Student Services Committee
Wednesday, September 2, 2020
3:00 – 4:30p.m.
Zoom Meeting: https://cccconfer.zoom.us/meeting/tJAofu2hrTsrGN1v7eyH-QKBb3kEww_bffFZ/ics?icsToken=98tyKuCsgzIuE9eVsRuORowIGYr4LPPztmJcjY0MikjgGggeUyjUNLFJF6VoL9rW
Password: 362069
Meeting ID: 945 9493 0129

Committee Members:
Adrian Gonzales, Alice Nelson, Cheryl Barnard, Damaris Garduno, Reginald Boyd, Elaine Eng, Jill Griggs, Kandice Brandt, Kirk Webley, Lezlie Allen (absent), Mardi Parelman, Monica Demcho, Nessa Julian, Rose Marine (absent), Sonny Nguyen, Tonia Teresh, Vincent Ngo

MINUTES

I. **Approval of the Agenda -** Demcho motioned to approve agenda, Garduno second, agenda approved.

II. **Approval of Past Meeting Minutes, 5/6/2020 -** Teresh motioned to approve minutes, Demcho second, approved.

III. **New Business**

#	Item
1)	**Review of Student Services Committee**
	a. **Structure, purpose and goals**
	2017 version of governance handbook displayed. Membership, goals, procedures, calendar, resources reviewed. Gonzales recommended committee to consider appointment of co-chair position, as Allen's term has concluded, will revisit at the end of meeting to appoint.
	Latest version, spring 2020 version of drafted governance handbook shared, pending approved by constituency groups, tentative implementation in spring 2021. Reviewed updated purpose, membership, responsibilities of committee reviewed. Revised responsibilities allow committee to take a deeper dive to accomplish substantial work on campus. Some suggestions incorporate work related to equity, guided pathways, development of support programs, changes in policies and recommendation to CEC. Committee agreed that new responsibilities provide direction and specifics to create goals and objectives.
	Gonzales mentioned the option of bringing someone in to assist with creation of goals and objectives. Would recommend only focusing at one or two at a time. This would allow of meaningful involvement in the committee and campus.
	Parelman pointed out it would be useful to have data available to assist with direction of where to initiate work.
	b. **Membership - Appoint co-chair**
	Pending appointment. Due to time constraint, will address at a future meeting.
2)	**Review of Student Equity Plan and related student data**
	Reviewed the 2019-2022 Equity Plan. Focused on access area, explored the idea of what role the committee could do to support work. As an example, committee could explore

		who might be responsible for updates to see if a goal is met. i.e. Outreach Office and CTE are currently working on this.
		Webley mentioned to keep improving the student experience; we need to ask students the right questions. Previous issue was ability to obtain appropriate data with correct data points. Demcho suggested identifying the area with the largest gap.
		Teresh/Gonzales pointed out this is a good approach to see what is happening in Student Services, need to implement college wide to align with institutional plans. Equity Plan will not solely be SSC charge it should be college wide. In addition, DIEC's (Diversity International Education Committee) new charge is to include the Equity Plan in their committee work.
		Parelman mentioned serving on the Marketing and Outreach Committee. This presents an opportunity to reach other student demographics in a unique approach not previously practiced. Need collaboration in all areas on campus, would like to include bench marketing from research office to explore, evaluate and support diverse populations.
		Reviewed data on transfer rate of African American students. Gonzales noted some growth from past years; however need to figure out why numbers are low and what can be done to improve. Suggestion was made for additional information and breakdown would be helpful to further analyze cause before moving forward.
		Inviting Zhang to meeting may be beneficial, can provide her with questions prior to meeting.
		A reminder from Teresh that sometimes data fluctuates and is not accurate, need to figure out what primary focus will be and move forward.
		Barnard suggested the persistence point is always a good starting point.
		Brandt pointed out community and sense of belonging is a crucial point for all student populations.
		Gonzales mentioned moving forward will develop future agendas to keep this conversation going.
3)	**CARES Act planning**	
	a.	**Cranium, electronic records, telephone communications, other**
		College provided with funds from the CARES Act to support remote operations. The following noted programs are being explored:
		Cranium – software package, beneficial for SS and Instruction
		Electronic records – google drive and health records
		Telephone - hardware to support communication with students in key support offices.
4)	**District-wide Technology Discussions**	
		Workgroup established to create recommendations on the implementation of .edu email addresses for students.
		Recommendation will go to Chancellor's Cabinet for further review and consideration.
5)	**Food Distribution Efforts**	
		Summer – Hugs & Bags provided food on Mondays. 187 students served, 21% used services more than 6 times. Average family served was for 4 people.
		Fall – College will resume partnership with Feeding San Diego, food distributions will be on the first and third Wednesdays of each month. 50-60 students currently served, have capacity to feed 75 students. Students need to sign up for services weekly. Faculty can email student names to Hankinson jhankins@sdccd.edu.

6)	Voter Registration
	Information to register to vote can be found on the following webpages: Student Affairs https://www.sdmiramar.edu/node/19199 , voters with disabilities provided by DSP&S https://www.sos.ca.gov/elections/voting-resources/voters-disabilities and canvas page https://lor.instructure.com/resources/f47e2a4cd24342988889e67ecbcfec3f?shared. Encouraged to share link with students. Quis is also distributing message across social media.

IV.   On-Going Business

#	Item
1)	Roundtable
	None

V.   Other

VI.   Next Meeting
October 7, 2020

VII.   Adjourn - Meeting adjourned at 4:36p.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.