

Student Services Council (SSC) Meeting

Tuesday, December 4, 2018

2:30 p.m. – 4:15 p.m.

Room 10-468

Minutes

Attendees:

Kim Lopez	x	Alicia Frangos	x	Jackie Santizo	
Sylvia Aguirre-Alberto	x	Estela Garcia	x	Aaron Schaefer	
Maggie Barrientos	x	Fauzi Hamadeh		Christine Su	x
Emily Barrick	x	Luis Padilla	x	Niruba Srinivasan	
Lizette Bricker	x	Claudia Menjivar	x	Dennis Tordesillas	x
Karen Chadwick	x	Mike Mitchell	x	Makiko Ueda	x
Gloria D'Ambra		Carol Newkirk-Sakaguchi	x	Carol Ullrich	x
Rob Dean		Charles Phan		Chris Woo	x
Krystal Duncan		Patrice Reed-Fort	x	Tiffany Zammit	x
Jennifer De La Cruz	x	Michele Rudovsky		Stephen Langi	x
Allie Fasth	x	Nicole Salviejo			

The meeting began at 2:37 p.m.

Discuss 2020-22 SS Program Review reporting form

Documents: Revised SS Program Review template

The Council reviewed the revised Student Services Program Review template. The revisions are based on the feedback received from SSC during the November 2018 meeting. The goal of the new form is to make the report more succinct and will be presented to IPC for consideration.

Program review reporting is directly linked to accreditation. There are three areas in the report that provides key information to accreditation: Description of Program and SLO/SAO Assessment Results with its sub-component Program Improvements Implemented.

SLOs/SAOs for 2020-21 Academic Year, Section 3C is due to the VPSS Office at the end of January 2019.

The Novi-Survey form used for program review reporting will be reassessed by IPC for effectiveness. The form will be retitled from 2020-2022 to 2020. 2020 will cover planning years 2018-2019 and 2019-2020. 2020 will be the next program review.

Other discussion highlights:

Description of Program, Section 1A

The titles of the documents referred to in this section such as College Mission, CSM Five Priorities in Five Years, and District Strategic Plan will be hyperlinked and aligned

between the narrative and table headings for consistency. An Educational Master Plan column was also added.

Student Population Served, Section 3A

This is a newly added section and it is to describe the demographics of students that use a specific program. The info entered in this area can originate from the PRIE Office or from the program's department files.

For the *Ethnicity* column, Middle Easterners are considered as Caucasians and multi-races are disaggregated.

The plans entered in the *Plans to Address Opportunity Gaps* column should also be listed as a goal in Planning, Section 4.

Planning, Section 4

In the *Goal* column, goals can be related or not related to SLOs/SAOs, related to "need to fill" goals or "challenge to overcome" goals.

Institutional Support also includes resource requests.

Brainstorm ideas for Spring 2019 SS Retreat

SSC selected Friday, April 12 as the date for its 2019 retreat. The location is to be determined. The theme will be Team Building.

Homeless Liaison Certification

On May 2017 AB 801 mandated community colleges to provide support for homeless students who are 24 years old and younger and considered dependent for tax-purposes. To comply with AB 801, the Enrollment Services Committee created a process that will allow Admissions & Records, Financial Aid and SparkPoint to collaborate and holistically provide wrap-around services to homeless students. CSM has identified two staff members as liaisons: Olivia Cortez-Figueroa (Financial Aid) and Nicole Salviejo (SparkPoint).

The Homeless Student Certification form enables eligible students to receive priority enrollment, establish residency status, receive Board of Governors – CCPG Fee Waiver to pay for enrollment fees only and classify them as independent for tax-reporting. Completing the form does not apply to other types of financial aid. However, the form will help provide a better understanding of a student's background when completing a FAFSA or CA Dream Act application to receive federal and state grants.

Next meeting: February 5, 2019

Academic Year 2020 - Student Services Program Review

Program Name:

1. Description of Program

1.A Provide a brief description of the program and how it supports the College's Mission, Five Priorities in Five Years, Educational Master Plan, and the District's Strategic Plan.

Program Mission	College Mission	CSM Five Priorities in Five Years	CSM Educational Master Plan	District Strategic Plan
1.				
2.				
3.				

1.B Identify the top federal, state or local initiatives that have impacted the program and the students served.

2. Results of Previous Program Review

Previous Goals	Results Achieved	Changes Implemented	Plans in Progress
1.			
2.			
3.			
4.			

3. Assessment

Student Success Indicators

3.A Student Population Served

Academic Year	Ethnicity*	First Gen	Age	Gender	Total
2018-19					
2019-20					
College Stats 2019-20					

Findings	Analysis	Plans to Address Opportunity Gaps*
1.		
2.		
3.		

*Include plan(s) in planning goal area

3.B SLO/SAO Assessment Results

SLOs/SAOs	Assessment Results*	Program Improvements Implemented
1.		
2.		
3.		
4.		

*If applicable, address results between modes of delivery (online, hybrid, face-to-face)

3.C SLOs/SAOs for 2020-21 Academic Year

SLOs/SAOs	Assessment Measures	Timeline
1.		
2.		
3.		

3.D Program Strengths and Challenges

Based on the assessment analysis above and previous goal attainment, what are the strengths and challenges for your program?

4. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity. A minimum of one goal should address improving student success and one goal to address the equity gap that has been identified in previous sections above.

Program Goals

Goal	Actions	Measureable Outcomes	Timeline	Person Responsible	Professional Development	Institutional Support*
1.						
2.						
3.						
4.						
5.						
6.						

*Includes resource requests



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT
SMCCCD

HOMELESS STUDENT CERTIFICATION FORM

Check Appropriate College

Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061

College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402

Skyline College
3300 College Drive
San Bruno, CA 94066

“Homeless Youth” means a student under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admissions by a postsecondary educational institution that is a qualifying institution pursuant to Section 69432.7, as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)).

Student's ID# G: _____ Date of Birth: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

Please Answer below Questions (All Students must complete this section):

1. What was the date you first became homeless (month & year)? _____

2. Within the previous 24 months, have you resided in any of the situation below (you may choose more than one):

- Motel
- Car
- Campsite
- Shelter or other temporary housing program
- Inadequate housing (housing that is insufficient to meet the physical and psychological needs typically met in a home environment)
- Temporarily living with others because I have nowhere else to go
- I do not know where I would live if I could not stay at my current location (this meets the definition of *homeless*).

3. I am living with another household due to the following reasons (check all of the following reasons that apply):

- Loss of housing
- Economic hardship resulting in inability to secure and maintain fixed, regular adequate housing
- Other (including, for example, when it is not safe for a you to live with a parent or guardian, when a parent or guarding has forced you to leave home, and other situations of abuse and conflict).

4. I am interested in receiving more information about the following services (check all that apply):

- Help with school tuition
- Money for school/books
- Food Assistance
- Medical and/or Mental Services
- Academic Support/Tutoring
- Undocumented Services
- Other: _____

Note: You may qualify for additional services and resources.

Please respond to questions 5 through 7 if you have been classified as a Non-Resident by Admissions and Records.

5. When did your present stay in California begin? Month _____ Day _____ Year _____

6. Are you a citizen of the United States? Yes No

If NO, complete the citizenship status below:

- Permanent Resident*
- Temporary Resident / Amnesty*

- Refugee / Asylee*
- DACA*
- Student Visa (F-1 or M-1) _____ *
- Other: _____
- No Documents
- Visa Type*: _____

*Visa Issued Date _____

*Visa Expiration Date _____

Under 19

7. Are you currently under continuous and direct care and control of any person or persons other than a parent?

Yes No If yes Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

What date did you begin living under such care and control? Month _____ Day _____ Year _____

You may be eligible for independent status for federal financial aid eligibility if either of the following circumstances apply to you. Your Financial Aid Office may request additional information from you in order to determine whether or not parent information is required on your financial aid application (Free Application for Federal Student Aid [FAFSA] or California Dream Act Application [CADAA]).

8. Are you under 21 years of age and were you or are you at any time after July 1, 2017 unaccompanied by a parent and homeless or at risk of being homeless?

Yes No

9. Are you 21 years of age or older and not yet 24 or will be 24 prior to January 1, 2019 and are unaccompanied by a parent and homeless or at risk of being homeless?

Yes No

Student Signature: _____ Date: _____

Printed Name and Title of Signing Official: _____

Signature: _____

Date: _____ Phone Number: _____

NOTES

SparkPoint: _____

Action Taken _____ Date: _____

Admissions and Records Office: _____

Action Taken _____ Date: _____

Financial Aid Office: _____

Action Taken _____ Date: _____

OFFICE USE: Approved Denied Processed by: _____ Date: _____



College of San Mateo

2019 – 2020 Scholarship Application Open Now

Available for incoming, continuing, & transferring students!

<http://collegeofsanmateo.edu/scholarships/>

Minimum Criteria to Apply:

- Be an incoming or continuing student planning to enroll at College of San Mateo Fall 2019
- Be a current CSM student transferring to a 4-year university Spring 2019 or Fall 2019

A Fully Complete Application Includes:

- ✓ Completed online application form
 - Including online submission of
 - ❖ Personal Statement (3 short essay questions)
 - ❖ 1 Letter of Reference
 - ❖ ALL unofficial academic transcripts (including CSM)



DEADLINE TO APPLY:

March 2, 2019

For More Information & Workshop Application Dates: <http://collegeofsanmateo.edu/scholarships/>
or contact Financial Aid Office at (650)574-6146

Meet the Ambassadors



Open to the Campus Community!

Thursday, December 13, 2017 • 10:00–11:30 am
College Heights, College Center, Building 10

The Community Relations and Marketing department would like to invite you to meet the 2018–2019 CSM student ambassadors.

A light breakfast, coffee, tea, and juice will be served.

Student ambassadors promote the College's services and academic programs, and represent CSM's mission of bridging higher education to local high schools and the San Mateo community.

College of San Mateo