



Student Services Planning Council

Meeting Date: September 11, 2019

Meeting Time: 2PM – 4PM

Location: Building 3 Room 142

Present: M. Carrington, M. Alejandro Perez, R. Miller, N. Sigona, D. Zidan, J. Shonette, Y. Chan, C. Johnson, M. Ho, M. Quevedo, G. Rhodes, M. Kealoha, L. Barrales-Ramirez, B. Haick, A. Leiva, S. Sohrabi, D. Joy, M. Huning, M. Devdhar-Mane, J. Kumar, N. Garcia, J. Zelaya

Topic	Discussion/Outcomes
1) Approval of Minutes (A) – August 28, 2019	Motion to approve, Margie Carrington and Gena Rhodes seconded.
2) Discussion Items I. EOPS & Bookstore Voucher/Receipt Process	<p>The Bookstore is working on healthy full meals at an affordable price for students.</p> <p>Breakfast:</p> <ul style="list-style-type: none"> • Pony Espresso (coffee and pastry/muffin or bagel) \$3.50 <p>Lunch/dinner:</p> <ul style="list-style-type: none"> • Brown Bag Meal (sandwich) \$6.00 • Brown Bag Meal (salad) \$5.00 • Brown Bag Meal (salad or sandwich) after 4:00 p.m. \$3.00 • The Grove Meal Coupon (Choice of burgers, fries and soda or Choice of Colts Classic Deli sandwich, Lays chips and soda) <p>Evening students get the same meal for \$3.00 in partnership with the Associated Student and SparkPoint. Approximately 4000 meals per semester.</p> <p>The program began last Wednesday and in three days 150 students have been served in just The Grove. The student needs to purchase vouchers from the Bookstore and can get more information.</p> <p>The District has set aside money to help combat food insecurities for every student in our district. They haven't yet figured out the system they will use but they are looking for a seamless process. This is all still in conversation.</p>

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	<p>Manuel will bring the following questions to VP Council at the District Office at their next monthly meeting.</p> <p>Why are the students receiving money for only the days they are registered for classes because they are on campus other days for studying, etc.</p> <p>This could become a sizable contribution to Financial Aid recipients and will need to be reported to Financial Aid and should be automated.</p> <p>A lot of students are online students but come to campus for tutoring and studying. Will these students also get this food insecurities money?</p>
<p>II. Accreditation Update</p>	<p>Dean of PRIE has a Cliff Notes version of our ISER for every employee on campus in preparation for our Accreditation Team visit. Our noon meeting today with Senior VP, Stephanie Droker from ACCJC, discussed what to expect during our visit.</p> <p>Please read the ISER, especially Standard II, in preparation for the visit. The special SSPC meeting will be Tuesday, October 1st at 1:00 in room 2-10.</p> <p>Many email signatures have been updated but if yours hasn't please be sure it's done soon. Also, please be sure all your websites have been updated by Friday, September 13.</p> <p>Deadline for updates regarding room configuration and signage have been extended until Friday, September 13. Send to canvpss@smccd.edu</p>
<p>III. Facilities Master Plan</p>	<p>Facilities Master Plan was moved to SSPC meeting on 9/25/19 at the request of Facilities Leads.</p>
<p>3) Business – New</p> <p>IV. Bylaws Updates (Action)</p>	<p>The subcommittee (M. Huning, R. Miller, N. Sigona, A. Leiva, M. Ho, C. Johnson, K. Kohut, M. Perez) met last Friday to discuss changes to the Bylaws. SSPC will go through the proposed changes to the Bylaws today and vote by consensus at the end of the conversation.</p>

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Debbie will change the acronyms throughout the bylaws document.

- The Classified members will still need to be submitted via CSEA.
- The Student members will still need to be submitted via Associated Students.
- Do we want to add the Learning Center representative and Library representative including the Dean of Academic Support and Learning Technologies? Do we want to ask the Learning Center/Library staff how they would like to be represented on SSPC? Decision made to keep each representative; one from the Learning Center and one from the Library
- Should we change the Dean of PRIE to ex-officio?
- Do all SSPC members know they are needed in attendance as part of the quorum?
- We will send a Welcome Letter to all SSPC members to welcome them as members and let them know about quorum and bylaws, etc.
- Do we want a way to show transparency when bringing in specific representatives?
- Representative definition: Representative is a designated for the two year term within the program/department.

Consensus was to change the Bylaws as proposed!

V. 2019-2020 Program Review & Resource Requests

Fall 2019 Program Review Schedule

- Career Services
- EOPS, CARE, CalWORKS & FYSI
- ESO Adelante & University Center
- Transfer Center
- TRIO, Bridge to Opportunities & Veterans
- Wellness Center: Disability Resource Center, Personal Counseling Center and Health Center

[Program Review Timeline](#)

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<p>4) Business – Standing Items</p> <p>VPSS Updates</p> <p>Cañada Annual Plan Guided Pathways</p> <p>Enrollment Services Committee (ESC)</p>	<p>All departments (off year too) submit Program Review and/or Resource Request to VPSS and/or Dean of Counseling by Wednesday, October 9 (early date is needed for a thoughtful review) even if you are not submitting Program Review this Fall.</p> <p>All departments and programs should work directly with Planning, Research, and Institutional Effectiveness to request Data Packets in anticipation of Program Review, especially for programs with limited staffing like VROC.</p> <p>What is the best part of hearing about Department Updates/Reports? What do we want SSPC to be?</p> <p>Please reflect on these questions to be discussed at our next meeting.</p> <p>Review Guided Pathways website which is embedded in the Canada Annual Plan. Debbie will send the Guided Pathways minutes along with the SSPC minutes</p> <p>Drop for non-payment fees: ESC discussed the drop process for Fall. Some of the issues:</p> <ul style="list-style-type: none"> • Went from a big single drop, then rolling drops to students having 7 business days to pay • Compared the head count from Fall 2018 to Fall 2019 and there was not a significant difference • A number of problems with our new process were identified where students were dropped in error <p>Karrie Mitchell, Vice President of Planning and Research will do additional research on the issues and bring back possible solutions to the next ESC meeting to improve the process for the Spring 2020 registration cycle.</p> <p>Homeless Process: AB 801 – Enacts the Success for Homeless Youth in Higher Education Act Definition of Homelessness <i>Under the Act, a “homeless youth” is defined as a student under the age of 25 who has been verified as a homeless child or youth, as defined under the federal McKinney-Vento Homeless Assistance Act, at any time during the 24 months immediately preceding the receipt of his or</i></p>
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her application for admission to the postsecondary institution. A homeless services provider, financial aid administrator or director of a federal TRIO or Gaining Early Awareness and Readiness for Undergraduate Programs must make this verification. For purposes of the Act, a student who is varied as a homeless youth will maintain this status for six years from the date of admission to the postsecondary institution.

- Homeless students are identified either by our on-line application or by self-identifying themselves on campus
- Students will keep their classification for 6 years or until they turn 25
- Students will receive Priority Registration and will have their fees waived by the California College Promise Grant
- We have two liaisons at Cañada; 1) Julie Hong in SparkPoint and 2) Manny Delgado in Financial Aid
- Students can either go to SparkPoint or Financial Aid to complete the necessary paperwork and interview
- If the student starts at SparkPoint, the form will be moved to the Financial Aid liaison for processing for fee purposes and then to A&R so the Homeless code is added to the student record and the form is scanned and indexed
- If the student starts at Financial Aid, a referral will be made to the SparkPoint liaison for follow-up services and the Financial Aid liaison will process the form for fee purposes and then will forward the paperwork to A&R so they can put the homeless attribute on the student's record and the form will be scanned and indexed

- Since the start of the semester the Promise Scholars Program Office has seen 362 students and Promise scholars have attended 274 counseling appointments
- The SMCCD and the Promise Scholars Program will be highlighted at this year's Dreamforce Conference – Salesforce's annual conference. The District will be Education Cloud keynote (given by Karrie Mitchell) where they highlight the work done to ensure equity and removal of barriers for students
- On Tuesday 09/10/19 The Promise Scholars Program hosted the annual Fall Kick-Off event this past Tuesday to welcome our Continuing students to the Fall 2019 semester.

Promise Scholars Program

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	<p>During the event, our team presented program updates, reviewed program requirements, and facilitated interactive activities. We concluded the event by having students reflect on their first year of college and discussed how they felt entering their second year at Cañada. The reflection sparked an engaging conversation which allowed students to connect with one another on their shared experience.</p>
<p>I. Other/Department Reports</p>	<p>All updates were submitted electronically after the 9/11/19 meeting.</p> <p>Student Life and Leadership</p> <ul style="list-style-type: none"> • Constitution Day is being held by Student Senate on September 18th and there will be a “what freedom means to me” activity • Club Rush is being held by Student Senate on September 25th and there will be a hip hop corner. Marketing has been asked to send out a “glow up” story <p>Transfer Center</p> <ul style="list-style-type: none"> • The month of September is the UC TAG month. Students who are planning to apply to UC Campuses for Fall 2020 may take advantage of UC Transfer Admission Guarantee (TAG) to one of the UC campuses. The deadline to submit a TAG application is September 30th. • The Deadline to file Associate Degree for Transfer (ADT) is October 4th. Since the CSU campuses require us to verify the completion date of the ADTs for students who applied for Spring 2020, the Transfer Center must receive the petitions by the deadline, so we can verify the status of the ADTs by October 15th. • We are hosting the Transfer Day on October 15th from 10:30 a.m. to 1:00 p.m. in The Grove. So far we have about 60 universities that have RSVPd for this event. We need volunteers to help us with the event. We will send an online signup sheet for anyone who can volunteer.
<p>II. Adjournment</p>	<p>4:00 p.m.</p>
<p>Future Items:</p> <p><i>Upcoming Meetings:</i> FALL 19: 9/25, 10/9, 10/23, 11/13, 11/27, 12/11</p>	

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