

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
 Wednesday, October 6, 2021
 3:00 – 4:30p.m.

Committee Members:

Adrian Gonzales, Mardi Parelman, Alice Nelson, Cheryl Barnard (absent), Damaris Garduno (absent), Elaine Eng, Jill Dela Cruz, Hanbing Zhang (absent), Kandice Brandt, Kirk Webley, Lezlie Allen, Marcella Osuna, Monica Demcho, Nessa Julian(absent), Rich Halliday, Reginald Boyd, Shawn Hurley, Sonny Nguyen, Tonia Teresh, Vincent Ngo

Guests: Lynda Armenta, Al Solano

MINUTES

- I. **Approval of the Agenda** – Motioned by Brandt, second by Nelson, agenda approved.
- II. **Approval of Past Meeting Minutes, 9/1/2021** – Motion for approval by Boyd, second by Nelson, no discussion, Halliday, Hurley and Osuna abstained, minutes approved.
- III. **New Business**

<u>#</u>	<u>Item</u>
1)	<p>Establishing Annual Goal(s) for SSC</p> <p>Gonzales introduced Al Solano. He is the coach for guided pathways and instrumental with the direction our campus has embarked with the effort. With his assistance, our GP team has been able to move the needle forward in 2020-2021 and he continues to guide us through 2021-2022. Solano shared he often uses the logic model exercise to assist in the creation of action items with committees. When completing this exercise with other colleges, has learned some committees are created as a representative body as opposed to operational. Representative bodies, which can be in form of workgroups or committees are designed to ensure all recognized representative college constituencies have a voice in the college planning and decision-making, also known as the inputters. Operational committees include individuals in specific roles or position to oversee implementation of plans and decisions and discuss operational issues such as procedure, hiring and staffing, expenditures, implementing practices, etc., also known as the doers. When some committees are created to combine both efforts, the objectives can become confusing or overly cumbersome if the efforts are solely dependent on a core group of individuals.</p> <p>The elements of the logic model include identifying the input/resources, activities, outputs/deliverables/ direct results and outcomes. Solano pointed out a good starting point for a committee is to identify what outcomes need to achieved, including short-term and long-term. The outcome is often times confused with the committees charge. When completing this exercise it will provide clarity, coherence and consensus of the tasks. Once you have an idea of the activities the group need to complete, it essentially assists with creating a plan of action. One way to identify deliverables are by identifying the strategy, actions, responsible individuals, timeline and support needed.</p> <p>Gonzales inquired with committee if this model is something we see utilizing to complete our work so we can be more action orientated. Webley and Demcho agreed this is a good tool to review our current outcomes. Subsequently assisting us to develop a plan to increase support in the needed areas to be more action orientated through collaboration with instruction and student services. Brandt pointed out it would additionally provide a good differentiation between Student Services Leaders meetings and Student Services Committee since there is an</p>

	<p>overlap in membership. Parelman added this would be helpful to streamline and coordinate efforts. Can also see this method guiding the work in other areas around campus such as the LEAD office. Solano shared often times, when using this model with other schools some of the finding have been that work is being duplicated. If streamline some of the responsibilities, this could lead to more efficient way of conducting business. Gonzales suggested in the future possibly aligning this meetings date and time with the District’s Student Services Council to align work. Shared some of the items the District Office’s Student Services Committee meetings focus on policy orienting and changes in service delivery. This could serve as a link from District to the college. Solano reminded the work we complete needs to be student orientated, reviewing through an equity standpoint. However remembering the equity lens is customized to the student population the college serves. Every college is different. We need to identify the student population and how can we continually work on building their experience, obtaining data on completion and retention rates along the way. If this approach is centered on the student action plan, then can move the needle. As Demcho reviewed the responsibilities of the committee, she shared there were many gaps. Data and research is an area that would use improvement. Student Services need more access to data to support programs. Need to increase communication to students, staff and faculty regarding events and resources available on campus. Solano pointed out everyone usually has too many to do lists. If we prioritize our activities and identify what we produce, we can see outcomes in the strategic plan. A good rule of measure is to align the strategic plan with committee goals. Gonzales pointed out we are about to go through accreditation cycle. This committee can have an active role in the accreditation process. Solano concluded college’s often times have too many report-out meetings. Reminding some information can be sent out in an email, allowing people to make better use of their time. Want to ensure committee work is action orientated.</p> <p>Gonzales suggested to poll for a thumbs up, not a vote, to see if the committee wants to utilize the logic model to figure out if we want to take some actions to pursue as a committee, majority yes. Will move in this direction.</p> <p>As the next step, Solano will meet with a small group to work on the first draft of an action model and will bring back to the entire committee for review and input. Participants for small group include Parelman, Brandt, Demcho and Webley. Solano to meet with group on 10/20 at 3:00p.m. Martinez to send out calendar invite for small group meeting. Solano will attend 11/3 Student Services Committee meeting to review work/ goal with entire committee.</p> <p>In conclusion, Gonzales would like to focus on three main areas for committee. 1) Identifying a general report out process to share information conveyed with respective constituent groups. 2) Enrich the linkage with District to better align with their Student Services Council and 3) Identifying what action we want to take.</p> <p>Teresh reminded the importance of reporting information we receive at committee meetings to constituencies. As our committee is a reporting body, need to ensure relevant information is shared to constituencies and College Council.</p>
<p>2)</p>	<p>Review Committee Membership</p> <p>Committee membership confirmed for Faculty and Administrators, one current vacancy remains for Classified Professionals. Waiting for confirmation from Young for De La Cruz to be a member. One student assigned to committee, two current vacancies remain. Martinez to follow-up with Young and ASG on vacancies. Will confirm faculty with Martin.</p>

IV. On-Going Business

#	Item
1)	<p>Roundtable</p> <p><u>Webley</u> - Shared the class schedule for Spring 2022 will become available on October 18.</p> <p><u>Brandt</u> – October is Disability Awareness month, calendar of events went out to the college via email. Attendance is encouraged.</p> <p><u>Demcho</u> –The Inaugural Equity Summit will be held on October 28-29, 2021.</p> <p>EOPS will be host the annual Toys for Tots event for their students, Thanksgiving basket drive will be the week before thanksgiving.</p> <p><u>Nelson</u> – Asked everyone to encourage students to go into Counseling now to plan for next semester.</p> <p><u>Nguyen</u> – Shared that at today’s Marketing and Outreach Meeting they also discussed their charge. Exploring other methods we can reach out to students, current and prospective using the website for spring. Nelson pointed out the college website needs a Student Services perspective making information more accessible. Parelman agreed the website is static. Need more effective way to deliver information and announcements in a clear, concise manner.</p> <p><u>Eng</u> – Shared flu shots and COVID-19 vaccines are currently available at Student Health Services.</p> <p><u>De La Cruz</u> - Collaboration workshop for cover letter writing on October 19, collaboration with the entrepreneurship club on October 26.</p> <p><u>Gonzales</u> - Shared guided pathways is working on the Mapper Project. There are two course-sequencing workshops scheduled for October 15 and 22. Event will focus on finishing outlining the sequences. This will feed into Mapper Project that will be located on our website. Cain is currently collaborating with our campus IT team to reassess the website. There are good bones to the website but some areas need to be enhanced. Sequencing of information to be adjusted. Cain and Hill will come forward with proposal to College Council. In addition, the college has been approached by SDSU microsite, this would allow students whom complete an Associate’s degree with us to finish a Bachelors’ degree. Currently in the exploratory stage. Mesa College has already started this program. Will bring back more information to committee when it becomes available. The first round of awardees for the Vaxed and Win initiative were selected. This was a randomized drawing with 370 awards total for October. Awards included 10 laptop, 10 tablets, 100 \$200 gift cards and 250 \$100 gift cards. There will be second drawing in November and third round of winners in December. The distribution event for the first round of winners will be on Octobers 13 at Compass Point. Students are only eligible for one prize of campaign for full year. If departments are interested in hosting an information tent the day of event, contact Barnard. Lastly, the Student Services Hub has gone live. An informational email will go out to students.</p>

V. Other

VI. Next Meeting

November 3, 2021

VII. Adjourn – 4:30P.M.

Previous Agendas may be found at <http://www.sdmiramar.edu/campus/governance/committees/ssvc>

San Diego Miramar College Strategic Goals Fall 2020-Spring 2027

- 1) **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
- 2) **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
- 3) **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.

- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.