Office of Instruction

 Office of Planning, Office of Student Services



 **Office of Student Services**

**Program Review - Annual Update**

2022 - 2023

 Office of Student Services - Annual Update

CAN Annual Update Questions (Disciplines)

2022 - 2023

**Annual Update Questions - Disciplines**

**1. Describe any changes or updates that have occurred since you last submitted program review. If there haven’t been any changes or updates since your last program review, enter N/A.**

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| N/A |

**2. Provide a summary of the progress you have made on the goals identified in your last program review.**

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| * Title IX & 504/ADA Training for Student Services Personnel: this goal remains in progress as College leadership collaborates with District administration and Legal Counsel to ensure that all Title IX & 504/ADA training content is up to date and in compliance; this training is incorporated via Human Resources and District onboarding for new employees
* Hire full-time, permanent Dean of Enrollment Services & Support Programs: the College launched the hiring process for the full-time, permanent Dean of Enrollment Services & Support Programs in Spring 2022 and had a failed search; the College re-launched a new search for the Dean position and is currently in the interview process of the hiring timeline
* Implement Guided Pathways Redesign: the Guided Pathways Success Teams are fully implemented and in the process of assessing their Fall 2022 interventions and success metrics

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**3. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.**

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| * Student Services will develop a College Cultural Center to operationalize and enhance the College values of cultural empathy, social justice and racial equity
* Student Services will develop a Colts-U Transfer Station for all University relationships, skill-building, and workshops related to transfer, the University experience, and completion.
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**Supporting Information**

 Office of Student Services - Goals and Resource Requests

Goals

**Goal Status**

1 - New (PR)

**Goal Title**

Develop College Cultural Center

**Goal Description**

Develop the College Cultural Center, which includes (1) identifying a central location and space to host events, workshops, college and campus community programming and office space for personnel; (2) building and implementing a budget that includes funding for operational needs, full-time personnel, peer mentors/ambassadors, and signature college programming; and (3) developing an infrastructure for ongoing professional development, training, and learning about equity, social justice, antiracism and liberation at the College.

**Program Review Cycle When the Goal Begins**

2022 - 2023

**Who's Responsible for this Goal?**

Vice President of Student Services

Resource Requests

**Item Requested**

Director of Equity

**Item Description**

The Office of the VPSS is requesting college funding to hire a full-time Director of Equity. This Director would be responsible for leading and supervising all programs, events, workshops, and personnel connected to the Cultural Center. Additionally, the Director will provide leadership and support for the various College councils, committees, and initiatives that address gaps in our College areas of service and instruction that create equity gaps or exacerbate existing gaps for BIPOC students and other minoritized communities. The Director will also lead and support programs and initiatives that build, amplify, and uplift the College's values of cultural empathy, social justice and racial equity, and liberation.

**Status**

New Request - Active

**Type of Resource**

Non - Instructional Personnel

**Cost**

171,324 (plus benefits)

**One-Time or Recurring Cost?**

Recurring Cost

**Critical Question: How does this resource request support closing the equity gap?**

The Director will provide leadership and support for the various College councils, committees, and initiatives that address gaps in our College areas of service and instruction that create equity gaps or exacerbate existing gaps for BIPOC students and other minoritized communities. The Director will also lead and support programs and initiatives that build, amplify, and uplift the College's values of cultural empathy, social justice and racial equity, and liberation.

**Critical Question: How does this resource request support Latinx and AANAPISI students?**

The College was recently awarded two Department of Education grants for Developing Hispanic Serving Institutions (DHSI) and for being an institution that serves Asian American, Native American, and Pacific Islander students (AANAPISI). The Director will collaborate with - and in some cases, may directly supervise - some of the personnel, programs, and/or learning communities that emerge from within either or both of these aforementioned grants. Both grants have specific deliverables that focus on building and scaling career exploration and additional persistence strategies for Latinx students, and building a peer mentor program and a learning community for AANAPI students.

**If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.**

**NEW CLASSIFIED HIRING/POSITION JUSTIFICATION**

**Hiring Division/Department:**

Office of the Vice President of Student Services

**Position Title:**

Director of Equity

**Is this position permanent?**

Yes

**Position Type**

Full - Time

**Provide # of months**

12

**Position: General Funds**

General Funds

**Justification**

**1. Describe the specific needs for the position requested and the duties of this position in a brief statement.**

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| * provide sustained equity and antiracism focused professional development for faculty, staff, and administrators at flex sessions, regular training sessions throughout the year, leadership retreats, via individual mentorship, and online support;
* develop and coordinate sustained professional development specifically for faculty on research-based, antiracist, and equity minded teaching practices through flex activities, workshops, classes, handbooks, individual mentorship, and online support;
* develop a clear vision and framework for equity and antiracism at our college and for coordinating and evaluating antiracist and equity-minded professional development and programming across the college community;
* leads and collaborates on all college and District antiracism and equity initiatives, especially Regional, State, and Federal reports and plans for Student Equity, Antiracism, and Justice as outlined in College and District integrated and strategic plans (and beyond);
* facilitate regular lecture series about equity and antiracism at Cañada College, including semi-regular equity and antiracism leadership summits for students, staff, faculty, and community;
* collaborate with Skyline College Dean of Equity and College of San Mateo Director of Equity on development and promotion of district events;
* share equity and antiracism work at college and district committees: Academic Committee for Equity and Success (ACES), Academic Senate, Associate Students of Cañada College (ASCC), Cabinet, Dreamers Taskforce, Classified Senate, Instructional Planning Council, Student Services Planning Council, Planning and Budget Council, and Guided Pathway Interest Areas & Success Teams;
* participate in outreach and recruitment of students to promote access, retention, and academic success, especially Black, Indigenous, People of Color communities and other communities with minoritized identities;
* organize, implement, and collaborate on a variety of culturally relevant and community-engaged in/outreach and orientation services to support student success with college programs, requirements, activities, services, procedures, and academic standards;
* provide leadership consistent with the mission and institutional priorities of the college, and maintain contemporary knowledge and awareness of current trends and practices in the field of student equity, antiracism, and culturally relevant pedagogies via participation in professional organizations, relevant workshops, and conferences;
* collaborate with students, faculty, and staff to constructively resolve problems and conflicts related to equity, antiracism, and justice through diverse methods (restorative justice, community circles, etc.); and
* review general job announcements, interview questions, and hiring practices with a lens of equity and antiracism and makes recommendations and updates for more antiracist and equitable hiring practices.
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**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

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| The College recently updated its foundational mission and vision to include values that underscore the college's commitment to antiracism, equity, inclusion, diversity, access, and liberation. This commitment to racial equity and social justice is deepend by the college's shared commitment to deeper moments of cultural empathy in our campus community. Specifically, the value of cultural empathy explicitly states that it recognizes "that members of its community come from many different cultures, Cañada College values empathy, understanding and respect for cultural differences and similarities within, among and between groups. Cañada College seeks to honor diversity, mitigate implicit bias, and promote empathy in a manner that acknowledges power imbalances and supports all community members in achieving their educational and professional goals." The Cultural Center Director will further deepen these two values and additional tenets of the College's mission, vision, and values through strategic leadership of professional development, workshops, training, and peer support for faculty, staff, and students within the structure of the Cultural Center. Specifically, each of these resources will be anchored by a framework of Critical Race Theory with a focus on enhancing and scaling strategies, mindsets, and interventions that center equity, antiracism, and social justice.  |

**3. Explain how adding this position will strengthen the department or division.**

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| Currently, Cañada College is the only College in the District that has been leading conversations and strategic planning around equity and antiracism without a specific College leader who is hired to advance the college's commitment to equity and antiracism. Hiring a Director of Equity will help to deeply anchor our foundational work in equity and antiracism at the college. The Director will help to strengthen our existing best practices and systems for equity-minded and antiracist teaching, learning and service. More importantly, the Director will help to inform an enhanced vision for scaling these best practices and creating even richer dialogue, collaborations, and coalitions to enhance our equity, antiracism, and justice initiatives.  |

**4. Explain how this work will be accomplished if the position is not filled.**

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| If not filled, this work in leadership around equity, antiracism, and justice will continue to be shared across various committees, councils, and college leaders in various departments and offices of the college. Additional attention will be lent to strategic coordination and alignment across disparate groups in an effort to guarantee a consistent and strong voice for equity and antiracism at the College, especially in moments of advocacy at District, regional, Statewide, and National settings.  |

**This position has been reviewed by the department or division and is recommended for hiring.**

**NEW FACULTY POSITION PROPOSAL**

**C. Program Vitality and Viability**

**D. What is the evidence of student demand to justify the proposed position?**