



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES OF**

Wednesday, April 24, 2013  
2:00 pm – 4:00 pm  
Building 9 – Room 109

- Members Present:** Kim Lopez, Sandra Mendez, Misha Maggi, Margie Carrington, Valeria Estrada, Ruth Miller, Robin Richards, Debbie Joy, Romeo Garcia, Lorraine Barrales-Ramirez
- Members Absent:** Robert Hood, Ariackna Alvarez, Regina Blok, Soraya Sohrabi, Bob Haick, Geovanna Moreno,
- Guests:** Sarah Harmon, Nick Martin, Larry Buckley, Susan Mahoney

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**1. Approval of Minutes** – Minutes for April 10, 2013 were approved

**2. Business**

**I. Review of 2013-2014 Annual Plans/Program Reviews**

Counseling's Annual Plan/Program Review was presented by Kim Lopez  
Wellness will present at the next SSPC on May 8

SSPC discussed the Annual Plan/Program Review with the presenter and filled out the Feedback Form which is included in the minutes.

**II. Strategic Plan**

The Strategic Plan is a plan with manageable focus and annual initiatives, such as:  
Year 1 focus is on student learning, completion and sustainability  
Year 2 focus is on pathways, community and completion  
Year 3 focus is on student engagement, mentorships/internships and completion

Comments included:

Very organized and better prepared to plan for departments  
Nice to be broken down into campaigns  
Well laid out and easy to read  
Suggestion to emphasize the campaign using banners and posters

SSPC voted in favor to forward the Strategic Plan to the Planning and Budgeting Committee for their approval.

### **III. Student Equity Plan**

SSPC reviewed and discussed a section of the Student Equity Plan.

There are several components to a Student Equity Plan; access component, course completion component, persistence from Fall to Spring, degree and certificate completion, transfer and basic skills and ESL. We need to look at the data to be sure we are representing our populations.

Comments included:

Connect community by using President's Circle

Develop enrollment management strategies

Look more closely at Pacific Islanders, Asians and Philippines. Are these three populations linked together in the data?

Cañada has created and cultivated a Hispanic population where they feel comfortable and can succeed.

We want to do the same thing with other populations

Why does Cañada not have a Puente program?

We need support for males of all cultures at Cañada

The Strategic Enrollment Group will look at ways to improve male involvement.

The Student Equity Plan will be ready go to PBC by May 15.

### **IV. Delineation of Functions**

Student Services Planning Council reviewed the accreditation document "Delineation of Functions" brought to Cañada from the District Office. SSPC found some areas that they felt should be Shared vs. College or District and those recommendations will be forwarded to the District Office.

SSPC felt the District was respectful of our College's decisions and that the overall document had a clear understanding of the delineation of functions.

### **3. Other**

Student Achievement Ceremony – Friday, May 10

Meetings:

December 26 - cancelled

January 9 - cancelled

January 23

February 13 & 27

March 13 - cancelled

March 27

April 10 & 24

May 8 & 22