

# Student Services Planning Council



## Minutes

Date: Wednesday, October 27, 2021

Time: 2:00 - 4:00pm

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

### 1) Welcome (5 minutes)

a) **Time Keeper** – Maria Huning

b) **Do we have our team?** (Quorum: 13; *purple* = pending appointment or vacant)

Adolfo Leiva (SparkPoint)

*Vacant (Faculty)*

Andrea Garcia (Fin Aid)

Aricka Bueno (Faculty)

Bettina Lee (Wellness Center)

Bob Haick (Career)

Camile Woodruff (ASCC Rep)

*Dream Center Representative*

Eshton Liu (ASCC Rep)

Janet Rios (Dream Center)

Kathy Kohut (International)

Lorraine Barrales-Ramirez

(EOPS, CARE, CalWORKS, FYSI)

Manuel A. Pérez (VPSS)

Margarita Baez (Classified Rep)

Maria Huning (TRIO)

Maria Lara (A&R)

Mary Ho (Post-Sec. Success)

Max Hartman (SS Dean)

Mayra/Ariela Villalpando (Promise)

Michiko/Griselda Paredes (Stu. Life)

Nimsi Garcia (Classified Rep)

Olivia Cortez-Figueroa (Coll. Recr.)

Sarah Cortez (Welcome Center)

Soraya Sohrabi (Transfer)

*Veterans Services Representative*

Wissem Bennani (SS Dean)

Guests: Candice Johnson, Melissa McAlexander (NDNU)

c) **Introduction of new SSPC representatives**

*New Reps/ 5 mins*

Welcome back Michiko!

### 2) Adoption of The Agenda

*2 mins*

Max Hartman motions to adopt the agenda with the correction of Sarah Cortez named as representative for the Welcome Center

Margarita Baez seconded

Approved by all those in attendance

### 3) Approval of the Minutes

*2 mins*

a) October 12, 2021 (Tuesday)

Margarita Baez moves to approve the minutes of October 12, 2021

Seconded by Maria Huning

Approved by all those in attendance with abstention from Michiko Kealoha

### 4) Reports (2 minutes)

a) "Why" We Do What We Do Share (Wissem Bennani)

*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*

Wissem Bennani mentioned the last time he shared was a student success story and the feeling associated with that. Today he wants to share more about the big picture. "During the year 2021, the world has witnessed major events. To name a few, the January 6 attack on the capital that forced congress to evacuate, the Taliban offensive in August that led to a large group of people looking for ways to flee Afghanistan scared for their lives and we also witnessed the disaster caused by international wildfires in Turkey, Greece and California and other natural disasters, such as what happened in Haiti. Every time I see these events I ask myself what can I do to be part of the solution. As a social justice educator, it is a personal goal for me to challenge racist policies and to remove barriers so that underserved students and communities have access to high quality education. As an international education practitioner, I believe that education is the key to world peace and I believe that education for sustainable development will help us mitigate the impact of global warming to avoid the unfortunate events we've witness in 2021. The fact that I am part of a district, a college and a team of student service professionals that embrace the values of equity, social justice, anti-racism, and sustainability is why I do what I do."

ii) *Upcoming SSPC line-up: Mary Ho, Lorraine Barrales-Ramirez, Aricka Bueno*

b) Thank you for sharing your department reports in the chat! *All/ "Unlimited" Time*

**Dream Center:** Undocu-Healing is happening this evening from 4:30 - 5:30pm. Zoom is on the flyer. We are centering the Undocumented experience and allies are welcome!

The Dream Center has a legal clinic available for students who are seeking a free legal immigration consultation. To make an appointment please visit <https://www.signupgenius.com/go/10c0f4daaa82ba31-caada>

Additionally, the community college system is providing the \$495 DACA renewal funding to eligible students. For this resources please reach out to Leslie Duenas at the IIBA (the assigned provider for the funds) email [lduenas@iibayarea.org](mailto:lduenas@iibayarea.org). We also still have emergency aid to cover nonresident enrollment fees of students under 6 units who identify as ESL and or / undocumented. Please refer them to this application if there is interest to apply: [https://smccd-czqfp.formstack.com/forms/esl\\_undocumented\\_student\\_fall\\_fee\\_application](https://smccd-czqfp.formstack.com/forms/esl_undocumented_student_fall_fee_application)

**International Center** will be posting soon for a detail PSC Position, available now through June 30, 2022. Hoping for some interest from within Cañada!

**SparkPoint:** Please share this link with students who may be experiencing food insecurity:

<https://app.smartsheet.com/b/form/aebcd04b6fe7468e9cbec5d40b6c22cd>

**Student Life:** If anyone wants to come to the Student Senate's Halloween Bash, 10/28/21, they are doing a kids parade at 4:30 and giving the first 30 children a little goody bag! And for bigger kids at 5pm there's pumpkin painting and A Nightmare Before Christmas in 6 101/102!

**TRIO** is hosting a Study Skills workshop as part of our workshop series. Tomorrow at 1p, students can learn new study skills! Flyer below (and above LOL)

**Veterans:** 1. Kristi Longoria is filling in as our substitute Veterans Coordinator. 2. We completed 2nd round interviews and are in the reference check phase of the Veterans PSC position. 3. Stop by and visit our new VROC in Bldg. 9, First floor in Room 9-151. Please pardon our dust as we move in.

## 5) Standing Items (17 minutes)

### a) PBC

*Max / 4 mins*

Our last PBC meeting was on Wednesday, October 20. If you are interested in being the SSPC representative for PBC, contact Max.

There was a reminder about the personnel request process and upcoming forums. The first deadline has passed for submitting the proposals for the annual updates for program review. Deans and Vice Presidents are reviewing those and providing feedback to the programs for the final submission on November 5. Once those positions are submitted we'll continue the regular process with the forums and presentations. There has been some back and forth discussion with PBC and the Program Review Task Force about providing proposers with an optional template that can be used for the presentations. The presentations will be approximately 10 minutes for each presentations. It will ultimately depend on how many presentations we have. The presentations will be happening in November.

There was also a presentation and adoption the Annual Plan for 2021-2022. Please find the final version which has been approved by PBC using the following link.

<https://canadacollege.edu/planningbudgetingcouncil/meetings.php>

President Lopez has added a standing item to the PBC agenda which is regarding the return to campus planning for Spring 2022.

### b) VPSS Updates

*Manuel / 4 mins*

HACU – Hispanic Association of Colleges and Universities which is one of the largest umbrella organizations on the Federal level that support institutions that are HSI (Hispanic Serving Institutions. Cañada College is an HSI. Being a member of HACU keeps us updated on the latest information and gives us more opportunities to support our LatinX students.

There have been a lot of questions about our Spring 2022 return to campus, our process, our schedules, and the vaccination uploads. Later in today's agenda we're going to have a very intentional and deep conversation about the return specifically.

Reminder that we are having our first Student Services Huddle. We're calling it a huddle because it is a moment for us talk about what's happening on campus, what and how's it going in Student Services, and a moment for us to get together

in an informal setting. It's a space where we'll be engaging in conversation with one another, we'll have some snacks and music. We'll also have a microphone in case anyone wants to ask questions.

The District has approved and moved forward our three District priorities. Using one time funds, from their coffers, they will be supporting zero cost textbooks, Dual Enrollment, and Promise Scholars program. This will be a three year one time funding project. There will be more information at upcoming SSPC meetings.

c) Enrollment Services Committee Update

*Wissem & Maria L./ 5 mins*

There have been no ESC meetings since our last SSPC meeting.

*Comment:* Is there a way for the webschedule work group to add a "Return to Top Button"? Max will note this for the workgroup agenda. If you have any other questions or comments for webschedule, email Max Hartman.

*Comment:* At the top of webshedule there are three tabs for each college. It says to "click here for in person courses" and it does bring up the in person courses but the search button stays on this page so then when the student searches using the search button, it no longer searches in the *in person courses*. It brings up every course. Maria will send Max an email explaining the problem and he will add it to the workgroup agenda.

d) Guided Pathways

*Mary / 4 mins*

A few updates on position postings. The Director of Student Success is posted. The PRF is being reviewed for the Retention Specialist in Arts Design and Performance. It should be posted as soon as it's gone through the review.

We've been doing a deep dive and discussion regarding the priority action areas. We have a working group which has been identifies from the Steering Committee to help with developing a visual on the early alert process to help prepare for the early alert rollout.

**6) Business Items (80 mins)**

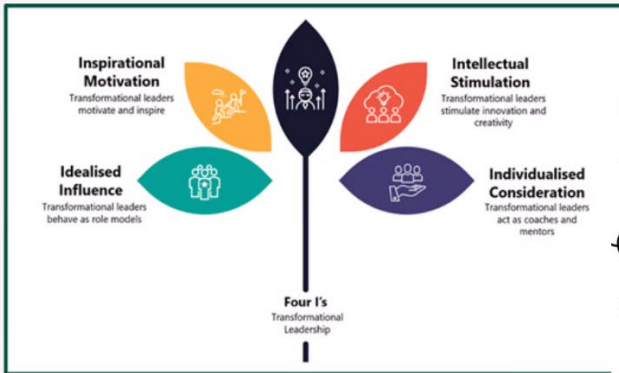
a) Transformational & Anti-Racist Leadership discussion

*Manuel & Nimsi / 30 mins*

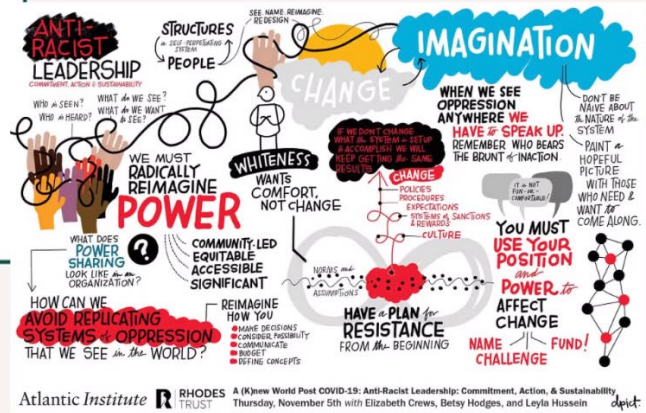
This is a follow-up discussion/conversation from our last SSPC meeting. We've been discussing this topic for the last three SSPC meetings. Specifically we've talked about and have come to consensus that this is a place that we would like to anchor our efforts to a transformational and anti-racist framework. What does this mean? We're going to keep coming back to this when we're talking about inspiring, mentoring, coaching, innovation, and about having consideration and being both individualized but being systemic in our efforts. We want to be very intentional in seeking to have

transformational anti-racist leadership. To avoid a words only system we want to have action. To do that we need to have everyone's help. We have an opportunity to do both internal work, as well as relationship and systems oriented work.

## Transformational & Anti-racist Leadership In Student Services



The Four I's of Transformational Leadership (Bass, 1985, 1990, 1995, 2008)



## What does this mean to you? What does it look like in practice?

### 1. self/intra

What does Transformational Antiracism look like **in my own leadership practice?**

### 2. relationships/intra

What can Transformational Antiracist leadership look like **in my relationships with others?**

### 3. program/sphere of influence

What should or could Transformative Antiracism look like **in our program or office?**

### 4. Student Services Planning Council

What should or could Transformative Antiracism leadership look like **for us as a Council?**

For numbers one and two we will have timed reflection and for numbers three and four we'll be asking for specific action items.

Reflect what each of these areas mean to you then we'll break up into eight break-out rooms where everyone can think through the four questions above.

[https://docs.google.com/document/d/160K8K83tbD6XsivO8TFgYag3rpFXti\\_61DUcyeQZdpw/edit](https://docs.google.com/document/d/160K8K83tbD6XsivO8TFgYag3rpFXti_61DUcyeQZdpw/edit)

Maria Huning motions to extend the time for this agenda item by 10 minutes for a total of 16 minutes with an amendment to have eight break-out rooms instead of four  
Seconded by Margarita Baez  
Motion passes by all those in attendance

Break-out rooms entered their ideas on the google doc and if you have any additional ideas or comments, add them to the google doc too.

Nimsi and Manuel will review the google doc and bring a proposal back as we revisit the topic at the next SSPC meeting.

Town Hall Debrief

Manuel / 25 mins

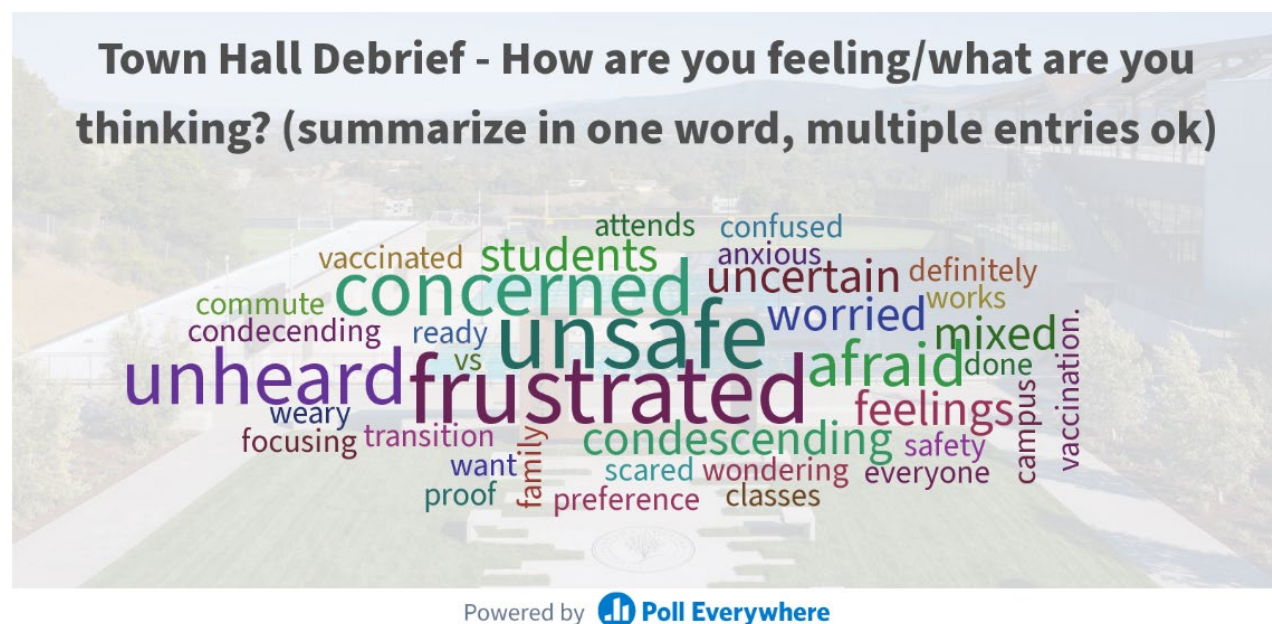
As we work on Transformational Anti-Racism, we want to bring this into our conversation about our return to campus in Spring 2022. We are the Student Services planning council. We are the group that is poised to talk about strategy, intervention, resources and getting stronger on how we support our students. With the idea of Spring 2022 in mind, we would like this space to openly discuss thoughts, impressions, and confusions regarding coming back in the Spring.

We need to talk about all the things we're hearing regarding our return and discuss if there is a way to take ownership and find a solution in our own sphere of influence, do we have our own power to change them. If not, Manuel will take the questions/comments forward to find an answer.

We want to provide this time and space for continued feedback and conversation to reflect and debrief about the Town Hall.

Town Hall Debrief – How are you feeling/what are you thinking? (summarize in one word, multiple entries ok)

<https://pollev.com/canadaadelan430>





*Question:* Being a public campus are we going to be able to serve the public and community members who are not students yet or someone who wants to come in and use the computer to apply to the college. Will they need to show proof of vaccination?

*Answer:* At this point in time none of us will be in the business of verifying vaccination proof right in the moment, at any counter, or in any office space.

The Vice Presidents and Deans are in active conversations about how we will know if the possible students or community members who come on campus are vaccinated or not.

*Question:* Will we continue zoom meetings or have hybrid meetings?

*Answer:* At this time we don't think hybridity is going away. This looks like it will be the next wave of higher education in supporting our students and meeting our community where they're at. Right now there is no decree one way or another. There is no stipulation that in the Spring we'll do away with hybrid or do away with virtual.

*Question:* How are we talking about tension between safety and access?

*Answer:* This question dovetails into my first response. It's related. We're trying to find a way to track who is coming on our campus and not being vaccinated and how to do affective contract tracing in the event anyone does get sick.

*Comment:* It might help having a Board Member or two come to one of our Town Halls so they can hear our frustration first hand.

*Question:* How are we student centered when we seek to remove student rights because they are not yet law? (religious exemption)

*Answer:* This is an amazing practice in the layers of our participatory governance leadership. The participatory governance leadership is in place so we collect all the different voices and perspectives and then inform an opinion. This doesn't mean there is consensus. There's a reason it's called participatory governance. There is not wide spread consensus on all sides of this conversation. There are senior leaders who believe we should extend the same rights to students and also some of the senior leaders who believe we should not.

#### b) NDNU Bachelor Degree Completion Pathway in Business Administration

*Mary / 15 mins*

This completion pathway conversation began over a year ago at the District level. Mary Ho was able to begin working with Melissa McAlexander in June developing the pathway more fully, which includes an affordability plan for Financial Aid students and a full wrap around support plan for students. This program is open to all students in our District. Our hope is to begin the first cohort in Spring 2022.

Melissa McAlexander from Notre Dame de Namur University (NDNU) presented information regarding the Bachelor's Degree Completion Pathway in Business Administration.



# B.S. Business Administration

Seamless pathway to a bachelor's degree for students who have earned their Associate in Science for Transfer in Business Administration.

All 60 AS-T Business Administration credits transfer to NDNU and NDNU commits to offer the remaining 60 units of coursework such that students can complete a Bachelor of Science in Business Administration (BSBA) in **2 years**.

## Highlights:

- Classes held onsite at Cañada College campus
- Evening classes to support working students
  - Target: Tuesday and Wednesday
- Courses offered in 8-week sessions
- Cohort scheduling where students advance through an educational program together
- Most textbooks included at no additional cost

## SPRING 2022

TERM 1 (module 1)  
2000: Mgt Principles and Org Behavior  
Meets: TUESDAY - 18:00/21:15  
Instructor: Dyanne Ladine

2216: Business Analysis/Spreadsheets  
Meets: WEDNESDAY - 18:00/21:15  
Instructor: Nellis Freeman

TERM 2 (module 2)  
2010: Professional Ethics/Social Responsibility  
Meets: TUESDAY - 18:00/21:15  
Instructor: KC Chew

REL 2250 - Religions of the World  
Meets: WEDNESDAY - 18:00/21:15  
Instructor: C.Lipowitz

# Transfer Admissions Process

## Admissions Process

- Complete application
- Deposit - \$100 (Counts toward tuition)
- FAFSA filing (for Financial Aid)  
[finaid@ndnu.edu](mailto:finaid@ndnu.edu) for help
- University transcripts showing conferred degree and 2.0 GPA (no later than January 31, 2022)

Once admitted, students will work with Transfer Advisor on course enrollments and preparation.

## Financial Aid & Scholarships

NDNU School Code  
for FAFSA  
**001179**

Tuition for Spring 2022: \$7,896 for 12 units

Summer tuition expected: about \$4,000 for 6 units (pending board approval as part of 2022-2023 tuition rates).

Financial Aid could include (based on FAFSA)

- Federal Grants (e.g., Pell Grant)
- State Grants (e.g., Cal Grant)
- Generous Institutional Aid and Scholarships for those with demonstrated financial need
- 1:1 counseling available, even before admission

FinAid@ndnu.edu

## Success in Transfer & Retention for Students (STARS) Project

Title V - DHSI grant funded by the U.S. Dept. of Education

The project targets three focus areas:

- Transfer and Articulation.
- Retention and Graduation.
- Professional Development.

Our grant will fund preparation & outreach, as well as student programs for the SMCCCD & NDNU partnership.



Questions? Contact [smccd@ndnu.edu](mailto:smccd@ndnu.edu) or [hom@smccd.edu](mailto:hom@smccd.edu)

### c) Wellness Center Name Change

*Max / 10 mins*

Because of our new Building 1's name which is the Kinesiology and Wellness Center and the confusion for our students, our Wellness Center in Building 5 decided to go back to using the original department names; the Health Center, the Personal Counseling Center and the Disability Resource Center. They will no longer be using the umbrella name of the Wellness Center.

- 7) **Special Presentations**
- 8) **Business Items**
- 9) **Open Forum and Feedback**

**Adjournment**

Next SSPC meeting will be Wednesday, November 10, 2021 from 2pm – 4pm.

**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.



in partnership with SF State



**SAN FRANCISCO  
STATE UNIVERSITY**



# MAP YOUR JOURNEY TO SF STATE

Thursday, November 4 | 2:00 - 3:00 PM



OUR SPEAKERS



**KIRA NGUYEN**  
*Undergraduate Recruitment Specialist*  
 Undergraduate Admissions and Recruitment



**DR. JAMES MACALE**  
*Academic Counselor*  
 ¡ESO! Adelante and TRIO-SSS

Learn about how to get to SF State and ask questions you have about admissions or developing an academic plan for transfer.

RSVP to join us virtually: <https://tinyurl.com/myj2sfstate>

¡ESO! Adelante is a peer mentorship and transfer pathway program to SF State that serves Latinx, first generation and low income students. Learn more at [www.canadacollege.edu/esoadelante](http://www.canadacollege.edu/esoadelante)  
 For disability-related accommodations, please email: [canvpss@smccd.edu](mailto:canvpss@smccd.edu) or call (650) 306-3234. 



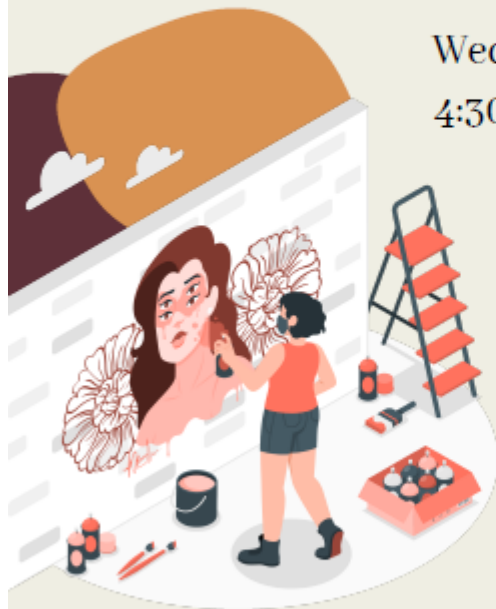
**¡ESO! Adelante**  
at Cañada College  
in partnership with SF State

# Undocu-healing



Wednesday, October 27, 2021  
4:30 pm - 5:30 pm | Via Zoom

Join us in a creative and collaborative space as we discuss healing and create our own works of art. This event will center the voices and experiences of our undocumented community members, but all are welcome to join.



RSVP to join us: <https://tinyurl.com/canundocuhealing>



For disability-related accommodations, please email: [canvps@smccd.edu](mailto:canvps@smccd.edu)  
or call (650) 506-7254.



# TRIO WORKSHOPS ARE BACK!

We'd love for you to join us for any or all of our three upcoming workshops centered around self-help.

## A GUIDE TO TIME MANAGEMENT WORKSHOP

Join us for tips on how to take charge of your time. Get all your homework done, study for tests, carve out time for your hobbies and enjoy socializing. We will go over how to fit it all into your busy schedule.

THURSDAY, OCTOBER 7TH, 2021  
1PM - 1:45PM

<https://tinyurl.com/TRIOSSStime>

## STUDY SKILLS, HOW TO IMPROVE YOUR GRADES WORKSHOP

Ready to improve and feel less stressed about your grades? We are going to go over tips and tools on how to improve your grades and set you up for success at school.

THURSDAY, OCTOBER 28TH, 2021  
1PM - 1:45PM

<https://tinyurl.com/TRIOSSStudy>

## SELF CARE, TOOLS FOR COLLEGE STUDENTS WORKSHOP

Don't sacrifice your well being for success. Taking care of your self is success. Get tools on how to check in on your self, feel less stressed and boost your mood.

THURSDAY, NOVEMBER 18TH, 2021  
1PM - 1:45PM

<https://tinyurl.com/TRIOSSScare>

## EACH WORKSHOP COMES WITH ITS OWN SELF HELP GIFTS

TEXT: FOR DISABILITY-RELATED ACCOMMODATIONS, PLEASE EMAIL: [CANVPSS@SMCCD.EDU](mailto:CANVPSS@SMCCD.EDU) OR CALL (650) 306-3234.

