

SAN DEIGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, February 5, 2020

3:00 – 4:30p.m.

K1-302

Committee Members: Adrian Gonzales, Lezlie Allen (absent), Alice Nelson, Barbara Clark, Cheryl Barnard, Dana Stack, Damaris Garduno, Elaine Eng (absent), Jill Griggs, Kandice Brandt (absent), Kirk Webley, Lynda Armenta (proxy: Adam Feria), Mardi Parelman, Mona Patel (proxy: Jill De La Cruz), Monica Demcho, Nessa Julian, Rose Marine (absent), Sonny Nguyen, Tonia Teresh, Vincent Ngo

MINUTES

I. Approval of the Agenda

- Clark entertained motion to approve, Stack second, all in favor. Agenda approved with no discussion or adjustments.

II. Approval of Past Meeting Minutes , 10/2/2019

- Clark entertained motion to approve, Nelson second, all in favor. Minutes approved with no discussion or adjustments.

III. New Business

#	Item
1)	<p>CIA and Governance Committees</p> <p>Gonzales shared May 2020 marks two years the college has been working with the Collegiality in Action team. The task group is almost ready to launch the first draft of the governance handbook. The focus of the work included reviewing participatory governance, Academic Senate and Operational committees. Some of the other items reviewed and discussed were quorum, proxies, note takers, role of chair, role of committee members and term length. One of the goals is to specifically link committees to work that needs to be completed. Committees will be specifically defined if participatory, AS, etc. There will be an updated organizational chart distributed once changes have been finalized. Attempt is to finalize the draft on 2/6/20, will take to College Governance Committee (CGC) for review and approval to be able to distribute to constituency groups. Once disseminated, all feedback needs to be received through respective constituency group. Projected timeline: February, receive input from constituency groups; March, update handbook based on feedback received from campus; take through formal approval process (constituency groups, CEC); April/early May, bless handbook through campus, then reconstitute committees.</p> <p>A reminder that not everything is set in stone. The handbook can be reviewed and revised every year based on the college's need.</p> <p>Reminder when reviewing the handbook, it Important to examine the document with an instructional lens.</p>
2)	<p>GPS Steering Committee</p> <p>Five faculty leads for the four areas (Onboarding, Program Mapping, Course Mapping and Communications), have been assigned. Call out for committee membership will be forthcoming early Spring 2020.</p> <p>Current focus is on identifying timeline and organizing work. Scale of Adoption Self-Assessment for College(SOAA) is due March 1, 2020. Needs to go to constituencies for review and the Academic Senate President and College President for approval. Draft will be out to the campus.</p>

	Gonzales encouraging participation from Student Services Committee in Program Mapping, Course Mapping and Onboarding as they are closely linked to Student Services.
3)	Student Services Hours of Service Gonzales shared we are currently in the process of finalizing summer 2020 hours. Focus is on practicality. Some of the factors taken into consideration are budget, traffic patterns and need. Would like to have uniform hours with all 3 colleges within District. Likely to reduce hours in certain areas. Teresh encouraged everyone to use SARS to track patterns. Once finalized, hours will be sent out to committee.
4)	Payment Plan Feria shared there are no major issues with the payment plan. One benefit is that students able to obtain parking permits. Stack reported there are currently a total of 550-student districtwide participating in program. If student owes balance in the future, a hold will be placed on account; in turn will not be able to register. Registration appointments will be generated in April. Fee drop will be effective Summer 2020.

IV. On-Going Business

#	Item
1)	Guided Pathways Scale of Adoption Self-Assessment for College(SOAA) Assessment for college is due March 2020. See section III.2.
2)	Student Equity & Achievement (SEAP)Program Gonzales shared the earlier this week the President held a meeting regarding the implementation of equity on campus. Pointing out the implementation has not fully been intergraded into work. Plan is to incorporate more equity-focused events using local recourses on campus i.e. Guest speakers, workshops. Goal is to focus on properly assembling the infrastructure, and on what needs to be enriched. It is important to understand the rational as to why we do our work, aiming at long-term development, all while developing the culture and building on communication. President Gables' goals while at Miramar include wanting to focus on equity; Assist with the CIA implementation process and facilitate with transition to the new College President.

V. Announcements

Griggs shared unfortunate new that the Child Development Center was broken into over the winter break. Department is focusing on moving forward to make the best environment for the children.

Parelman March is National Nutrition month. Career in Nutrition event being held on March 4. Quest speaker on campus March 10. Many of the planned upcoming events are in collaboration with Health Services.

De La Cruz Career Center event calendar out for the Spring 2020 semester.

Nguyen Outreach is focusing on onboarding for Spring 2020 and planning for the upcoming year.

Demcho EOPS is still accepting applications through the end of February. On campus Region X meeting being held on February 28th in K1-107.

Garduno EOPS applicant's needs to be enrolled in twelve units, special populations need to be enrolled in nine units.

Julian All tutor for THE Math Lab, ASC and WELL have been identified. Math Lab hours are Monday – Thursday 10:00 – 5:30p.m., need to confirm hours for Fridays. WELL hours are Monday – Thursday 8:30 – 6:00p.m. Tutors in the ASC can assist with Math, CISC, Accounting, Physics, Biology, Chemistry, Anatomy and Physiology. Plan to publicize hours of center for college use. To be able to access services in the ASC, student does not have to be registered in Miramar courses, simply needs

to be enrolled within courses in the district. No limit on hours students can access the facilities. If interested in hosting a workshop in the ASC, there is a Google Request form. Those requests are reviewed weekly. ASC has a large room available for workshops, capacity is approximately 20 people. The smaller rooms that are available fit approximately 7-8.

Ngo Scholarship opportunities and announcement sent out via email. The Scholarships Awards ceremony is April 22.

Stack Registration for Spring is going smoothly. Students have a better understanding how to register for classes in Campus Solutions.

Martinez Faculty regalia Order/ Participation Forms went out and are due March 27.

Feria System is not automatically dropping students for outstanding fees. Reminder to instructors to drop students. Bus passes will be available to students until February 28. Requirement is to be enrolled into a minimum of 7 units. Demcho asked if there is an exception for DSPS students enrolled in 7 units or less. Gonzales pointed this would need to be a discussion with MTS as they are the provider. Plans to discuss will Conrad.

Nelson Registration workshops were held the first week of classes to assist with student registration. Assisted approximately 25 students.

Teresh Campus Solutions training for counselors will be in April.

Webley General Counseling recently has on boarded three new adjunct counselors.

Barnard Food Pantry is now high tech. Students need to fill out intake form and enrolled in spring classes, includes Continuing Education students. No limit to amount of times students can access services. Numbers of students utilizing services increased by 1,000 in the Fall 2019 semester. Dreamers will be able to access legal services on campus on Thursdays from 2:00 – 4:00p.m., throughout the Spring semester. Need to initialize process by meeting with Sandy or Denise to complete screening application.

Clark Supplemental application season has ended, starting application season for alternative colleges. Spring Transfer Fair will be held on April 16. Districtwide bus trip to Cal State Long Beach and UC Irvine on April 10.

Teresh Clark is continuing her role as Acting transfer Center Director.

Funding for Regional Strong Workforce has been approved for the second year.

Gonzales On-campus board meeting, Thursday, February 13 in L-105. Requested feedback from CS training and input for future trainings later in Spring 2020.

Will take on the opportunity to apply for IEPI support, focused on strategic enrollment management due to the State Chancellor's Office by February 22. This would allow to link together the strategic enrollment management work and guided pathways.

Provided guidance regarding Excused Withdrawal petitions. Strictly, for students whom experienced an extenuating circumstance and are requesting to withdraw from all enrolled courses taken in one semester. Cannot select individual courses to include in request.

VI. Next Meeting

- March 4, 2020; 3:00 – 4:30p.m; K1-302

VII. Adjourn

- Meeting adjourned at 4:30p.m.

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

San Diego Miramar College Fall 2013-Spring 2020 Strategic Goals

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our