



**Student Services Planning Council**

Meeting Date: November 14, 2018

Meeting Time: 2PM – 4PM

Location: Building 2 Room 10

Present: K. Engel, B. Haick, K. Kohut, N. Martin, A. Leiva, M. Hartman, K. Paz-Rubio, K. Panjiyar, K. Delarosa, M.

Huning, D. Joy, M. Carrington, R. Miller

Topic- Action(A)/ Discussion (D)/ Information(I)/- Presenter	Discussion/Outcomes
1) <b>Approval of Minutes (A)</b> – Char Perlas & Ruth Miller October 24, 2018	Minutes Approved Margie 1 <sup>st</sup> Soraya 2 <sup>nd</sup>
<p>2) <b>Business</b></p> <p>I. <b>Welcome new members!</b></p> <p>II. <b>Program Review Feedback and Resource Request Recommendation to PBC</b> – Ruth</p> <p>III. <b>Guided Pathways Update</b> – Margie Reminder: Dec. 4<sup>th</sup> meeting with CCCC. 2pm in 13-114</p> <p>IV. <b>Proposed Flex Day with PCRC: Creating uniformity through the World Cafe Method</b> - An Accreditation Strategy – Margie and Maria</p>	<p>I. <b>Welcome new members!</b> Welcome Joshua Strause (Veterans) and Ada Ocampo (ESO Adelante). Joshua brought up the question regarding scholarships vs. GI Bill paying school fees. The question is which would be best to pay student fees for veterans? He was advised to speak directly with the Financial Aid Office in cases where a G.I. Bill payment is delayed to prevent a pending scholarship from being applied to covered fees.</p> <p>II. <b>Program Review Feedback and Resource Request Recommendation to PBC</b> The Student Services Planning Council still thinks prioritizing is difficult because we don't know enough about the other departments' needs to make decisions. For the next cycle, SSPC recommends that each Department head should meet with the VPSS to go over the budget and to rank individually. This information will go to PBC on December 5<sup>th</sup>. <i>Assessment, Orientation &amp; Registration:</i> They have their program review in Tracdat but still need to move their documents into the document repository. <i>SparkPoint:</i> No resource requests this year. <i>Financial Aid:</i> They had lots of changes this year and want to work toward meaningful SAOs. <i>Counseling:</i> The Counseling Division has ranked their resource requests separately from the rest of Student Services. Counseling will enter their Program Review in Tracdat.</p>

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

*Puente*: absent from meeting.  
*Student Life and Leadership*: absent from meeting.  
*International Students*: absent from meeting.  
*Vice President Student Services Office*: absent from the meeting.

Can we change Tracdat to be able to include Excel, PDFs and WORD docs?

Steve from ACCJC confirmed previously that Student Services departments don't need SLOs unless it's an instructional class.

**III.** The Guided Pathways Steering Committee will be meeting the 1<sup>st</sup> Tuesday of the month. The next meeting is Dec. 4<sup>th</sup> at 2:00 in 13-114. Laurie Scolari, a new GP Regional Coordinator from the State Chancellor's Office will be here to give support.

Per a statewide meeting last month, there is an expectation that guidance will be forthcoming that colleges will need to have measurable goals and then show movement towards those goals.

The Flex Days scheduled for 2019 are January 11, March 6 and March 29. Career Ladders Project is helping to coordinate a Guided Pathways session for January 11 that will include a report out on Student Voices, a student panel and an experiential activity for all participants. It is anticipated they will also coordinate with the Academic Pathways subgroup to organize a major sorting activity at one the March flex days.

Guided Pathways last Student Focus Group is on December 10 with 28 students.

BPA – Business Process Analysis meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday. The next meeting is Nov. 26<sup>th</sup> at 10:30-12:00 in the Financial Literacy Lab. All SSPC members are encouraged to attend.

Diva will lead the meeting in an activity to help map the process students follow from application to registration if we were to imagine what the best student experience could look like. The BPA subgroup wants to streamline an easier process for students by removing unnecessary barriers that impact their ability to enroll..

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	<p>IV. Peninsula Conflict Resolution Center (PCRC) will facilitate a “World Café” staff development workshop, which is pending approval for a January 11 Flex session. The themes for the World Café will come from the one-on-ones we all had when we met with PCRC. We hoped to have it happen in early November. Originally, the workshop was going to be a student services division activity. However, given the important work of accreditation, the implementation of Guided Pathways and other changes, it was recommended by PCRC to expand the workshop and offer it to the college as a whole. World Cafés are designed to bring people together through facilitated conversation - <a href="http://www.theworldcafe.com/">http://www.theworldcafe.com/</a>.</p> <p>SSPC feels we need to have a check-in with employees because of all the administrative changes and it feels like people aren’t on the same page.</p>
<p>V. <b>Other/Department Reports</b></p>	<ul style="list-style-type: none"> <li>• Our VROC center met at CSM and held a Joint Tabling event at CSM. They had about 20 Veterans stop by the table. Our VROC center took 150 Veterans Day cards to the Palo Alto VA Hospital.</li> <li>• Are discussions happening in Cabinet regarding space – i.e. Bldg. 16, 17, 18? What is the process with departments moving to the new buildings?</li> <li>• CSU and UC admission deadline is November 30<sup>th</sup>.</li> <li>• Awareness Summit February 21 from 8:00-12:30 in 6-101/102</li> <li>• ESO Adelante Transfer Pathway for SF State December 7 from 1:00-2:00</li> <li>• Jacket and Toy Drive after Thanksgiving</li> <li>• PTK Toy Drive and Angel Tree begins soon</li> <li>• Reading Circle December 15</li> <li>• Classified Holiday Basket Drawing December 19 at 1:00</li> <li>• Scholarship Application website has opened. A hard announcement will go to students soon. Workshops will also be scheduled soon.</li> </ul>
<p>VI. <b>Adjournment</b></p>	<p>3:25pm</p>
<p><i>Upcoming Meetings:</i> <b>FA18: 12/12</b></p>	

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<b>SP19:</b> 1/23, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22 6/12 & 6/26	
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