

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, October 7, 2020

3:00 – 4:30p.m.

Zoom Meeting: <https://cccconfer.zoom.us/j/94594930129?pwd=U041UTFnNndzNHdSWGJvR0lwK0IRUT09>

Password: 362069

Meeting ID: 945 9493 0129

Committee Members:

Adrian Gonzales, Co-Chair; VACANT, Co-Chair
 Alice Nelson, Buran Haidar, Cheryl Barnard, Damaris Garduno (absent), Elaine Eng, Jill Dela Cruz, Jill Griggs, Kandice Brandt, Kirk Webley, Lezlie Allen, Marwa Danish (absent), Mardi Parelman, Monica Demcho, Nessa Julian, Reginald Boyd, Sonny Nguyen (absent), Tonia Teresh, Vincent Ngo

MINUTES

- I. **Approval of the Agenda** - Nelson requested to add discussion regarding SS extended hours of operation for spring 2021 under “other”, Barnard motioned to approve agenda, Boyd second, agenda approved.
- II. **Approval of Past Meeting Minutes, 9/2/2020** – Barnard motioned to approve minutes, Webley second, approved. Haidar abstained.
- III. **New Business**

#	<u>Item</u>
1)	<p>New Governance Handbook Committee membership and charge reviewed. SS Committee is a recommendation body to College Council. Importance for committee to represent the student’s voice on our campus pointed out. Discussion revolved around whether the committee should make the recommendation to add the Student Health designee as a classified voting position. Demcho recommended keeping the Mental Health faculty member on committee. Barnard made recommendation to increase the membership to include the Student Health Services Coordinator position as a designated classified position. The rationale largely based on the current COVID environment, SSC would benefit from having insight/input from Student Health. Demcho second, all agreed.</p>
2)	<p>SS Committee Membership and Co-Chair Appointment The role of the co-chair on the committee is to help guide meetings, develop and review agendas prior to the meeting. Parelman volunteered to be co-chair. Gonzales recommended to elect co-chair position for 2020-2022, as it is a 2-year term. Buran motioned for Parelman to be elected to fill the position of co-chair to the Student Services Committee, Boyd second, all agreed.</p>
3)	<p>Call to Action – Student Equity Demcho shared how EOPS is being proactive towards the Black Live Matter movement and equity.</p> <ul style="list-style-type: none"> • Currently compiling a solidarity statement with student input. • Have reviewed data within department. Based on the outcomes, will provide additional outreach to underrepresented students. <p>Haidar mentioned her participation in DECC to start taking a deeper dive into data regarding students in the Biology department. Brandt mentioned DSPP is:</p> <ul style="list-style-type: none"> • Focusing on the intersectionality of people.

	<ul style="list-style-type: none"> • Plan to translate DSPS connection document into Spanish due to the growth of Latinx population. • Participating in Circle of Change and Campus Book Club. • Want to create workshop for parents/support system of DSPS students, hope to launch in fall 2021. <p>Webley stating the Counseling department is focusing on strengthening senate representation. Additionally pointed out there has been some difficulty in accessing student data in an appropriate way. Would like this to be improved to be able to appropriately access data and assist underrepresented students.</p> <p>Teresh pointed out the current environment is an opportunity for our campus to collectively work on a movement forward. The implemented planning process does not have direct connection between Student Services and Instruction. As the bulk of the work is integrated, we need to figure out a way to collaborate appropriately.</p> <p>Pareman and Demcho suggested identifying some common language regarding campus procedures. I.e. how to make recommendations for faculty to produce an equity focused syllabus, including essential resources for students (basic needs).</p> <p>Barnard shared the Professional Development Committee’s work is focusing on some of the mentioned areas.</p> <p>Gonzales pointed out this is ongoing work. Moving forward the committee can identify some specific goals to help contribute to discussion. Need to identify how the equity discussion will be managed within the committee and what role we will play; do we support equity dialogue or equity action. Will plan to address at future meetings.</p>
4)	<p>Student Services Canvas Shell</p> <p>Barnard shared initiative for SS Canvas shell will move forward, initially will include Counseling, Tutoring Services (ASC/WELL) and Financial Aid. This is the starting point, will build on it as needed. Do not want to add to departments’ current workload. Goal is to be interactive and user-friendly based on student need. Students will not need to sign up individually; hub will automatically be located within their canvas shell. Moving forward want to include student’s feedback to determine relevant resources.</p>
5)	<p>Edquity Partnership</p> <p>The Edquity group helps distribute emergency aid and has ability to manage and distribute funds in as little as 48 hours. The app can provide useful resources to students including wellness and financial resources based on and off campus. President Lundberg has mentioned he would like to create an emergency fund for students in the near future; Edquity could make this process easier.</p>
6)	<p>CARES Act Funds</p>
	<p>a) Direct Aid Update</p> <p>Approximately 1.6 million in direct aid provided to students and 1.6 million in institutional funds provided to the college to assist with the conversion to remote operations (laptops, PPE, etc.). Funds have to be spent by March 2021. Currently last round of funds are being distributed to students from the federal CARES Act.</p>
	<p>b) Cranium Café Update</p> <p>This program will be a districtwide effort, available for all Student Services departments. Will have a 3-year contract. Webley, Nelson and Teresh have been identified as the leads for our campus. Tentative implementation for summer 2021/ fall 2021. Additional information will be available early November.</p>
	<p>c) Phone Update</p>

	As employees have shared student’s concern regarding accessibility of talking to staff via phone, this option was presented to be able to provide direct services to students. Ten licenses have been purchased to pilot this initiative.
	d) Electronic Health Records Update Reviewing software packages for Student Health and Mental Health Services. This will assist with electronic records and allow for management care of prescriptions. Departments are currently in process of aligning funds. Anticipate implementation for spring 2021.
	e) Institutional Funds Process developed to create a system on how funds are being requested and approved on campus. Ideally creating a broader impact of funds campus wide, allowing all areas an opportunity to request. Form should be available the week of October 12. Will require Dean/ supervisor/ department chair review. Requirement to identify why funds are being requested and need based on impact by COVID. Once all requests are submitted, prioritized ranking list will be presented to President’s Cabinet for final review.

IV. On-Going Business

#	Item
1)	<p>Roundtable</p> <p><i>Allen</i> – Reminder drive up flu shots being offered for students.</p> <p><i>Barnard</i> – Food distribution is available to students on a weekly basis. If there is a need, please email Hankinson. Students need to be registered for distribution.</p> <p><i>Webley</i> – Districtwide All Counseling Retreat, October 30, 2020 from 9:00 – 3:00p.m. Counseling workshop series focused around associate degrees being offered. B. Clark still taking on some of the Transfer Center responsibilities.</p> <p><i>Nelson</i> – Spring/ Intersession 2021 class schedule become available online on October 28.</p> <p><i>Demcho</i> – Enrollment numbers for single parents and foster youth are down statewide. Collaborating with City College for the Hermanos Unidos Brothers United (HUBU), 10th Annual HUBU Conference: Your Fight is My Fight! Tu Lucha es Mi Lucha! on October 29, 2020.</p> <p><i>Julian</i> – Tutoring services offered Monday – Thursday 10:00 – 6:00p.m. Working on methods to outreach to students since participation has been low in the remote environment.</p> <p><i>Griggs</i> – Weekly distribution of bags of curriculum and food for pick-up for Child Development.</p> <p><i>DelaCruz</i> – Career Center will be hosting MTS Coffee Chat on 10/12 and Labor Market event.</p> <p><i>Boyd</i> – Deadline for students to submit application and receive a registration appointment is 10/23/20.</p> <p><i>Teresh</i> – Although Clark is filling in faculty responsibilities for Transfer Center, main contact for services are McLemore and Teresh.</p> <p><i>Ngo</i> – Financial Aid Uchat offering expanded hours as of October 1, Monday – Thursday, 9 – 12p.m. & 2 – 6p.m. and Fridays 9 – 12p.m. Many scholarship opportunities coming up for students, will receive additional information via campus email. Encouraged to promote participation to students.</p> <p><i>Brandt</i> – DSPS Virtual HTC offered Mondays 1 – 3p.m., Tuesdays 8:30 – 10:30a.m., Wednesdays 9 – 11a.m., and Thursdays 3:30 – 5:30p.m.</p>

V. Other

Nelson inquiry regarding SS extended hours will be added to SS leaders meeting agenda. No need for further discussion at SS Committee at this point.

VI. Next Meeting

November 4, 2020

VII. Adjourn – Meeting adjourned at 4:35p.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.