

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
 Wednesday, September 7, 2022
 3:00 – 4:30p.m.

Committee Members: Adrian Gonzales, Cheryl Barnard, Nessa Julian, Alice Nelson, Lezlie Allen (absent), Reginald Boyd (absent), Vincent Ngo (absent), Mardi Parelman, MaryAnn Guevarra, Elaine Eng, Kandice Brandt, Shawn Hurley, Rich Halliday (absent), Marcella Osuna

Vacancies: Administrators: Dean (by position); Classified Senate: 2 designees, Academic Senate: 1 designee, Student: 3 designees

Guests: Meilani Peleti, Sharilyn Wilson, Liz Hubert, Sonny Nguyen

MINUTES

- I. **Approval of the Agenda** - Motioned for approval by Parelman, second by Brandt. Agenda approved.
- II. **Approval of Past Meeting Minutes, 5/4/2022** – Motioned for approval by Parelman, second by Barnard, minutes approved.
- III. **New Business**

#	<u>Item</u>
1)	<p>Student Services Committee Charge, Membership & Co-Chair Appointment Gonzales reviewed committee charge, responsibilities, membership and procedures. Parelman met 2-year commitment as committee co-chair. At next meeting will elect someone into position.</p>
2)	<p>Meeting Modality Gonzales pointed out as we have returned to on-campus operations, would like to meet in-person. There were no objections from committee. Moving forward will plan to meet in-person. Martinez to update location on Outlook calendar invites.</p>
3)	<p>Governance Evaluation Survey Survey went out to campus from the Research Office last Spring. Due to minimal response, each governance committee will take time to complete at a future meeting to gain better assessment. To administer will plan to meet in a computer room or provide laptop access as the survey is electronic.</p>
4)	<p>Update on Workgroups</p> <ul style="list-style-type: none"> a. Communications Previous lead was Demcho, will need to identify replacement as she is no longer is part of the committee. The group needs to decide on action orientated goals for 2022-2023. Some of the potential tools the group suggested to assist with campus communication include Jets News and campus calendar as they both have become useful resources to students. At the next meeting will take time to further brainstorm goals (15 minutes). <p>Concerns were discussed about current transcript evaluations timeline. Currently when students submit official transcripts for evaluation, the process takes an approximate 90 days to complete. Guevarra mentioned a districtwide resolution was brought forward by the Academic Senate. As a result, district has purchased additional software. They anticipate this will improve the evaluation process, and the completion timeline for students should be within 30 days. Will need some time for software to be implemented. Suggestion to have a district representative come to future meeting to explain changes and feedback.</p>

	<p>b. Professional Development Brandt shared the workgroup met recently to finalize plans for the upcoming series of eight workshops. These will be open to faculty and staff to attend. Currently are recruiting for additional individuals from committee to assist with facilitation for October 26, February 23 and May 5. Parelman volunteered for workshop on October 26. The workgroup meets on the second Wednesday of the month from 3:00 – 4:30p.m.</p>
<p>5)</p>	<p>SS Restructuring The proposed restructuring plan for Student Services includes establishing a new Enrollment Services area, creating a Dean of Enrollment Services and an Administrative Assistant position. The creation of Enrollment Services will increase support for strategic enrollment management. Will allow for collaboration and communication between Outreach, Admissions and Financial Aid. Based on how the departments are divided, and the amount of personnel in each, there will be a workload balance for all three deans. This proposal was taken to Executive Cabinet for initial review, shared with SS departments/ leads and reviewed by Chancellor’s Cabinet. Will go to the Board for review on September 29. The District has agreed to provide fiscal support to cover the proposed 25% of position from GFU, the college will cover 75% from restricted funds.</p>
<p>6)</p>	<p>SS Leadership Transitions Recent personnel transitions include the Dean of Student Development & Matriculation position, this was vacated over the summer. Tonia Teresh secured a position as Vice President of Student Services at Yuba College. Gerald Ramsey was previously recruited to fill-in as Acting Dean of Student Development, however will not be able to move forward due to unforeseen obstacles. Call out went district-wide to fill the Acting Dean position. Anticipate to have someone in place by early October. Job posting to fill permanent Dean position should go out later this week. Marc Hollman secured an Athletics Counselor position at City College over the summer. Currently the general Counseling department has five vacancies total. Have received approval to hire for Hollman’s vacancy. Lundburg working on obtaining additional approval to open other frozen counseling positions. Would ideally like to hire for multiple positions with one applicant pool. Budget will be reviewed at next Board meeting.</p>
<p>7)</p>	<p>MyCoach Overview Nguyen shared when GradGuru merged into myCoach, there were some inconsistencies with the platform, therefore delaying the implementation of the app. The vendor is working to resolve the glitches. Once resolved will potentially launch for the effective rollout prior to the Spring 2023 semester. Will plan to present additional information at a future meeting.</p>
<p>8)</p>	<p>Update: Student Equity Plan Julian shared the Student Equity report is due November 30, 2022. The Equity metrics include:</p> <ul style="list-style-type: none"> - successful enrollment – within the first year (access previously) - persistence - first time college students who enroll in the subsequent semester - completion of Math & English – completion of both in the first year - transfer to a four-year institution- transfer within three years - degree/ certificate (vision for success goal) – attainment of the Vision for Success definition of completion with three years. <p>A key difference from previous years is how the plan is now focused on transformational, continuous improvement, race consciousness and integrated planning. Along with this it is concentrating on data, target outcomes, structure evaluation and planning & action. Will be focusing on racial equity.</p>

<p>Over the summer the workgroups have reviewed different metrics, completed inquiry, received college input and drafted a plan. Next step is to present the plan in preparation for college constituency approval. First reading is scheduled for September 16.</p> <p>Based on the research, the identified barriers to equity include the limited resources to directly support efforts to close the gaps for DI student groups relative to success metric. Lack of quantitative/ qualitative data to determine areas of strength/ weakness to support DI student groups. Lack of DI representation in staffing (faculty, Classified Professionals, Administrators) to reflect DI student groups. Limited targeted professional development on strategies/ practices to DI student groups success. Lack of structure/ programs to support success of DI student groups and limited student engagement opportunities for DI student groups to connect to campus. Limited materials/curriculum/programming related to DI student groups history, experiences, culture (courses, materials representative community).</p>

IV. On-Going Business

#	Item
1)	<p>Roundtable</p> <p>Gonzales</p> <ul style="list-style-type: none"> - Roll out of student emails are being delayed as some glitches were identified. District is working on resolving. - Reminder face masks are still a requirement on campus/ districtwide. <p>Barnard</p> <ul style="list-style-type: none"> - College hour events have successfully launched this fall semester. - County services/ CalFresh assistance will be on campus Sept. 21, Oct. 5 & 19. The mobile office “Live Well on Wheels” WOW bus will be part of the sent on 9/21. <p>Julian</p> <ul style="list-style-type: none"> - ASC/ Math lab is offering tutoring support. - MyWOnline is the new check-in service being implemented for all tutoring services across the District. Students must create an account to access tutoring in the centers. - LEAD Office is planning the Equity Summit, scheduled October 27-28, 2022. Event will be on campus. The topic is “Building Community”, if interested contact Odu or Patacsil. <p>Brandt</p> <ul style="list-style-type: none"> - DSPS updated webpage to provide a direct link into the faculty and student portal. <p>Pareiman / Hurley</p> <ul style="list-style-type: none"> - STEM ACP event at Compass Point, September 8 from 4:00 – 5:00p.m. and September 14 from 12:30 – 1:30p.m. <p>Nguyen</p> <ul style="list-style-type: none"> - Look out for additional programming within college hour regarding current resources available to students. <p>Eng</p> <ul style="list-style-type: none"> - Health Services is continuing to offer COVID-19 vaccines and boosters. Pfizer, Moderna and Novavax are available. - Suicide prevention line number has been updated countywide to 988. - Reminder to stay hydrated as the weather is extremely hot. <p>Peleti</p> <ul style="list-style-type: none"> - Enrollment for CCAP/ Fall 2022 is going well

V. Other - None

- VI. **Next Meeting** – October 5, 2022
- VII. **Adjourn** – 4:25p.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.