

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, March 2, 2022

3:00 – 4:30p.m.

Zoom Meeting: <https://cccconfer.zoom.us/j/97843016420?pwd=elQ4NHJ2V2xGSgHoaDhNbWZBNmJVUT09>

Password: 708861

Meeting ID: 978 4301 6420

Committee Members:

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

Vacancies: Student (2)

Guests: Sonny Nguyen

MINUTES

- I. **Approval of the Agenda** - Recommendation to charge order of agenda items under new business. Motioned for approval by Barnard, seconded by Parelman, all agreed, agenda approved.
- II. **Approval of Past Meeting Minutes, 2/2/2022** - Motioned for approval by Barnard, seconded by Demcho, minutes approved.
- III. **New Business**

#	<u>Item</u>
1)	<p>Workgroup Discussion: Communications and Professional Development</p> <p>Demcho is serving as the lead for the Communications workgroup. Plans to meet with group on 3/16 from 3:00-4:30p.m., to continue to brainstorm and develop concept further. Will bring back information to committee at next meeting.</p> <p>Brandt is serving as the lead for the Professional Development workgroup. Plans to meet with group on 3/16 from 3:00-4:30p.m. Has sent link of “go to knowledge” trainings the college currently has available to access. Asked group participants to review prior to meeting. Will bring back information to committee at next meeting.</p>
2)	<p>Committee Rotation Schedule</p> <p>Gonzales explained unless committee membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available. Idea is to implement a 2 and 3-year cycle of positions to rotate to allow constant rotation of committee members, creating two separate cohorts. There were no objections to move in this direction. After review of the membership, it was identified there are thirteen positions that need to rotate, five for Classified Professionals and seven faculty. The only administrator that will rotate is the Instructional Dean (designee), Nessa on a 2-year cycle. Students are not usually included in the rotation cycle as they normal are assigned to committees on a one-year cycle; however have the option of participating for two years.</p> <p>Committee members gave feedback regarding who wanted to be on a 2 verses a 3-year assignment. The rotation cycle will commence with six committee members on a 2-year term and seven at a 3 year.</p>

<p>Will create rotation chart and send out to committee via email to review. Will do one final review at the next meeting before taking forward to the Committee on Committees (ConC) as a recommendation.</p> <p>Next, the committee discussed when the 2-year cycle would start. After discussion it was agreed the rotation cycle would start this year (2021-2022), as year one and year two will be 2022-2023. Therefore, everyone on a two-year term, his or her assignment will sunset in Spring 2023.</p> <p>Lastly, Gonzales asked the committee if there were any suggested changes to the structure and charge. There were no further recommendations for changes at this time. Gonzales advised recommended changes to the committees' description and structure need to be submitted to ConC by the 6th week of the semester to be able to make changes for the following term.</p>

IV. On-Going Business

#	Item
1)	<p>Roundtable</p> <p><u>Julian</u> – Tutoring is available on campus by appointment. Still offering services on the online hub. Actively recruiting tutors for center.</p> <p>The LEAD Office is sending an out email for Women’s History month events on campus. Equity Plan is due into NOVA on November 30, 2022. The plan differs from those in years past as we are asked to look at our structures within instruction, student services, business services, reviewing policies and procedures that may be barriers in success. A more intentional focus on equity. Requires approval from governance, guided pathways coordinator and Board.</p> <p>Black Student Success workgroup has been meeting, looking at ways to collaborate more with sister colleges. Miramar will host the Rite of Passage ceremony this year. Still pending if it will be virtual or an in-person event.</p> <p><u>Demcho</u> – EOPS still collecting applications for student whom qualify for services.</p> <p><u>Ngo</u> – Financial Aid office is seeing a steady stream of students coming into the office. Still offering online service, slowly transitioning to on campus only. In effort to provide support for students, are identifying CCPG and Pell recipients to automatically award direct aid from HEERF funds. Portions of funds are also reserved for distribution to additional recipients whom have not completed the FAFSA. Applications for emergency funds will be made available through Edquity to students. State emergency funds through the American Rescue Act are also available, this distribution to targeted towards current financial aid recipients. Gonzales pointed out Edquity can only run one campaign at once, when this campaign ends, college plans to commence a transportation campaign in the near future.</p> <p>The College purchased Ocelot for the student services division, which serves as an artificial intelligence to assist students while on the website. The departments involved are Counseling, Admissions & Records, Outreach, Career Center, DSP&S and Financial Aid. Currently in the process of building content for each area. Once the content is finalized, this will assist with answering student’s questions online. Additionally, there is a text message feature that will allow streamlined communication to students, as we will have the ability to target a specific group. Anticipate the software will be ready for implementation in early April.</p> <p><u>Barnard</u> – Shared Tammy Vaught is the new Basic Needs Counselor. In collaboration with the County of San Diego, the new mobile service “Live Wow” was on campus today to facilitate a conversation with case managers and students to help them apply for CalFresh, Cashaid, and Medical. Over 30 students took advance of the service being on campus.</p>

The Food Panty is having their re-soft opening. The first delivery of goods for the farmers market received today. Current panty hours are 10:00a.m. -2:00p.m.

ASG has started their office hours on campus.

Nelson – Reminded this time of the semester is generally slower for the Counselling Office, therefore encouraged everyone to send students over to create their semester/ education plans. Quick Connect hours for remote assistances remain Monday - Friday, 10:00a.m. – 1:00p.m. Counselors will start doing outreach to high school starting in April. Gonzales suggested for counselors to visit classroom on campus to promote services as well.

Brandt – Introduced everyone to the new MyDSPS instructor portal, where student accommodations and proctored exam requests can be viewed. There are also links for instructors to share information about DSPS with their class, request a department meeting visit and college and community resources. Students now have the ability to apply for services at multiple campuses at once.

Hurley – Shared he is one of the co-advisors to Biology Club and meetings will be starting back up on campus soon.

Eng – Pointed out Mental Health services are open for students. Additionally, Student Health Services are offering their usual services along with immunizations, COVID vaccines and boosters.

Allen – Reiterated the services currently offered by Student Health Services. Shared rapid COVID tests are available, in addition to the on-campus COVID testing offered by Biocept. More information will be forthcoming regarding a distribution of rapid tests to the campus community.

Nguyen – Outreach working on visibility within the community, have attended several high school visits. Additionally have hosted small on-campus school visits.

The dual enrollment program focused on planning of course offerings, exploring new tracks to ensure courses will align with K-12 partners. Will be part of the Joint Board meeting presentation on 3/17, highlighting how Miramar is leading the way with some of our collaborations.

Promise Program focusing on retention efforts, finalizing in the incoming cohort for 2022-2023.

With the Reengagement efforts campus wide, have completed initial phone calls to approximately 4,500 plus students, collecting data and reviewing how to best utilize marketing to students to bringing them back to college.

De La Cruz Nevarez – Career Center will start in person appointments, while still offering virtual appointments on Mondays and Wednesdays from 9:00 - 2:00p.m., Thursdays 1:00 – 6:00p.m. The district will soon implement a virtual online job board, Handshake, more information forthcoming.

Boyd – On March 17, Admissions & Records will be in K1-107, to provide students easier accessibility to college ID cards during the St. Patrick's day ASG event. The Veterans Resource Center remodel is coming along, as construction is underway. Will plan to host a grand opening event after returning from spring break.

Gonzales – There are a couple State initiative made available to colleges, the first is Rising Scholars, for formally incarcerated students. Colleges are able to submit a proposal to have a support program for students on campus. A team of individuals has been overseeing the submission. The deadline for the application is this March 21. Unsure if campus will move forward with submission, currently in the process of exploring information further on how to develop concept to have a full program. The second initiative from the State is an application for colleges to apply for funding to support LGBTQ+ students. The specifics of the amount of funding and allowable expenses are to be determined. There will be an approximated \$10 million total distributed statewide. The Chancellor's office webinar will be on March 15. The Hispanic Association of Colleges and Universities (HACU) conference is scheduled for October 2022. Campus will offer an opportunity for staff to attend as a professional development opportunity.

<p>Conference attendance and mileage will be covered, no hotel or air accommodations as it will be in San Diego. This opportunity will also be available for approximately 10 – 20 students to attend, as it would serve as a beneficial career opportunity. The conference serves as an avenue to find out more on what is going on within Hispanic Serving Institutions (HSIs).</p> <p>A reminder that campus protocols regarding masks and COVID vaccinations remain the same, regardless of Governor Newsom loosening the criteria for masks in public spaces. Our District will continue with indoor and outdoor protocol as our policies remain in place. Can anticipate a loosening of the mandate for mask usage in Fall 2022. However, the vaccination requirement to access on campus courses and services is to remain in effect for Fall 2022.</p>
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- V. **Other** - None
- VI. **Next Meeting** - April 6, 2022
- VII. **Adjourn** – 4:03p.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.
- 5) **Diversity, Equity, and Inclusion** – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

****[ACCJC Accreditation Standards \(Adopted June 2014\)](#)**

I. Mission, Academic Quality and Instructional Effectiveness, and Integrity

- I.A Mission
- I.B Assuring Academic Quality and Institutional Effectiveness
- I.C Institutional Integrity

II. Student Learning Programs and Support Services

- II.A Instructional Programs
- II.B Library and Learning Support Services
- II.C Student Support Services

III. Resources

- III.A Human Resources
- III.B Physical Resources
- III.C Technology Resources
- III.D Financial Resources

IV. Leadership and Governance

- IV.A Decision-Making Roles and Processes
- IV.B Chief Executive Officer
- IV.C Governing Board
- IV.D Multi-College Districts or Systems.