

Student Services Council Minutes
February 9, 2021 **I** **2:30-4:30 p.m.**

Member Present: Maggie Barrientos, Lizette Bricker, Karen Chadwick, Tabitha Conaway, Jennifer De La Cruz, Krystal Duncan, Allie Fasth, Alicia Frangos, Deborah Laulusa, Claudia Menjivar, Mike Mitchell, Luis Padilla, Patrice Reed-Fort, Aubrey Kuan Roderick, Jackie Santizo, Christine Su, Makiko Ueda, Carol Ullrich, Tiffany Zammit

Guests: Priscilla Menjivar, Deborah Nguyen

Welcome, Updates

Encouraged all to continue to move forward through this challenging remote environment, when we all are trying to manage home and work life. We are here to support one another.

The President released an email to all employees, outlining the resource request decisions that have been made. The focus was mainly on positions, but now the focus will shift to other categories. The timeline for that will be February or March, and will be communicated to the Deans or supervisors.

There was a CRM Town Hall last week and was very informative. The link to the Town Hall will be forwarded to the Council when it becomes available. The Town Hall listed out the phases, so we will be able to see how it impacts different areas.

CSM had a Town Hall on Friday, February 5 which contained a lot of information including conversations about returning to campus, CSM as a vaccination site, and budget. The recording is located at <https://smccd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6fb24d6c-bbdb-46fb-9865-acc601877079>

Wellness Week is currently happening, please encourage your students to attend.

Dave McLain is working on the Employee Bulldog Bulletin. All the Black History month activities will be listed in the bulletin. Be sure to contact Dave if your activity/event is missing from the bulletin. Please be sure to connect your students to any activities that are happening.

Lizette shared a Ted Talk entitled “Black History is American History” featuring high school student Okalani Dawkins in which she highlights the need to integrate black history in our education’s history curriculum instead of as an elective. Lizette encouraged all to reflect by asking ourselves the following questions: What can I do to contribute to breaking racial stereotypes? How can I convey to students that success does not align with a single ethnic group?

Program Review

Timeline

Lizette shared the proposed program review timeline that was recently approved by academic senate.

CSM PROGRAM REVIEW PROPOSED TIMELINE 2020-2021

| June | July | August | September | October | November | December |
|--|--|---|-----------|--|---|--|
| 6/15 Student services and Learning Support Centers deadline to upload student lists as needed | 7/1 Instructional Program Review Data available 7/1 Distance Education Courses Program Review Data | First day of Fall Semester: Student Services Data available | | First Friday Program Review submissions are due First Friday Resource request submissions due | By First Nov Meeting AC Classified & student Assistant position | By First Dec IPC Meeting IPC Position Announcements |
| | 7/15 Learning Support Centers program review data available | | | Up to 2 weeks PRIE delivers resource request data to VPI | By mid-Nov Cabinet reviews requests | |

June 15: deadline to upload student lists (lists of students and G# for cohorts, etc.)

July 1: instructional program review and distance education courses program review data will be available.

August (First Day of the Fall Semester): Student Services data available. The exercise today is to try to get ahead of this timeline. If there is any institutional data that we need in student services, that it is addressed now. We need to identify data needs now.

October (First Friday): Program review and resource requests submissions are due.

November: First review of all positions

December: Positions announced in IPC

Forms

There are four sections of program review:

- Description of Program
- Results of Previous Program Review
- Assessment
- Planning

Recently there was an attempt to redesign the form in a grid format so that it was less narrative, but still contained the key elements needed for program review. However, Academic Senate did not approve the new form. Lizette will work with Arielle to see what changes can be made to the form, as Instruction also wanted to simplify their form. Currently, we are committed to using the version of Program Review which requires a narrative.

Lizette has copies of programs' progress reports, which used a grid format rather than a narrative. Please let her know if you need a copy.

The PRIE website contains information about the initiatives the College supports

CSM's Education Master Plan (EMP) specifies that the campus supports the following initiatives: Guided Pathways, Strong Workforce and Equity. Encouraged all to understand these initiatives so that we can align our programs with them.

Lizette showed a snippet of a video from Madeleine Murphy, explaining the difference between a Student Learning Outcome (SLO) and Student Area Outcome (SAO). Anything having to do with student learning is a SLO. If you want students to walk away having been able to do something, it is a SAO.

The Council broke into small groups to check in about their SLOs, SAOs, any data collected, where they are in the program review process. The Council broke into small groups a second time to discuss data needs for their programs, and entered those needs in a shared document.

Krystal pointed out that this process is all about assessment. What's helpful to know? What have we been doing? What's effective? Who are we not engaging? We should be in inquiry mode.

Jackie brought up that her group came up with a list of things that could be helpful in supporting each other through the process of completing program review. She will share that list with Lizette and it will be discussed at the next meeting.

Krystal suggested that we recruit student leaders to create and/or engage students through social media such as TikTok so we can reach students on a platform they use most.

Program Updates

Claudia shared that we received additional CARES funds from the Department of Education (over \$4.5 million) to disburse to students. They are waiting for data from PRIE in order to disburse funds to eligible students. We received the first round of CARES funds two terms ago and was able to disburse over \$1.5 million to students.

Karen reported that the UC Santa Cruz Karl S. Pister applications were due last Friday. UCSC was able to supply the colleges with a list of students that applied to their university. This year we received nine applicants. The applications will be forwarded to Cabinet to interview the students and choose three students to forward to UCSC.

CSM's scholarship application deadline is on March 2. Scholarship created a series of eight short videos for their "Scholarship Application TV", which covers different aspects of the scholarship process and items needed to complete the application. The link resides on the scholarship website. If students aren't able to attend a scholarship workshop, they can view the videos to learn about the process.

Jackie shared the link to the last “Know Your Rights” workshop which MCCDC collaborated with Promise on the project. Please contact Jackie if anyone is interested in collaborating with legal services or want legal services to talk about what we do for students. MCCDC is still enrolling students for their additional services program (book, transportation, supplies) for those who are not eligible for Promise or EOPS. They are accepting applications through the end of February. Reimbursement is available for books purchased at CSM Bookstore; books purchased from any other vendor are not eligible for reimbursement. Reminded all that students are working hard on their podcast “At the Root”. Upcoming episodes focus on mental health in communities of color, and on Black History month and are collaborative efforts with personal counseling and Umoja. Encouraged all to sign up for MCCDC’s newsletter.

Luis reported that VROC applied for a one-time grant from the California Community College Chancellor’s Office. Based on the number of veterans that are enrolled at CSM, we received a \$45,000 grant. The grant will be used to focus on closing equity gaps.

Makiko added that Daniel is providing morning coffee hour and lunch drop in for veterans. Makiko shared that they just made PR video for personal counseling, and is on their website. Since they cannot do classroom visits, they will show the video in its stead. She also shared flyers announcing Expressive Art Group and Parents Support Group meetings.

Carol U reported that they are busy preparing for new summer and fall students by updating orientation and preparing for PEP.

Alicia reported that 210 students have been reinstated for spring semester. Reinstatement workshops and On Track program will start up again in March.

Mike shared that students got through application period and application updates. Transfer club meets every 1st and 3rd Wednesday, Zoom link is on their web page. They will do a common application workshop in conjunction with private schools. The reps that come do information sessions which are all on Transfer’s event calendar.

Christine shared Career Services’ calendar of events for February. Students may click on the links in the calendar to get more information about the event or the registration page.

Patrice reported that their staff is working hard to identify new students for the spring semester. Shared an image with the group that includes a QR code which connects students to the website where the application is housed.

Maggie reported that they continue to provide support services to families. A facilitator from Hip Housing may join CDC who will provide support for student parents. Through a generous grant through our County office, they were able to provide our state-funded families with a box of high-quality learning materials for them to use at home.

Tiffany shared that Promise is helping students with degree petitions and gearing up to onboard the fall 2021 cohort. Dual Enrollment staff is continuing to register their last students for spring 2021 classes.

Aubrey shared a flyer that introduced a forum that discusses racism from an ethnic studies and social justice perspective. Professor Rudy Ramirez, Dr. Jeremiah Sims and Professor Tatiana Irwin will participate in the event. International Education will also host a Lunar New Year celebration in collaboration with our sister colleges on February 16.

Lizette thanked everyone for attending and sharing their program updates.