

Student Services Planning Council



SSPC Meeting Minutes

Date: February 8, 2023

Time: 2:00-4:00 pm

Location: Join Zoom Meeting

<https://smccd.zoom.us/j/94809251078>

Item	Presenter	Time (minutes)
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I. Call to Order		1
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Time Keeper –		1
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Please call time (verbally, chat, or via zoom time app) at the intervals of 5 mins, 1 min, 30 seconds and time
[Check out this video link on how to do timekeeper easily on Zoom!](#)

II. Roll Call		1
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Quorum=14

Adolfo Leiva	(SparkPoint)	Goal 1.1
Aricka Bueno	(Faculty)	Goal 1.1 (Excused)
Bettina Lee	(Wellness Center)	Goal 3.3
Bob Haick	(Career Center)	Goal 3.3
Danielle Pelletier	(Faculty)	Goal 1.1 Chair
David Vera	(Financial Aid)	Goal 1.1
Noah Liu	(Student Senate Rep)	Goal 3.3
Kathy Kohut	(International Student)	Goal 2.11
Lorraine Barrales-Ramirez	(EOPS, CARE, CAIWORKs, FYSI)	Goal 1.14 and Goal 3.2
Manuel A. Pérez	(VPSS)	Support all goals as SSPC Co-Chair
Maria Huning	(TRIO)	Goal 3.2 Chair
Maria Lara	(Admission & Records)	Goal 1.1
Mary Ho	(Post-Secondary Success)	Goal 2.12
Max Hartman	(Counseling Dean)	Goal 1.1 and Goal 1.14
Mayra Arellano	(Promise)	Goal 3.2 Chair
Michiko Kealoha	(Student Life)	Support all goals as SSPC Co-Chair
Nimsi Garcia	(Dream Center)	Goal 2.11 Chair and Goal 3.2
Olivia Cortez-Figueroa	(College Recruiter)	Goal 3.1 Chair and Goal a3.2
Sarah Cortez	(Welcome Center)	Goal 1.1
Vacant	(Transfer)	Goal 2.1
Wissem Bennani	(SS Dean)	Goal 1.1
Vacant	(Classified Rep)	

Advisory

Dean of Planning, Research and Institutional Effectiveness – Karen Engel

Learning Center Representative – Adriana Lugo

Welcome Adriana Lugo to SSPC. Adriana is our new advisory Learning Center representative.

Guests:

Gonzalo Arrizon

Jasmin Padilla
Marcos Chacon
Melissa Maldonado
Juan Vera

III. Adoption of the Agenda

Michiko Kealoha 1

Mary Ho motions to approve the agenda for February 8, 2023
David Vera seconds the motion
Approved unanimously by all those in attendance

IV. Approval of the Minutes

Michiko Kealoha 1

Lorraine Barrales-Ramirez motions to approve the minutes for November 9, 2022 and January 26, 2023
Maria Huning seconds the motion
Approved unanimously by all those in attendance

V. Reports

a. “Why” We Do What We Do – 2.0

Danielle Pelletier 2

To ground our meeting and remind us why we do antiracism and justice-centered work, an SSPC member shares their “Why” – an uplifting (or challenging) experience (small or big) working with Student Services that reminds them why they do this work.

“I had a really bad night of sleep and woke up and tried to drink chai tea, tried to get it going, I have a class at 11:00 and I’ve got my students counting on me to be prepared. You know sometimes the littlest thing goes wrong no matter how well we prepare and I did my best to keep it together but what really brought it home for me was at the end of the class a student that I’ve known for a couple of years and is in a few of my classes, including on zoom during the pandemic, said, “Can I talk to you?” She wanted to communicate with me that she and her husband are having immigration issues, she’s having personal issues and she apologized for being late with a few homework assignments. It just reminded me that, a. thank you to my student that she thought she could trust me with that information and I felt so moved and cared for and trusted but b. that we can all have a really bad day and isn’t it great that we can have some humility and someone brings humanity to the table when you think, oh I have to perform and do well, but really what’s going on is you just need to be human. So I just wanted to say that’s why I love what I do; my students are amazing.”

b. Department Reports

All

Thank you for sharing your department reports in the chat.

Library Creating our Black History display! Come check it out.

The library is hosting a documentary about the mural on George Washington High School in San Francisco, and the controversy a mural can create (not saying ours will) . Check it out and join us! <https://canadacollege.libcal.com/event/10330975>

Adriana Lugo

Student Life We have Valentine's Club Rush in The Grove 10am-1pm on VDay

Michiko Kealoha

TRIO Updates: We had a wonderful (Re) Orientation with our students on 2/1 and the video link is on our canvas. We also had our first Teatime with TRIO yesterday and had a robust discussion about Black History Month and intersectionality. Additionally we are planning several workshops this semester and I will share the flyer at the next SSPC. Thank you!
Maria Huning

University Center Fresh off the press: AANAPISI ARC Project workshop have been accepted for presentation at the APAHE. Cañada, Skyline, CSM and SF State will be presenting Touro University Pharmacy Career Workshop
Monday, February 13th
3:00 pm-4:00 pm
San Francisco State University: Map Your Pathway
Wednesday, February 15th
3:30 pm-4:30 pm
NDNU hosting online info sessions every Tuesdays from 3-4 pm starting February 14th (flyer pending)
Mary Ho

VI. Standing Items

a. Planning and Budgeting Council

Maria Huning 4

The last PBC meeting had a robust discussion regarding the Strategic Enrollment Management's operational plan and we discussed more about our Enrollment Management Plan's progress. A lot of this information will be coming to SSPC for information and discussion. We also had a great presentation by VPAS Prisecar on the state budget and our College Mid-Year Report. You'll find the Mid-Year Report PowerPoint presentation on the PBC website to review to see that we are on-plan and on-track.

b. Vice President of Student Services (VPSS) Updates

Manuel Pérez 10

If you listened in or watched the State of the Union address yesterday from the President of the United States, one of our key community partners, Dr. Belinda Hernandez-Arriaga, founder and executive director of Ayudando Latinos a Soñar (ALAS) was invited to attend as Anna Eshoo's guest. She was there representing Farm Workers and our Coastal Communities.

Please attend or tune in to hear one of our Cañada College's alumnus TODAY at our Speaker Series – Dr. Marilyn Thomas, UCSF Social Epidemiologist, from 5pm – 6pm (Building 6-102 and ZOOM ID: 823 8509 6317). Dr. Thomas will be speaking on how structural racism contributes to racial inequities in health.

<https://smccd.zoom.us/j/82385096317#success>

March 2 – 3: A2MEND (African American Male Education Network) Summit 2023 in Los Angeles: <https://a2mend.net/> This is a transformational conference and if you've never attended, please put this on your list to attend at least once in your career.

March 12 – 15: 2023 AHSIE Best Practices Conference “La Quinceañera” (Alliance of Hispanic Serving Institution Educators) being held in San Francisco.

<https://www.ahsieconference.org/schedule-at-a-glance>

March 13 – 16: This is our Statewide Student Services Leadership Conference happening in Los Angeles. Manuel is the incoming President and

VP Newin Orante is the Region 4 representative. The unique thing about this conference is it is open to all Coordinators, Directors, Staff Members, Deans and Vice Presidents and Presidents. This year the State Chancellor's Office will be taking over one full day of the conference and will speaking to us directly about issues impacting the entire state. They will host their own breakout sessions where they go in depth with categories like, categorical programs or relief funding. We will also be presenting District-wide our Undocumented Student Coalition.
<http://calcsso.org/>

April 26 - 28:APAHE Conference (Asian Pacific Americans in Higher Education) This is a leadership oriented conference. http://apahenational.org/?page_id=4

Mary Ho mentioned Grace Yu, the principle investigator for the APAHE grant, shared their ARC project presentation workshop was accepted by APAHE so the three colleges plus SFSU will be presenting. The ARC project is between the three colleges, Skyline, CSM and Cañada. The project is focusing on transfer support for our APAHE students and should begin in Fall 2023.

We invite your feedback of the mural.

Mural input:

https://docs.google.com/forms/d/e/1FAIpQLSere9SEKwW5NLITDaCSRXdzpv9DPx3D3BNA3KET-xcf_KJ-Bg/viewform?usp=sf_link

Question: Funding for conferences is always a challenge. Is there any funding besides applying for professional development?

First as a practice, always expend your own professional development dollars first. You don't want to leave any money unused in your operational budget. Secondary, always look for money from Classified, Administrator or Faculty Professional Development or, if you're a student, you can request through ASCC. If none of the above are available, look for the initiatives connected to your travel if it's related, for example, a statewide measure that has specific allocated funds for travel set aside. Then, yes, at the end of the day, if you are representing Student Services, and are going to provide some type of connection back to our planning council efforts, let's talk. This would be on a case by case bases.

c. Enrollment Services Committee Update (ESC)

Wissem Bennani 4

ESC met for their first meeting this semester last Friday.

There are three informational items:

AB2881 which mandates that all colleges grant priority registration to students with dependent children by July 1, 2023. Students in AB2881 will be the best priority registration date. One of the requirements is that we have a student parent internet page that clearly lists all on and off campus student parent services and resources.

AB2881 defines student parents as a student who has a child or children under 18 years of age who receive more than half of their support from the student.

AB1232 which will benefit recent immigrants, recent refugees and recent persons who have been granted asylum by the United States. Recent is defined by someone who is here less than 1 year who would normally need to pay non-resident tuition so this bill will allow them to pay resident tuition for ESL classes only. We're still working on the details of this bill.

AB 2315 – Affirmed name and gender identification. Websmart will provide opportunities to choose their preferred name and personal pronouns. Still working on whether the chosen name will be on transcripts.

d. Guided Pathways Update

Mary Ho

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We'll no longer have regular meetings for Guided Pathways so we will no longer have updates on a regular basis.

Thank you Mary!

VII. Special Presentations

a. Part II: (Re) Training – Defining & Assessing Service Area Outcomes (SSPC Co-Chairs & Dean of PRIE/Accreditation Liaison Officer) 80

Student Services Assessments

1. SAO small group workshop
(1 SS-wide SAO, 1 Program-specific SAO)

The objective of this exercise is to get stronger together. NOT to highlight gaps or weaknesses. How are we positively impacting our students? We will measure it and document it. We'll practice writing a stronger Service Area Outcome (SAO) using our Anti-Racist Transformational framework.

Listing your "past" SAOs

Student Services Program Review Link

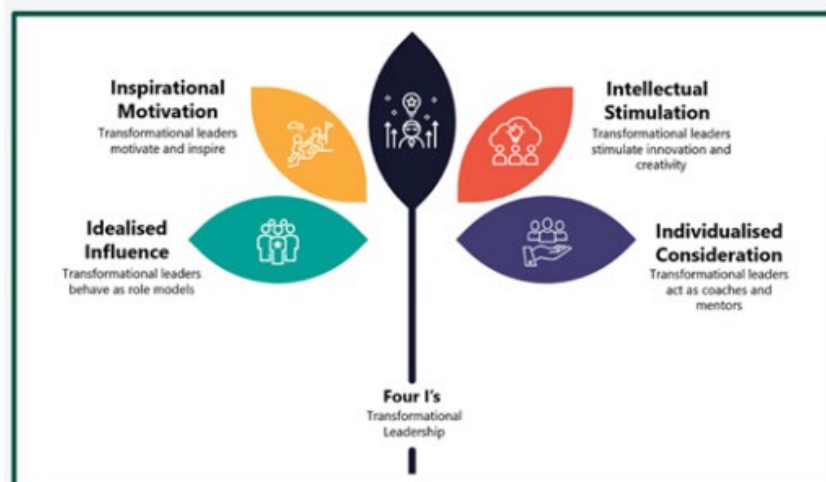
<https://docs.google.com/spreadsheets/d/1xmEOusOX5muw2qS1bfFBG-eiWsKJ0063nCf0r7YyMw0/edit#gid=1135264952>

Transformational Anti-Racist Lens Link (slides 13, 14 & 15)

From our national conference on race and ethnicity presentation - NCORE 2022

<https://docs.google.com/presentation/d/1RzyGcvVsmAHiVAqtS17IRO3N6h561e0cE4mjOMW1SWY/edit#slide=id.p>

Transformational Leadership



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

Antiracist Leadership



Atlantic Institute R RHODES TRUST A (K)New World Post COVID-19: Anti-Racist Leadership: Commitment, Action, & Sustainability Thursday, November 5th with Elizabeth Crews, Betsy Hodges, and Leyla Hussein depict

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/could Transformative Antiracism leadership look like *for us as a Council*?

Most of Student Services is transactional, work across a counter or work across a desk, but a lot of what we do impacts lives, transforms lives and centers learning, so we also are transformational!

As a council we were inspired by the ideas that the Antiracism Leadership map brought out for us. What resonates for us is the interrogation components, the disruptive components, the inquiry, the question asking the critical question, what is my role as a leader in making sure that who I inspire, who I coach, what imagination I make space for, for my transformation leadership model, is constantly centering anti-racism? In what ways am I pushing back on supremacists' structures, on structures that inadvertently push out voices of BIPOC individuals or our LGBTQ+ community or the folks that are on the margins historically and socially?

How do we measure this? Part of the homework from our last meeting was to bring in your own Program SAO examples and, at least, one possible example of transformation anti-racist leadership SAO statement.

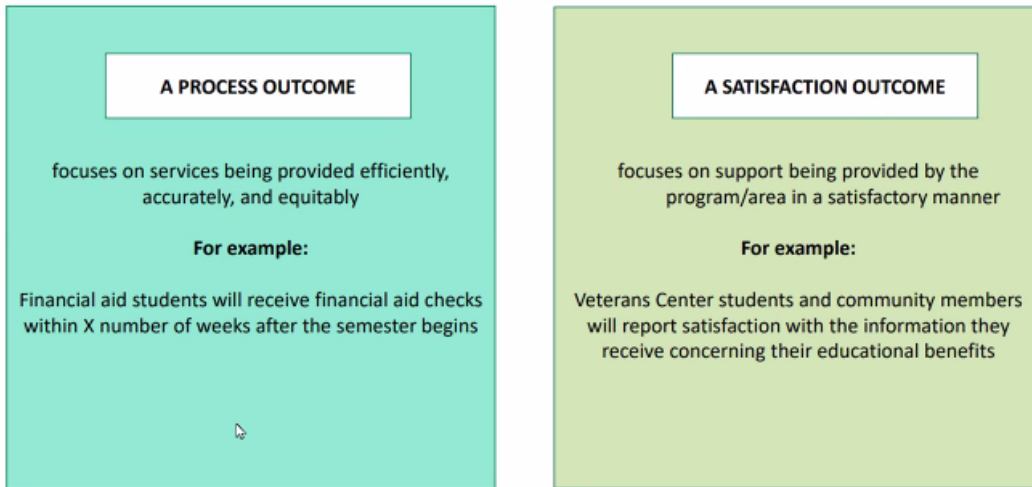
Go to the link below to copy and paste or type in your previous SAO statement.

List your “past” SAOs

Student Services Program Review SAO Link

<https://docs.google.com/spreadsheets/d/1xmEOusOX5muw2qS1bfFBG-eiWsKJ0063nCf0r7YyMw0/edit#gid=1135264952>

Two types of service outcomes (typically)



Writing an outcome statement

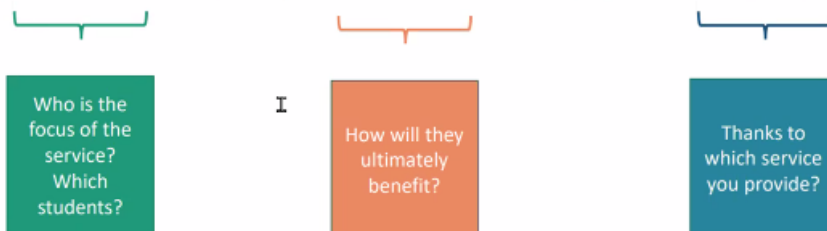
Step 1: What are the main services your area provides or what is its mission or purpose?

Step 2: Who is the focus of the services? The end-user?

Step 3: How will they benefit from the service provided?

Example pattern of an outcome statement:

Users of the service will (be able to do something) after using (which?) service



Karen Engel, Wissem Bennani and Manuel Pérez are supporting each break out group.

Karen – Part of what is challenging in this work is understanding the differences between outcomes and goals. Some programs, such as SparkPoint and Veterans, have nice outcome statements that are framed like what we looked at last meeting, where students who use our services are going to be able to do this. This is the type of outcome we want.

A lot of the SAO statements read more like goals; we’ll expand this, we’ll increase this, we’ll make this better, but this is different than an outcome (the thing students will be able to accomplish because of the service).

Wissem – As we go to the breakout rooms, our goal is for each program to leave with one SAO that they feel strongly about and makes them feel like they understand the process and the distinction between a goal and an outcome. Also, looking at the spreadsheet I did see some really good SAOs.

Highlight example: Student Life and Leadership’s original SAOs were more goal oriented. Now they’re outcomes.

Cañada students will be able to name 50% of Student Life's services

80% of students who visit Student Life will report that they are satisfied with Student Life's services

All Student Senate members and Student Life staff members will be trained in culturally responsive practices.

70% of students who visit Student Life will report they feel represented in the visual displays of the center

Wissem, Karen and Manuel spent time in each of the breakout rooms and we hope you feel a little more comfortable working on your SAOs. We hope you get a clearer understanding of your SAOs and work on them this month for your specific program.

SAO Workshop & Training Slides

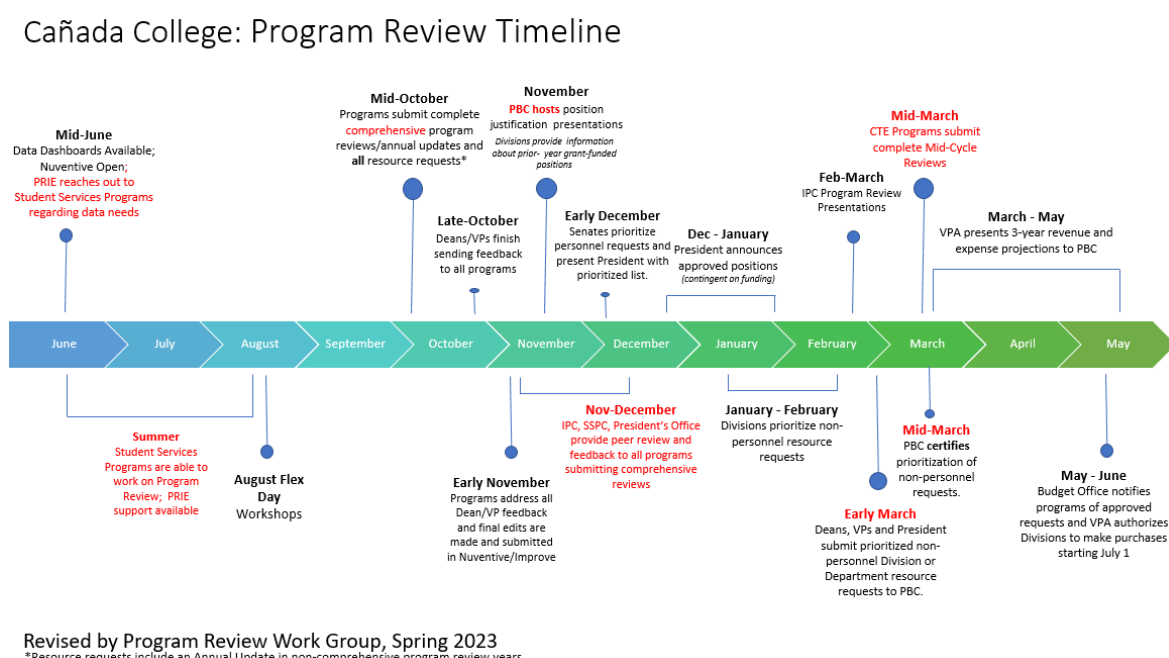
https://canadacollege.edu/assessmentsloplo/sao_workshop_training_sspc_january_2023.pdf

- 2. Regular & Comprehensive Assessment Cycles Manuel Pérez & Wissem Bennani 5
- 3. SAO Spring 2023 timeline Wissem Bennani 5

Solidify Program Review (timelines & SAOs due by Spring Break - March 26-April 1)

We have three SSPC meetings between now and spring break. If we miss the spring break timeline, per the Program Review policy, we will not be able to make changes that will apply to next year’s timeline. We want to make sure we finalize the timeline below and the questions from last year.

Cañada College: Program Review Timeline



Revised by Program Review Work Group, Spring 2023
*Resource requests include an Annual Update in non-comprehensive program review years.

2023-2024 Program Review Schedule Proposed Dates

June 15 – Nuventive/Improve and Data Dashboards open

August Flex Day – Program Review Training open to all

September & October Divisions/Department Meetings – Divisions or departments discuss program reviews at monthly meetings

By October 13 – all Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE

October 18 & 25 – Deans and VPs review and complete feedback for all program review materials at Cabinet meetings.

By October 27 – Supervisors (Deans and VPs) **complete their** feedback on submitted program reviews

By November 10 – All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive/Improve

November 14 - President's Office Program Review Peer Review session

November 15 & 16 – PBC Hosts Position Proposal Presentations

November 17 – **IPC Peer Review session**

November 29 – **SSPC Peer Review session – special meeting?**

December 7 – Senates Prioritize Position Requests

February Division/Department Meetings – Divisions/departments meet to prioritize non-personnel resource requests

February 7 – Counseling/VPSS Office/Enrollment Services Department Meetings to prioritize non-personnel requests

March 15 – CTE Programs submit Mid-Cycle Reviews

March 15 – IPC Instructional Program Review Presentations

March 20 – PBC receives and certifies non-personnel resource request prioritizations

VIII. Open Forum and Feedback

All

2

- i. Next SSPC Meeting - February 22, 2023

X. Adjournment



TOURO UNIVERSITY: PHARMACY CAREER WORKSHOP

HAVE YOU EVER CONSIDERED A CAREER IN PHARMACY? JOIN **DR. SHADI DOROUDGAR** FROM **TOURO UNIVERSITY** TO LEARN ABOUT PHARMACY AS A CAREER AND THE TRANSFER PATHWAY FROM CAÑADA COLLEGE TO **TOURO UNIVERSITY.**



MONDAY,
FEBRUARY 13TH
3:00 PM - 4:00 PM

REGISTER HERE:

[HTTPS://TINYURL.COM/YKNEVP7P](https://tinyurl.com/yknev7p)





SAN FRANCISCO
STATE UNIVERSITY

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

MAP YOUR PATHWAY TO SF STATE

WEDNESDAY, FEBRUARY 15,
2023 3:30 PM - 4:30 PM
VIA ZOOM



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



Joseph D. Montoya

Undergraduate Recruitment Specialist
SF State

Gloria Darafshi

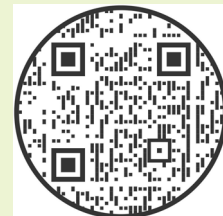
Academic Counselor
Cañada College

Gonzalo Arrizon

Transfer Center
Program Supervisor
Cañada College

RSVP to join:

<https://tinyurl.com/mrtxd846>



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

