



**Student Services Planning Council**

Meeting Date: Sept. 26, 2018

Meeting Time: 2PM – 4PM

Location: Building 2 Room 10

Present: D. Joy, D. Alberto Vargas, C. Costelow, M. Quevedo, N. Martin, R. Miller, L. Barrales-Ramirez, A. Leiva, K Panjiyar, M. Maggi Kealoha, S. Sohrabi, B. Haick, S. Robles, G. Rhodes, M. Hartman, M. Carrington, C. Perlas (Note Taker).

Guest: D. Diggs

| Topic-<br>Action(A)/ Discussion (D)/ Information(I)-<br>Presenter                    | Discussion/Outcomes   |
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| 1) <b>Approval of Minutes (A)</b> – Char Perlas & Ruth Miller<br>September 12, 2018  | <b>Approval of Minutes (A)</b> – Char Perlas & Ruth Miller<br>C. Costelow 1 <sup>st</sup> D. Joy 2 <sup>nd</sup> All Approved   |
| 2) <b>Business</b><br>i. <b>Operational Update (I)</b> – Dayo Diggs<br>(5-7 minutes) | <b>Business</b><br>i. <b>Operational Update (I)</b> – Dayo Diggs<br>Director Diggs’s role is located in the Administrative Services Division which also houses the policies and procedures of the College: i.e. Operational Systems. Highlights include: <ul style="list-style-type: none"> <li>• Currently in the process of revamping <b>Participatory Governance</b> and updating the Participatory Governance and PBC Manuals.</li> <li>• Additionally oversees <b>facilities and grounds</b>. Facilities and Grounds has placed safe wire around building 8 to prevent ‘Randy the Raven’ from flying into the windows. International Students has outgrown their space so, currently looking for a new space. Revising and revamping tennis courts to stay in compliance with regulations. Building 9 renovations are 2 weeks ahead of schedule. Projected completion for 1<sup>st</sup> floor: no later than February although they are planning on cutting out the floor on level 2 and 3 so, projected date may be extended. The original issue regarding building 9 stemmed from the sun shades being improperly installed. Building 1 is still waiting for major permits/DSA approval. Bus stop will be moved (announcements to come out). Building 23 is moving quickly. The scale model (skin) can be requested to be viewed. Question arose regarding ‘cohort’ space for Guided Pathways. Decisions will not be made until Building 9 is completed.</li> </ul> |

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| <p>II. <b>Guided Pathways Update (I)</b> – Margie Carrington &amp; Karen Engel</p>           | <p>II. <b>Guided Pathways Update (I)</b> – Margie Carrington</p> <ul style="list-style-type: none"> <li>• Three inquiry teams are currently meeting. Student Voices every Friday from 9a – 10:30 in 8-110, BPA 2<sup>nd</sup> and 4<sup>th</sup> Mondays 10:30a – 12p in 9-123, and Academic Pathways 1<sup>st</sup> and 3<sup>rd</sup> 2:30p-4p in room 3-142.</li> <li>• BPA assisted Student Voices group in developing questions for the student survey and focus groups. Margie showed schematic of where we tend to lose students. Identified gap between when students apply to when they actually get directed communication. Ex. Bakersfield high school outreach team that provides application, financial aid and counseling at the high school sites.</li> <li>• Inside Track Presentation Oct. 8<sup>th</sup> 10:30a-12p in room 9-257A.</li> <li>• Student Voices: 2 focus groups scheduled. Notes to be housed on Google Template and can be used for guidance in CRM implementation.</li> <li>• Char to develop flyer to solicit additional participation for Guided Pathways. Flyer to include meeting schedules.</li> </ul> <p><b>ACTION: If you would like to provide feedback on Focus Group Questions, please ask Marisol for questions.</b></p> |
| <p>III. <b>Accreditation – Review Websites (I/D)</b> – Char Perlas &amp; Ruth Miller</p>     | <p>III. <b>Accreditation – Review Websites (I/D)</b> – Char Perlas &amp; Ruth Miller</p> <ul style="list-style-type: none"> <li>• Make sure website is updated for ISER. Michael Ryan will provide training on Flex Day, March 10.</li> </ul>   |
| <p>IV. <b>Scheduling Training: TracDat and Banner 9 (I/D)</b> – Char Perlas, Ruth Miller</p> | <p>IV. <b>Scheduling Training: TracDat and Banner 9 (I/D)</b> – Char Perlas, Ruth Miller</p> <ul style="list-style-type: none"> <li>• TracDat training on Flex Day.</li> <li>• Banner 9 training can be requested via District IT. A&amp;R is going live with Banner 9 on Oct. 15<sup>th</sup>. Some forms are changing. It is recommended that you screen print the forms in Banner 8 so you can match with forms you will be using in Banner 9. Banner 9 should be used in Chrome. Banner 8 has to be used in Explorer. All areas should be migrated by end of year Dec. 31<sup>st</sup>, 2018. Currently the same data can be accessed in Banner 8 and Banner 9 (for those who are still using Banner 8).</li> </ul> <p><b>ACTION: For Banner Training Requests: Call Tony Quadra x6701. If there's a form that doesn't work in Banner 8, contact the appropriate person Margie or Ruth. Ruth to setup training for Banner 9.</b></p>  |
| <p>V. <b>Program Review and Grants (I/D)</b> – Char Perlas &amp; Ruth Miller</p>             | <p>V. <b>Program Review and Grants (I/D)</b> – Char Perlas &amp; Ruth Miller</p> <ul style="list-style-type: none"> <li>• PBC updates – TracDat was approved to be used for Program Review. Program Review is due Nov. 1<sup>st</sup>. It's recommended that individuals attend the Program Review Flex Day session from 1p – 2:30p. Personnel requests are due Oct. 12th. Char to invite all of SSPC to review prioritized items. College Cabinet reviewed rubric to assist in prioritizing resource requests.</li> </ul>  |

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| <p>VI. <b>Follow up Action Items from 9/12 Meeting (I/D)</b><br/>– Char Perlas &amp; Ruth Miller</p> | <p><b>ACTION: Resource requests due Oct. 26<sup>th</sup>. Debbie to send Program Review link. Char to schedule Oct. 26<sup>th</sup> meeting to prioritize resource requests. Personnel request forms: Are due Oct. 12<sup>th</sup>:</b><br/><a href="https://canadacollege.edu/planningbudgetingcouncil/staffing.php">https://canadacollege.edu/planningbudgetingcouncil/staffing.php</a>. <b>Please attach Personnel Requests to Program Review in TracDat.</b></p> <p>VI. <b>Follow up Action Items from 9/12 Meeting (I/D)</b> – Char Perlas &amp; Ruth Miller</p> <ul style="list-style-type: none"> <li>• Edith Flores starts at 3pm (Ruth to ask to flex schedule so she can attend SSPC).</li> <li>• SAOs are what’s needed for Student Services areas (not SLOs). Welcome Center uses pre-post surveys to collect data. Programs should be assessed appropriately to ensure programs are meeting student needs/demand.</li> </ul>   |
| <p><b>3) Other/Department Reports</b></p>  | <p><b><u>Other/Department Reports</u></b></p> <p><b>Career Center:</b></p> <ul style="list-style-type: none"> <li>• Job Fair Oct. 3<sup>rd</sup>: Volunteers still needed – Debbie to send out ‘Volunteer’ email.</li> <li>• Oct. 17<sup>th</sup> – Employer panel for students: PLUG entrepreneur panel 12:30 -2:30 room 3-122</li> </ul> <p><b>Fin. Aid:</b></p> <ul style="list-style-type: none"> <li>• 10a – 11a Friday. Sept. 28<sup>th</sup> Room: 9-123: Financial aid training for local area outreach team to assist with requests for Cash for College events.</li> <li>• CSM is hosting a District-Wide Cash for College event on Oct. 20<sup>th</sup>.</li> </ul> <p><b>Dream Center and SparkPoint:</b></p> <ul style="list-style-type: none"> <li>• Cynthia Veida has started in the Dream Center. She will be continuing ‘Confidential Conversations’.</li> <li>• SparkPoint received a grant to expand services (written by Diva Ward).</li> <li>• Working with Pacific Athletic League and Siena Center to provide onsite financial coaching to assist in recruiting/encouraging students to attend Cañada College.</li> </ul> <p><b>Transfer Center:</b></p> <ul style="list-style-type: none"> <li>• Held orientation for new transfer students.</li> <li>• Oct. 1<sup>st</sup> – Workshop to assist students in selecting a major.</li> <li>• STEP Program Oct. 16<sup>th</sup> – Transfer Day. Encourage students to attend. Volunteers needed!</li> <li>• Oct. 25<sup>th</sup> – CSU application workshop for evening students 6p-7p room 3-142.</li> </ul> <p><b>International Students:</b></p> <ul style="list-style-type: none"> <li>• Met with agencies in Ecuador and Columbia. Also visiting Nepal, China and Japan. Cañada has more of a presence globally.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• In regards to International Student Center, in the process of creating a reception area for students.</li> </ul> <p><b>Promise:</b></p> <ul style="list-style-type: none"> <li>• \$50 incentive to meet with a counselor and/or attend a workshop/event. If changing event schedule, inform Marisol.</li> </ul> <p>Upward Bound:</p> <ul style="list-style-type: none"> <li>• Sept 15<sup>th</sup> had family meeting and received feedback to improve. One change, contacting parents via email or text instead of via phone.</li> <li>• Seeking a tutor.</li> <li>• UB Staff is planning to attend Youth Mental Health First Aid Conference in November.</li> </ul> <p><b>Personal Counseling:</b></p> <ul style="list-style-type: none"> <li>• New Active Minds Club: Mental Health awareness, anti-stigma.</li> <li>• Looking for Mental Health Peer Educators (Students. 5 hours/week).</li> <li>• Openings in the Personal Counseling Center so, if needed, please refer students.</li> <li>• Website link to interest form is in the process of repair. Dr. Rhodes to send new link to group.</li> </ul> <p><b>Web:</b></p> <ul style="list-style-type: none"> <li>• Inside Cañada will be going away. If you want something from Inside Cañada to stay on the website, contact Michael Ryan.</li> </ul> <p><b>EOPS:</b></p> <ul style="list-style-type: none"> <li>• Still accepting students.</li> <li>• Progress reports are due Oct. 12<sup>th</sup>. Have students see EOPS if they have questions. Accepts reports via email, scan, etc.</li> </ul> <p><b>A&amp;R:</b></p> <ul style="list-style-type: none"> <li>• Spring registration begins Oct. 31<sup>st</sup>. Please have attribute codes, SEPs etc...ready.</li> <li>• AB801 – To better support our homeless students. Currently working on a process with SparkPoint and Financial Aid.</li> </ul> |
| <p><b>4) Adjournment</b></p>   | <p><b>Adjournment – 3:35pm</b></p>   |
| <p><i>Upcoming Meetings:</i><br/> <b>FA18:</b> 10/10 (canceled/Flex), 10/24, 11/14, 11/28 &amp; 12/12<br/> <b>SP19:</b> 1/23, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22<br/> 6/12 &amp; 6/26</p> |  |

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