

Cañada College  
Student Services Planning Council  
Minutes

January 12, 2011  
1:00-3:00 p.m.  
3-142

In attendance: Robin Richards, Eliazer Ayala-Austin, Debbie Joy, Ruth Miller, Soraya Sohrabi, Ari Alvarez, Margie Carrington, MaryHelen Dorado, Romeo Garcia, Bob Haick, Jai Kumar, Sue Eftekhari

Welcomed our new Interim Financial Aid Director; MaryHelen Dorado

1. 12/9/10 minutes approved

Noel Levitz survey results will be emailed to SSPC members

2. Grievance and Discipline Procedures

Discussion of step and flow of new Student Discipline Procedure which was revised by the three District Vice Presidents; Robin Richards, Joe Madrigal, and Jennifer Hughes.

The grievance and discipline procedures will be discussed at the January 26<sup>th</sup> SSPC meeting.

These new procedures will be placed in the college catalogue and schedule as they are updated. We will also include it in the student handbook.

The procedures will be taken to ASCC for comment.

Cañada will initiate a new Disciplinary board consisting of one student, one faculty, and one staff member.

SSPC discussed the new software that the Vice Presidents are in the process of reviewing, that can be used by the three campuses and the district office to report student incidences.

- Used to write incident reports easily by faculty and staff
- Addressed by several levels of administration
- Track disciplinary actions district wide

3. February 4 Retreat Planning

The retreat will be on February 4, 2011 from 12:00-4:00 in Bldg. 2-Room 10

Agenda for the retreat is SLO and SAO work. The goal is one SLO along with assessment and one SAO per Team.

4. Planning Teams Reports

Margie reported for Group 1, Ruth reported for Group 2, Soraya reported for Group 3, Romeo reported for Group 4, and Bob reported for Group 5 (no one was available from Group 6). Each of the reported groups is on task and ready for the Retreat on Feb. 4<sup>th</sup>.

Program	Program Mission/Function	Offices/Program Teams
1. Outreach and Application	To provide students with information on the advantages of a college education and help them understand the entire process of preparing for, choosing and applying to the right college for them.	Vets – <b><u>Margie Carrington, Team Leader</u></b> Outreach – <b>Bob Haick, Ari Alvarez</b> Admissions & Records – <b>Jeanne Stalker</b> Financial Aid – <b>Manuel Delgado</b> EOPS/CalWORKs – <b>Bob Haick</b> DRC – <b>Regina Blok</b>

Program	Program Mission/Function	Offices/Program Teams
		Counseling – <b>Sandra Mendez</b> PIO – <b>Robert Hood</b> SSS/UB – <b>Lena Mira, Maria Huning</b> International – <b>Jeannie Stalker</b>  Other Programs: (to receive information) CBET/VESL Workforce Development Return to Work Athletics Honors Student Life Learning Center
<b>2. Assessment, Orientation and Registration</b>	To provide students with knowledge of their aptitudes to better enable them to take the right courses and to assist students in navigating the key college processes in order to be successful.	Admissions & Records – <b><u>Ruth Miller, Team Leader</u></b> Assessment – <b>Loretta Davis</b> Counseling – <b>Carla Stoner-Brito</b> EOPS/CalWORKs – <b>Jose Romero</b> SSS/UB – <b>Romeo Garcia</b> DRC – <b>Regina Blok</b> Student Life – <b>Victoria Worch</b> International - <b>Soraya Sohrabi</b>
<b>3. Articulation and Transfer</b>	To facilitate a seamless transition of students from K-12 to Cañada College and from Cañada College to other accredited higher education institutions.	Transfer – <b><u>Soraya Sohrabi, Team Leader</u></b> Articulation – <b>Lyn Belingheri</b> Counseling – <b>Lyn Belingheri</b> Admissions & Records – <b>Maria Lara</b> SSS – <b>Melissa Alforja</b> EOPS – <b>Lorraine Barrales-Ramirez</b>  Other Programs: (to receive information) DRC Honors Basic Skills MESA University Center
<b>4. Financial Literacy</b>	To offer learning opportunities on the management of personal finances so students can make sound financial decisions and aid students in their understanding, application, and timely receipt of all eligible financial aid resources they need.	SSS/UB – <b><u>Romeo Garcia – Team Leader</u></b> Financial Aid – <b>Faye Soler, MaryHelen Dorado</b> MESA – <b>Cathy Lipe</b> Counseling – <b>Byron Ramey</b> EOPS/CalWORKs – <b>Eliazer Ayala-Austin</b>  Other Programs: (to receive information) Learning Center
<b>5. Counseling and Career</b>	To guide and support students in achieving their educational, career, and personal goals and in becoming proactive participants in our diverse society.	Counseling – <b><u>Kathy Sammut &amp; Sandra Mendez, Team Leaders</u></b> Career – <b>Karen Olesen, Bob Haick</b> EOPS/CalWORKs – <b>Lorraine Barrales-Ramirez</b> SSS/UB – <b>Melissa Alforja</b> DRC – <b>Regina Blok</b> Financial Aid - <b>Rosa Jimenez</b>  Other Programs: (to receive information) Honors VESL

Program	Program Mission/Function	Offices/Program Teams
		Workforce Development MESA Transfer Articulation
<b>6. Student Support: Student Life, Academic Support and Wellness</b>	To provide the necessary support services to promote academic success, social engagement and physical and mental wellness of the student.	Nursing – <b>Trudy Ferree</b> Psych Services – <b>Gena Rhodes</b> Student Life/Clubs – <b><u>Victoria Worch,</u></b> <b>Team Leader</b> Financial Aid – <b>Lucy Nolasco</b> Athletics – <b>Byron Ramey</b> EOPS/CalWORKS – <b>Jose Romero</b> SSS – <b>Pat Siehl</b> Vets – <b>Byron Ramey</b> MESA – <b>Cathy Lipe</b> Learning Center – <b>Rita Sabbadini</b> Tutoring – <b>Rita Sabbadini</b> Library – <b>Dave Patterson</b> DRC – <b>Regina Blok</b> International Students – <b>Diane Arguijo</b>

#### 5. Late Registration Process

First Floor of Bldg. 9 has extended hours the first two weeks of January; January 18-31; Monday through Thursday 8:00 a.m. – 7:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.

New students must go through New Student Orientations. At each orientation, staff and Campus Ambassadors will check to be sure there are no continuing students before the orientation begins.

#### 6. Status of Spring Hiring Justification Process

At the February 4 Retreat each team will discuss any new positions needed

#### 7. Building 9 Construction Feedback

Very positive comments

- there is a more open feeling to the first floor
- all black chairs will be removed from Hallways
- add 4 to 6 soft seating chairs from the Library

Two Psych Services interns are starting and will need offices. Regina will look into it.

#### 8. Study of Admissions and Records

District-wide Consultants are looking at technology and ways to improve A&R at all three colleges.

There is a need for a transcript evaluator and help is needed to microfiche records.

#### 9. Beginning the Master Planning Process

Campus Listening Week will be March 7-10 (Open Forums)

Discussion about possible 4 to 5 year plan re: Multipurpose Room and changes to Bldg. 13

Next meetings - February 9, February 23, March 9 and 23, April 13 and 27, May 11 and 25