Martin, A. Leiva, M. Hartman, K. Paz-Rubio, K. Panjiyar, K. Delarosa,

M. Huning, D. Joy, M. Carrington, R. Miller, G. Rhodes

Topic- Action(A)/ Discussion (D)/ Information(I)/- Presenter	Discussion/Outcomes
1) <b>Approval of Minutes (A)</b> – Char Perlas & Ruth Miller September 26, 2018	Minutes Approved Margie 1 <sup>st</sup> Debbie 2 <sup>nd</sup>
<b>2) Business</b> I. <b>ISER Standard I Update (I)</b> – Karen Engel  II. <b>ISER Standard II Update (I)</b> – Char Perlas & Dave Meckler  III. <b>ISER Standard IV Update (I)</b> – Tammy Robinson, Jeanne Stalker & Nick Martin  IV. <b>Strategic Enrollment Plan &amp; Guided Pathways Update (I/D)</b> – Karen Engel	I. <b>ISER Standard I Update (I)</b> – Karen Engel Has made good progress.  II. <b>ISER Standard II Update (I)</b> – Char Perlas & Dave Meckler In progress.  <b>ACTION: Please update websites and inform Char if you notice broken links.</b>  III. <b>ISER Standard IV Update (I)</b> – Tammy Robinson, Jeanne Stalker & Nick Martin IVA is close to being completed. IVB still in progress. Recent additions. IVC and IVD being populated from District (Mitch Bailey). May not be ready by 2 <sup>nd</sup> draft deadline. Was able to recruit more people to review IVA and IVB. Will continue to meet as needed on Friday mornings.  IV. <b>Strategic Enrollment Plan &amp; Guided Pathways Update (I/D)</b> – Karen Engel <i>Strategic Enrollment:</i> Taskforce initially recommended to update existing plan and to align with Guided Pathways work. Due to recent data, it is now recommended that the Enrollment Management Committee meet on a consistent basis to develop the Strategic Enrollment Plan. New taskforce to meet every other week: Friday, Nov. 2 <sup>nd</sup> 1:30p – 3:30p.

### Mission Statement

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<p>V. <b>Program Review Resource Requests (I/D/A) – All</b></p> <p>VI. <b>BP 2.31: Speech: Time, Place and Manner (I/D) – Char Perlas &amp; Ruth Miller</b></p> <p>VII. <b>Follow up Action Items from 9/26 Meeting (D/A) – Char Perlas &amp; Ruth Miller</b></p>	<p><i>Guided Pathways:</i> Currently planning for the Jan 11<sup>th</sup> Retreat scheduled 8:30a – 12p. CLP will be attending the Academic Pathways Meeting on Monday, Oct. 29<sup>th</sup> to solicit ideas. Proposed format for the retreat includes:</p> <ul style="list-style-type: none"> <li>• Student Voices Panel to share data</li> <li>• Defining Meta Majors</li> <li>• Inquiry/Design Activity</li> <li>• Ramp-up/next steps in preparation for ‘big’ sorting activity during March flex.</li> </ul> <p>Business Processes has been meeting on a consistent basis (2<sup>nd</sup> and 4<sup>th</sup> Mondays 10:30a – 12p in room 9-132). Chancellor’s office to ask for quantifiable objectives. Sense of urgency. Laurie Scolari, CCCCCO, to attend Dec. 4<sup>th</sup> Steering Committee meeting.</p> <p><b>ACTION: If interested, attend the Dec. 4<sup>th</sup> Guided Pathways Steering Committee meeting from 2p – 3p in room 13-114.</b></p> <p>V. <b>Program Review Resource Requests (I/D/A) – All</b>  <b>Timeline:</b></p> <ol style="list-style-type: none"> <li>1. Program Review due in TracDat by Nov. 5<sup>th</sup> at 9am.</li> <li>2. Nov. 12<sup>th</sup> – Feedback due.</li> <li>3. Nov. 14<sup>th</sup> – Feedback review at SSPC meeting.</li> </ol> <ul style="list-style-type: none"> <li>• Discussion ensued on Personnel Request presentations (dates) and feedback form. Info to be sent by PBC chairs.</li> <li>• Financial Aid Requests were not met last year due to shift in personnel.</li> <li>• Registration, Assessment and Orientation – Requests to assist in off-campus/recruitment/PEP activities – Recommendation to reach out to IT RE: refresh cycle. Requests with justifications:  <a href="https://drive.google.com/open?id=1i7Y9bGRDB7JZoRfHRKcHqqf6q1rTOqdw">https://drive.google.com/open?id=1i7Y9bGRDB7JZoRfHRKcHqqf6q1rTOqdw</a></li> </ul> <p><b>ACTION: COLLEGE PROCESS: Please submit your Program Review in TracDat no later than 9am on 11/5. Char will provide any needed feedback by 11/6 for final revisions due 11/13.</b></p> <p><b>SSPC PROCESS: Char will send out all Program Reviews with Google Feedback Form. Please provide feedback by 11/13 to discuss at 11/14 meeting.</b></p>
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	<p>VI. <b>BP 2.31: Speech: Time, Place and Manner (I/D)</b> – Char Perlas &amp; Ruth Miller Review of ‘Freedom of Speech’ protocol. All requests must go through the Office of Student Life. They would then forward the request to Max and Char who would then, if needed, alert Campus Security and Mitch Bailey.</p> <p>VII. <b>Follow up Action Items from 9/26 Meeting (D/A)</b> – Char Perlas &amp; Ruth Miller Need Veterans rep. Discussion ensued about possible rep. – Recommendation to expand Joshua’s hours so he can attend SSPC via SAGA funding.</p> <p><b>ACTION: Debbie to follow up with Joshua regarding his hours.</b></p>
<p><b>3) Other/Department Reports</b></p>	<ul style="list-style-type: none"> <li>• <b>Financial Aid</b> – Scholarship Applications open Nov. 1<sup>st</sup>. Email will go to all students who applied last year and marketed to new students. New personal statement prompts.</li> <li>• <b>International Center</b> – Completed recruitment trips to 5 countries. PSC position is available for internal applicants. International Center has expanded.</li> <li>• <b>SparkPoint</b> – Received SAGA grant to expand financial literacy for Veterans. Mention of short-term staffing changes. Expanding upstairs and upgrading Cañada cash program. Vending commission money to fund April (Financial Literacy month) and study snacks during finals week.</li> <li>• <b>A&amp;R</b> – Priority Registration opens Oct. 31<sup>st</sup>. Migrated to Banner 9. Going forward, registration dates to be identified a year ahead of time (per District).</li> <li>• <b>EOP&amp;S</b> – Priority Registration begins Oct. 31<sup>st</sup>. If you have EOPS/CARES/CalWORKS Students who didn’t receive their priority registration date, please have them visit the program.</li> <li>• <b>Counseling</b> – Transfer Tuesday. Oct. 30<sup>th</sup>.</li> </ul>
<p><b>4) Adjournment</b></p>	<p>3:25pm</p>
<p><i>Upcoming Meetings:</i> <b>FA18:</b> 11/14, 11/28 &amp; 12/12 <b>SP19:</b> 1/23, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22 6/12 &amp; 6/26</p>	

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