

Student Services Council Meeting

Tuesday, November 1, 2016

2:15 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

Jennifer Hughes	x	Claudia Menjivar	x	Aaron Schaefer	x
Sylvia Aguirre-Alberto	x	Michael Mitchell	x	Laura Skaff	
Sharon Bartels	x	Carol Newkirk-Sakaguchi	x	Niruba Srinivasan	
Karen Chadwick	x	Autumn Newman		Gabriela Topete Eng Goon	x
Gloria D'Ambra	x	Charles Phan	x	Dennis Tordesillas	x
Rob Dean	x	Louise Piper	x	Ruth Turner	x
Catherine Firpo		Danni Redding-Lapuz		Makiko Ueda	x
Estela Garcia	x	Krystal Romero	x	Carol Ullrich	x
Fauzi Hamadeh	x	Michele Rudovsky		Henry Villareal	x

Guests: Andrea Barborikova

The meeting was called to order at 2:17 p.m.

2015-16 Program Review Update – Additional Agenda Item

Jennifer reported that all Student Services program reports have been submitted.

Assessment Center Name Change

Carol Ullrich announced that the Assessment Center will now be called Assessment Services. Krystal Romero supports the new name which accurately describes the function it provides to students. A new website is being developed in association with the new name.

Fall Retreat

The date of the Student Services Fall Retreat was confirmed for Friday, December 9. Cañada Vista is a possible location pending availability.

Security Updates

Chief Dean provided an update regarding the string of theft incidents on campus and warned council members to be careful and protective of their belongings and work areas. It was announced that SMPD is investigating the case and that a suspect has been identified. A message has been sent out to the campus community to provide safety tips.

Mental Health Educator

Makiko Ueda introduced Andrea Barborikova as the new Mental Health Educator. Andrea will manage the Peer Educators who have been providing in-class presentations and who also participated in the October 26 Health Fair. Peer Educators are utilizing personal and online outreach methods to connect with the campus community.

FERPA

Document: Santa Monica College: FERPA

Jennifer provided to the Council a FERPA reference guide she brought back from Santa Monica College and discussed guidelines to abide by when receiving inquiries about student records by phone.

First Year/A CSM Promise

Jennifer also announced that CSM's Year One program (<http://collegeofsanmateo.edu/yearone/>) will be launched in the fall of 2017. The Board of Trustees is considering free tuition to all Year One districtwide students.

Program Announcements

See attached

Next Meeting: Student Services Fall Retreat, Friday, December 9, Cañada



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FERPA: Family Educational Rights and Privacy Act

A student and faculty online training tool (and quiz) are available at the bottom of this page.

STUDENT PRIVACY AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's educational records - as print or electronic documents- by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Santa Monica College complies with FERPA and has strict policies and procedures in place governing student records.

Students who do not wish to have their directory information disclosed may select that a **CONFIDENTIALITY HOLD** be placed on their records. Students may do this themselves at any time by going to Corsair Connect (on the Admissions webpage) and then responding to confidentiality related questions found on their Student Profile link. Under FERPA, students have the right to inspect and review their own student records. All requests must be made in writing and filed with the Admissions office.

FREQUENTLY ASKED QUESTIONS:

Q: "Why can't you tell me information about my son/daughter?"

A: The College is bound by FERPA to protect student information unless we are given written consent in person, by the student to do otherwise. We apologize for any inconvenience that this may cause and we encourage you to have your student contact us to obtain the information directly themselves.

Q: "What if my son/daughter cannot give me written permission to speak with the college?"

A: Unless the College has something submitted in writing, in person from the student, we will not be able to help you. Please know that a wealth of information can be obtained by the student through Corsair Connect. This information can be accessed online through the use of the SMC Student ID number and password.

Please click here for our helpful FERPA guide which answers many questions about the FERPA policy at Santa Monica College. (This is a printable document- double sided vertical 1/2 sheet)

Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. California law requires that records be provided within 15 working days.

A student should submit to the Dean of Enrollment Services or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requires that College with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the College to provide military recruiters, upon request, with certain directory information.

If you do not want College to disclose directory information from your education records without your prior written consent, you should file a written request with the Admissions Office.

The College has designated the following information as directory information: student name; city of residence; age; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; student photograph; degrees and awards received and most recent previous school attended.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For a full explanation of FERPA and its implications for college students, please contact the Admissions Office or see the College's Administrative Regulation 4135.

http://www.smc.edu/Projects/32/Administrative_Regulations/AR_4000_StudentServices.pdf

FERPA Online Training & Quiz

Student Version

(Students who would like to work on campus must complete this online training.)

- Training link:  [Click Here to begin FERPA Training](#)
- Quiz link:  <http://www.surveymzmo.com/s3/1603289/Student-Worker-FERPA-Quiz>

Faculty/Staff Version

- Training link:  [Click Here to begin FERPA Training](#)
- Quiz link:  <http://www.surveymzmo.com/s3/2092834/SMC-Employee-FERPA-Quiz-2015>

Letters of Recommendation

Students must fill out the attached request, sign and submit it to the faculty member to be in full compliance with FERPA.

[Letter of Recommendation/Reference Authorization Form](#)

CSM Latinx* Cultural Days 2016



Dia de los Muertos Community

Celebration
Join CSM Puente Project by learning about the history and beauty of a traditional Dia de los Muertos Altar display, as celebrated throughout Latin America.
More info: 650.574.6226

Wednesday, November 2nd
11am-12:30pm
College Center Bldg. 19 Plaza

Fotos



"There's No Place Like Home"

We all know that home is a special place. Join us for a presentation and story telling on how gentrification is impacting our homes & community.

Thursday, November 3rd
12:30-2pm
Building 16, Room 308

Liberación



Film Screening: No Mas Bebés

The shocking story of Mexican immigrant mothers who were sterilized while giving birth at Los Angeles County-USC Medical Center during the late 1960s and early 1970s. After, join us for a discussion led by California Latinas for Reproductive Justice

Monday, November 7th
12:10-2pm
Building 10, Room 195

Fotos, Recuerdos, y Liberación Closing Social

Bring your favorite food to share, Selena song, or just yourself and participate in a collective art piece, enjoy some food, music, & community!

Wednesday, November 9th
12-2pm
Building 10, Room 180

*Latinx (pronounced "La-TEEN-ex") a non-gender specific way of referring to people of Latin American descent. Other commonly known ways of referring to people of Latin American descent are Latinos, Latina, Latin@, Latino. The "x" at the end replaces "o" and "a" which have been gendered suffixes.

Hip Hop for Change:

Culture is a Weapon

Live performance & lecture by Hip Hop for Change & CSM Student Rappers. \$5 suggested donation.

More info: ramirezr@smccd.edu or 650.574.6372

Wednesday, November 2nd
7:30-9pm
CSM Theater

Diaspora Dilemmas: Social Media & Activism ft. Queer

Xicano Chisme & SalvaCultura
Join the conversation with social media activists Queer Xicano Chisme and SalvaCultura in regards to the complexity of the Latinx diaspora.

Friday, November 4th
12:10-2pm
Building 10, Room 195

Brown Bag Discussion:

Latino Men & Machismo
Come to a discussion about the issues that Latino men are facing and how Machismo is affecting our communities.

Tuesday, November 3rd
1-2:30pm
Building 10, Room 180

"Photos, memories, & liberation" is a play on words of a popular song by Latinx cultural icon Selena Quintanilla. Latinx Cultural Days seeks to empower, celebrate Latinx people and bring awareness to issues affecting our community. Events are open to all.

For more information: santizoj@smccd.edu or 650.574.6463



DREAM ACT WORKSHOPS

AB 540 STUDENTS:
RECEIVE HELP ON
COMPLETING THE
APPLICATION FOR
2017-2018.
SPACES ARE LIMITED.

TO RSVP CONTACT
JACKIE SANTIZO
AT (650)574-6463 OR
SANTIZOJ@SMCCD.EDU

Okay to Post
Date to be removed: 3/23/17
CSM Center for Student Life



WORKSHOP SCHEDULE

- **WEDNESDAY,**
NOVEMBER 16, 2016
11:00-12:30PM
- **THURSDAY,**
NOVEMBER 17, 2016
1:00-2:30PM
- **THURSDAY,**
FEBRUARY 9, 2017
1:00-2:30PM
- **WEDNESDAY,**
FEBRUARY 22, 2017
11:00-12:30PM



PLEASE BRING:

- Student's or Parent's 2015 Tax Returns and/or W-2 forms.
- Student's or Parent's Social Security number, if they have one.
- Any records of untaxed income received such as: SSDI, child support, TANF, IRA payments, 401(K), or military allowance.



BLDG. 10 RM. 220
LEARNING CENTER