



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, September 13, 2017
2:00pm to 4:00pm
Building 2 – Room 10**

Members Present: Maria Huning, Ruth Miller, Margie Carrington, Carlos Luna, Kathy Kohut, Max Hartman, Adolfo Leiva, David Reed, Diva Ward, Melissa Alforja, Nick Martin, Lorraine Barrales-Ramirez, Gloria Darafshi, Phillip King, Robert Haick, Soraya Sohrabi, Raghad AbdAlJawad, Misha Kealoha, Loretta Davis Rasascon (Jeanne Stalker)

Members Absent: Mayra Arellano, Trish Guevarra, Nenaji Jackson, Tracy Huang

Guests: Tessa Noriega, Cecilia Costelow

1. Approval of Minutes – May 10, 2017 minutes approved unanimously

2. Business

I. Legal Clinic and DACA Workshop

Adolfo Leiva gave SSPC an update on the coming Legal Clinic and DACA Workshops SparkPoint is holding for students.

Immigration Resources

Cañada College supports all students regardless of immigration status. If you have questions about, or need support with your immigration situation (or that of a person in your family or community), please seek out resources. As always, if you have any questions about the resources below, please ask me.

• [Cañada College Free, Confidential Legal Clinics](#)

• [immi.org](#) (website that helps undocumented immigrants see if they qualify for a path to legalize their status).

• [Know Your Rights and using your red card](#) (red cards are available in the DREAM Center)

• [Family Preparedness Plan](#)

- [Caregiver's Authorization Affidavit from CA court](#)

• [DACA Information from Immigrant Legal Resource Center \(ilrc\)](#)

- Note: Financial assistance for the \$495 DACA renewal fee for Cañada College DACA recipients (and possibly friends or family) is available. Please contact Julie Carey careyj@smccd.edu if you know someone who needs help paying their DACA renewal fee.
- Free DACA Renewal Workshops
 - [CLESPA 9/19 at 4pm](#)
 - [Skyline College 9/20 5-8pm](#)

• [Cañada College DREAM Center](#)

• [Cañada College DREAMers facebook page](#)



SPARKPOINT®
CAÑADA COLLEGE

WHEN:
Every Thursday
February – May
2:30pm to 4:30pm

WHERE:
Cañada College Campus
4200 Farm Hill Boulevard
Redwood City, CA 94061

DREAM Center
Building 9, Room 219-B

Appointments
Preferred but Drop-ins
are Welcome!

Cañada College
LEGAL CLINIC

DO YOU NEED FREE LEGAL INFORMATION?

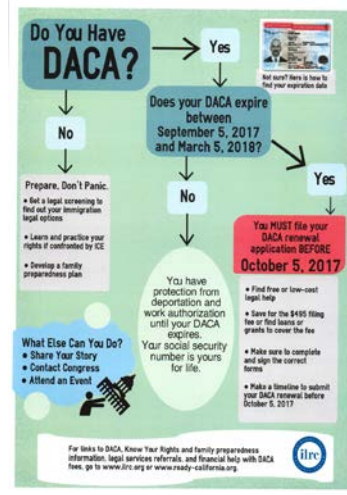
- Do you have questions regarding immigration?
- Do you want to know your legal rights on certain issues?
- Would you like referrals to FREE community resources?

RECEIVE LEGAL CONSULTATION!

Cañada College is providing free weekly legal consultation, where students and members of the community can get free legal information about immigration, domestic violence, tenant rights, and other general legal issues.

For appointments or information, please call:
650-281-3350

Or visit:
www.sparkpoint.com/CanLegalClinic



II. Prepare with Top Three Issues related to Strategic Initiatives

Diva will work on Technology Literacy after Phillip talks to the Deans.
Ruth will verify projected timeline through ESC for single sign-in.

Career Services (Bob)

1. Undeclared major (Goal 1)
2. Internship Fair/Employer Field Trips (Goal 1 & 2)
3. Career Center @ JobTrain Workshops (Goal 1 & 2)

Counseling (Gloria, Nick, and Lorraine).

1. Promise Program - develop support wrap-around services for Promise recipients; build the counseling dept.'s capacity to grow the Promise Program; expand the number of Promise recipients each year; build additional financial supports in program.
2. Early Alert – develop a work group to design a more effective Early Alert system; work with faculty, counseling faculty/staff, and Learning Ctr./Technology.
3. SEP Campaign – increase to 100%, the number of students with active SEP's; conduct SEP outreach campaign before each registration period; develop an initial SEP for each new matriculating student and a comprehensive SEP by the end of a student's first semester; aligned with student retention and completion
4. Continue to support existing student service programs with a goal of retention and completion, including Puente, EOPS, TRIO, DRC, etc. as well as supporting new opportunities that will improve persistence, completion and transfer (Transfer STEP Program, ESO Adelante, etc.).

Learning Center, A2B, TRIO (Maggie, Diva, and Melissa)

1. Provide integrated academic support for all students in (list programs)
2. COLTS, Student Orientations,
3. JAMS, COLTS, TRIO and A2B programs

Goal 1: Student Completion/Success

- Provide integrated academic support for all students across the curriculum through tutoring and other supplemental academic supports
- Technology literacy – identifying and setting research methods for many areas/fields. Library tends to be the first check in place (next to lot 1). There was quite a bit of discussion and the issue with new technologies. Lots of questions for students about Canvas and the small things...the basics on how to do presentations. Carlos comments that we think about the words that are used. R comments about how to access the technology center. Although information literacy is critically important, there is an emphasis on supporting the technology that students need to use to be successful (the district is looking at a single sign-on and eliminating all of the multiple logins).
- Academic Pathways – merging student services and instruction.
- COLTS, Student Orientations,
- JAMS, COLTS, TRIO and A2B programs

Goal 2: Community Connections

- Off campus programs, ACCEL (adult schools) and CWA provide opportunities for non-traditional students in our services area to access our degree and certificate programs

Goal 3: Organizational Development

- Develop a technology help desk in the library with dedicated support from student and professional staff
- On-campus supports: TLC program is in 3rd semester and it has been very successful
- Launched Wi-fi hot spots to increase student access from off-campus locations

SparkPoint (Adolfo)

1. Workforce Development & Menlo Park Center - SparkPoint will deliver a series of three Financial Literacy Workshops a month
2. Cañada Cash v. 2.0 - Partnering with the Career Center and the Transfer Center to increase transfer rates and employability
3. Partnership with ESL Department & SparkPoint Redwood City Schools - A “Cradle to Career” approach leading RWC K-12 parents from Adult Education to Community College.
4. Expanding hours and increasing services in the Learning Center - Adding evening Food Pantry hours and delivering financial coaching in the Learning Center (strengthening partnerships)

DRC Goals (Max)

1. We offering Educational Assistance Classes for the first time in years. Assistive Technology courses on Kurzweil and Smart Pens, and a study smart skills course. One of our goals this year is to continue to reflect on our course times and offerings to ensure that they are meeting the needs of our students. **Connects to Goal 1 Strategic Initiative 2 and Goal 3 Strategic Initiative 4**
2. To develop and offer a Transition to College Course for high school seniors with disabilities that would allow them to take the course on our campus and receive college credit. **Connects to Goal 1 Strategic Initiative 1 and Goal 1 Strategic Initiative 4**
3. To develop a DRC Counseling internships program for graduate students in Rehabilitation Counseling. **Connects to Goal 2 Strategic Initiative 2 and Goal 2 Strategic Initiative 5**
4. Implementing a new system (ClockWork) for all three campuses that will streamline the process of accessing disability request information, exams, direct email of memos, request note-taker, etc. for both students and faculty. **Connects to Goal 3 Strategic Initiative 3**

PCC Goals (Max)

5. To grow relationships with Mental Health providers in the community. **Connects to Goal 2 Strategic Initiative 5**
6. Continue to offer Safe Zone trainings and also expanding the repertoire of workshops offered through the PCC. **Connects to Goal 3 Strategic Initiative 5**

International Center and Students (From their program review they are moving forward with new initiatives)

1. To increase the international student enrollment and continue to keep a diversity of countries
 - a. Online chat, use international alumni, identify local resources (au pair)
2. To streamline the services in the office (2 person office) serving 130 students.
 - a. Developing an online services form to have them prepare in advance. (Goal #1)
3. To increase the Intl. students involvement on and off campus.
 - a. Many of the new Intl students are part of ASCC.
 - b. For the community it might be volunteer opportunities.

Student Life (Misha and R)

1. Organization and Development Goals
 - a. Item 5-Inclusivity
 - i. Create training on inclusive events and inclusive follow up to events for campus faculty, administration, staff, and students on Free Speech and Time, Place, and Manner
 - ii. Create a foundational leadership training module for all campus student leaders to limit duplication and ensure campus-wide inclusive curriculum within Student Services
2. Community Goal
 - a. Item 4- Alumni Connections
 - i. Gather Associated Students of Cañada College alumni success stories and provide at least two alumni interaction events to engage successful mentorship to current board members
3. Community Goal
 - a. Item 5 – Resources
 - i. Connect with at least 1 non-profit off-campus organization per semester for campus wide events

A & R, FA, Welcome Center (Ruth)

1. Streamline the application, registration and financial aid processes for the Promise Students – Removing barriers
2. Analyze the communications that go out to our students to ensure that they understand our processes and what options they have available to them – Removing barriers
3. Continue to offer one-on-one student assistance at our front counters - Removing barriers
4. FA – Institutionalize Financial Literacy and education
5. Looking for current WebSmart processes to access all of our programs.

Upward Bound (Maria)

1. Goal 1.1 Ready support services direct with HS Counselors along with concurrent enrollment and other HS to college transition. Provide students an opportunity to do a mock SEP.
2. Goal 1.1 & 2.1 Outreach with/to middle schools as a partnership with SUHSD

3. Goal 2.2 Provide mentorship to improve connection to students. PTK as mentors to Upward Bound students. Other professional development opportunities exist to mentor in other areas
4. Goal 3.5 Promote campus culture that fosters inclusivity via OYE Latino Youth Conference in collaboration with community agencies and campus programs.
 - a. Cañada students are participants as well as presenters
 - b. Focus on transfer services and College 101 workshops offered by Cañada students
 - c. Presentations are bilingual and targeting different populations such as low income, first generation, immigrant students, etc.

Transfer Services (Soraya)

1. Develop the STEP program to track and case manage all students with transfer goal, and consequently increase transfer and retention rate.
 - a. Breaking down the transfer information as appropriate for students' education level at all levels for students.
 - b. Encouraging involvement early in the students' academic career
 - c. Assist students to Understand:
 - i. How to finance their education
 - ii. All of the options and opportunities available to them, such as UC TAG and Associate Degree for Transfer, Honors Program, etc.
 - Looking to link High School students to STEP Program and to ensure they know that they have the transfer options and the support to reach their transfer goal.
2. Working with 4 year universities to expanding transfer options (like HBCU) agreements.
3. Campus Goal – overall awareness about the transfer opportunities.

ESO !Adelante (Nenaji)

1. Increase partnerships to up to 20 new university partnerships.
2. **Insert here**
3. Create relationships with other organizations (Trio, etc) to ensure that students can access and utilize all resources.
 - Attending many HSI conferences this year.

III. Be Prepared to Discuss

- a. **Program Review**
- b. **Accreditation**
- c. **PBC**

This item has been tabled and we will discuss at a future meeting.

3. Other

4. Adjournment

Upcoming Meetings

August 23
September 13 (meeting room change – 2-10)
September 27
October 11
October 25 (meeting room change – 2-10)
November 8 & 22
December 13
December 27 Holiday Break

January 24
February 14 & 28
March 14 & 28
April 11 & 25
May 9 & 23
June 13 & 27

[Student Services Planning Council Website](#)