

Student Services Planning Council



AGENDA

Date: Wednesday, February 24, 2021

Time: 2:00-4:00pm

<https://smccd.zoom.us/j/94950753901>

1) Welcome

- a) **Time Keeper**
- b) **Do we have our team?** (Quorum: 13)
 - i) Welcoming of New Staff

Adolfo Leiva
Alison Field
Bettina Lee
Bob Haick
Jade Shonette

Jeanne Stalker
Kathy Kohut (Manasi)
Karen Engel
Lorraine Barrales-Ramirez
Manuel Alejandro Pérez
Maria Huning
Maria Lara
Margie Carrington
Mary Ho

Max Hartman
Mayra Arellano
Michiko Kealoha
Nadya Sigona
Olivia Cortez Figueroa
Rosa Moncada
Soraya Sohrabi
Wissem Brennani

2) Adoption of The Agenda

2 minutes

3) Approval of the Minutes

2 minutes

- a) February 10, 2021
 - i) *Actions from February 10th meeting:*
 - *Program Review*
 - (a) *Unanimously updated our Program Review Questions to include multiple targeted anti-racist & equity questions that require our work to be founded in serving disproportionately impacted and marginalized students.*
 - *Bylaws*
 - (a) *Unanimously updated our SSPC bylaws to include foundational language on all future agendas and minutes.*

4) Reports

- a) "Why" We Do What We Do Share Wissem / 2 mins
 - i) *An instance that has happened recently that has reminded you why you do what you do to challenge equity and anti-racism in Student Services?*
- b) Thank you for sharing your department reports in the chat! All/ "Unlimited" Time
- c) Racelighting: A Prevalent Version of Gaslighting Facing People of Color Manuel / 5 mins

5) Standing Items

- a) PBC Max / 4 mins
- b) VPSS Updates Manuel / 4 mins
- c) Enrollment Services Committee Update Wissem/ 10 mins

d) Guided Pathways Mary/ 4 mins

6) **Special Presentations**

- a) **UMOJA Program Presentation** Black Students Matter Core Group / 30 mins
- b) **PEP Presentation** Mayra & Olivia / 5 mins
- c) **Colts Con Presentation** Maria, Mayra, Mary / 5 mins
- d) **Early Alert Process** Nadya / 15 mins

7) **Business Items**

- a) **Program Review Process Revision** Max / 7 mins
- b) **SSPC Bylaw Updates** Maria H., Mary, Michiko, Nimsi, Manuel / 12 mins
- c) **Recording Future SSPCs** All / 7 mins

SSPC Membership

Committee chairs and co-chairs of the SSPC participate in the “Planning and Budget Council’s Orientation.” New committee members are strongly encouraged to attend, all committees are welcomed to attend.

Expectations of Service

Committee members will

- commit to attend and prepare for meetings
- notify co-chairs if unable to attend scheduled meetings
- solicit feedback from and report out to constituent groups

Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

8) **Open Forum and Feedback**

*An opportunity for anyone to discuss any additional items.
What would we like to cover in the next SSPC?*

Business Item

March 10th SSPC Meeting= Review, provide feedback, and approve the proposed program review extension policy. Max / 15 mins

Program Review Extension Policy 2nd DRAFT

All instructional programs, student services programs and administrative services are expected to abide by the annual cycle and timeline for submitting comprehensive program review, and annual updates, as communicated on the [college program review website](#) each year. If programs do not submit the required documentation and related materials by the deadline, they will not be eligible to request resources for the following academic year. In exceptional circumstances, programs may apply for an extension or deferral.

The following policy is meant to clarify and simplify the process for getting short-term extensions and deferrals when needed.

- *Comprehensive Program Review & Annual Update Deferrals: Programs unable to submit their comprehensive program review or annual update due to exceptional circumstances (e.g., maternity leave, etc.) will be expected to complete their comprehensive program review or annual update during the following program review cycle. These extensions are rare and a rationale must be given.*
- *Comprehensive Program Review & Annual Update Extensions: Program Review deadlines are set in order to allow time for many other college processes to take place during an academic year, so extensions are rare. A program lead and their administrator may deem that a short-term extension (no more than 5 days) of the deadline for a particular program is warranted given exceptional and unavoidable circumstances. If an extension of more than 5 days is needed, the Dean/VP must consult with IPC or SSPC about the feasibility of a longer extension.*
- *In both cases, the administrator granting the deferral or extension must notify the PBC Program Review Work Group (canprogramreview@smccd.edu) as soon as possible and confirm when the new deadline will be.*

9) **Adjournment**

Next meeting is Wednesday, 2-4pm, March 10th, 2021 via Zoom.

Student Services Planning Council Mission Statement:

The SSPC oversees the implementation of a comprehensive process for planning and assessing student services based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.