

Cañada College

Student Services Planning Council Bylaws

I. Philosophy

Participatory governance, or collegial consultation, is a transparent and inclusive decision-making process committed to the best interests of our students and our institution. It is a complex process of consultation that demands from faculty, administrators, academic and classified supervisors, classified professionals, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and planning initiatives in accordance with its mission and strategic goals. Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. Influenced by a culture of inquiry, the Student Services Planning Council (SSPC) uses analyses of quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes include staff, faculty, administrators, and students.

1. The Student Services Planning Council is advisory to the College Planning and Budgeting Council (PBC), whose role is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues.
2. The membership of the Student Services Planning Council is representative of the student services divisions and working groups, and will include representation and Associated Students of Cañada College (ASCC).
3. The meetings of the Student Services Planning Council are open and public.

II. Mission

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.

III. Purpose of the Student Services Planning Council

The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the SSPC include:

1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs.)
2. Integrate Student Services Division plans.
3. Make recommendations about policies and procedures related to Student Services.

4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services.
5. Meet at least once a year with the Instructional Planning Council (IPC) through the PBC hiring process.
6. Evaluates proposals for adding, modifying, and discontinuing Student Services programs.
7. Develop ongoing communication strategy with IPC by designating a SSPC member representative(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters.
8. Form subcommittees, work groups and task forces as needed.

IV. Organization of Student Services Planning Council

Committee chairs and co-chairs of the SSPC participate in the “Planning and Budget Council’s Orientation.” New committee members are strongly encouraged to attend, all committee members are welcome to attend.

1. Composition – 25 voting members

Co-Chairs: Vice President, Student Services and One SSPC Member

Admissions & Records Representative

Career Center Representative

Classified Members (2):

Vacant

Vacant

College Recruiter

Dean of Counseling

Dean of Enrollment Services

Dream Center Representative

EOPS/CARE/CalWORKs Representative

Faculty Members (2):

Counseling Faculty

Instructional Faculty

Financial Aid Representative

International Student Representative

Post-Secondary Success Representative

Promise Scholars Program Representative

SparkPoint Representative

Student Representatives (up to 2 voting members) – (e.g., ASCC, Peer Mentor, Outreach Ambassador)

Student Life and Leadership Development Representative

TRIO Programs Representative

Transfer Center Representative

Veterans Services Representative

Vice President of Student Services

Welcome Center Representative

Wellness Center Representative

Advisory

Dean of Planning, Research and Institutional Effectiveness

Learning Center Representative
Library Representative
Puente Representative

2. Expectations of Service

Committee members will:

- Commit to attend and prepare for meetings
- Notify co-chairs if unable to attend scheduled meetings
- Solicit feedback from and report out to constituent groups
- Vote on business items during SSPC business meetings

Advisory members will:

- Be defined as a non-voting role, not counting towards quorum
- Provide advice related to agenda items and discussions

Appointed members may be asked to resign or co-chairs may find an alternative representative, unless they serve as a function of their position, by consensus of the committee after three (3) uncommunicated absences in one semester.

3. Selection

The following participatory governance bodies will determine membership:

Faculty are appointed by Academic Senate Governing Council (ASGC).

Classified professionals are appointed by the Classified Senate with CSEA approval.

Student representatives are approved by the Associated Students of Cañada College (ASCC).

For all other representatives, the individual departments make the appointment.

4. Term of Service

All representative terms are for two academic years and can be renewed, unless the representative serves as a function of their position (i.e., Dean of Counseling).

5. Voting

Each representative will have one vote on the Planning Council. Voting by proxy member is not allowed. The two co-chairs will have only one vote each.

V. Meetings

1. Rules of Procedure for Conduct of Meetings

A. Consensus Method:

The SSPC makes decisions by consensus.

B. Quorum:

A quorum must be present in order to forward a specific recommendation to the College Planning and Budgeting Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose, a quorum is defined as 50% plus one (1) of the Council's current membership. A quorum is 13 members.

- C. Operational decisions and discretionary budget matters are within the purview of the SSPC.
- D. SSPC will meet twice a month. In January and December, the SSPC will meet once per month.

2. Actions

The SSPC has been established to ensure faculty, staff and students the right to participate effectively in a consultative environment. All actions and decisions made by the SSPC are recommendations made to the PBC with exception to those operational in nature.

3. Agenda

A. Distribution:

Agenda packets will be distributed by the Vice President of Student Services' Office in advance of meetings to the College community (administration, faculty, classified professions, and Associated Students).

B. Agenda Building:

SSPC Co-Chairs will be responsible for developing and approving agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs. The Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the SSPC Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

VI. Bylaws Change

1. Any member of the Council may propose a Bylaws change.
2. The Bylaws may be changed by a majority vote of the SSPC.