

**SAN DIEGO MIRAMAR COLLEGE**  
**Student Services Committee**

Wednesday, November 4, 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, Mardi Parelman, Alice Nelson, Buran Haidar, Cheryl Barnard, Damaris Garduno, Elaine Eng, Jill Dela Cruz, Jill Griggs, Kandice Brandt, Kirk Webley, Lezlie Allen (absent), Marwa Danish, Monica Demcho, Nessa Julian, Reginald Boyd, Sonny Nguyen, Tonia Teresh, Vincent Ngo

**MINUTES**

- I. **Approval of the Agenda** - Griggs motioned to approve agenda, Haidar second, agenda approved.
- II. **Approval of Past Meeting Minutes, 10/7/2020** – Barnard motioned to approve minutes, Demcho second, minutes approved. Gonzales noted edit of item III. 6. e., “instructional” should state “institutional”.
- III. **New Business**

<b>#</b>	<b><u>Item</u></b>
<b>1)</b>	<b>Cranium Café Update</b> Cranium Café software package will provides features for capacities for zoom, chat, an appointment setting system and classroom resource feature that can be used as a handoff tool by instruction to student services. The district was offered a free trial until December 2020, due to pandemic. As interest was expressed Districtwide, have agreed to initiate a three-year contract for software, cost will be covered with CARES Act funds. With the full implementation of the system, will transition away from other platforms currently used if needs are being meet. Teresh, Nelson and Webley are serving as the campus representation on the implementation team. Once contract is finalized, will figure out how to phase in, what departments will be involved and training schedule. Operationally student services will work together. Anticipate an 8-week process to implement.
<b>2)</b>	<b>CARES Act Funding Requests</b> Will offer one additional distribution of direct aid for students for fall 2020, have approximately \$100,000 available for disbursement. Students must meet identified requirements: demonstrate a financial need, are exempt from paying nonresident tuition and have completed the California Dream Act application, California College Promise Grant (CCPG) application or applied for financial aid by other means established by the college. Deadline to submit requests for Institutional aid is Nov. 6. Application and requirements sent out by Bell via email.
<b>3)</b>	<b>Commencement 2021</b> The Commencement Sub-Committee will be planning for an in person (drive thru) and virtual commencement ceremony for 2021. After consultation with Raphael’s Company (contracted vendor used for commencement), they informed the campus of their current contracting limitations and are not able to offer services until September 2021. Requested and received a

	<p>drafted floor layout with a maximum of 200 people in the gymnasium at once. Based on layout and past participation numbers, would need to host approximately four ceremonies to be able to honor all graduates. The layout and information has been presented to President’s Cabinet, and will be shared at Chancellor’s Cabinet for further consideration.</p> <p>City and Mesa College notified by their contracted venues used in years past they are not accepting reservations. Will not be moving forward with their normal locations at this point for 2021. The district is planning to contract with MarchingOrders for the virtual ceremony once again.</p> <p>The Commencement Sub-Committee recently identified the need to inform students and faculty the difference between applying for commencement and petitioning to graduate. The Sub-Committee is working on strategies to inform faculty and students of the process.</p> <p>Suggestion to create a “How to Graduate Workshop” offered by Student Services for spring.</p>
<p><b>4)</b></p>	<p><b>Brainstorming session - How can SS and Instruction collaborate to address equity issues?</b></p> <p>Demcho shared one of the tasks identified at the Circle of Change is to create a task group exploring the option of having equity mentors. Will plan to develop idea further and provide an informative presentation to Academic Senate and the campus. Started brainstorming regarding what trainings could be offered with this initiative.</p> <p>EOPS/ CARE/ CalWORKs and Dreamer students will participate in Math and English Jam. Faculty invited to participate so students can meet them and create a connection with their departments. Intent is to host these events once a month.</p> <p>Brandt shared recent data provided by the Math department disclosed DSPS students demonstrated challenges in math X courses. Will create a focus group to explore what improvements can be made collectively by each department to best identify student’s needs, assisting them with successful completion.</p> <p>Julian informed the committee our campus is participating in the USC Equity Partnership/ e-convene, which is offering monthly meetings. With this partnership, the college can send five individuals to attend. Ideally, representation of meetings will be one manager, two-faculty member and two classified professionals. If interest in participating, need to contact constituency leaders. Those selected to attend, are required to create and host a professional development presentation. The Professional Development Committee is working on identifying additional information on how to develop and format the presentation to the college.</p> <p>Gonzales shared the Diversity and International Education Committee plans to develop a student equity position. The workgroup appointed to the development of this position is exploring the refinement of the faculty lead position for student equity. Current task is to look at the proposed position submitted by DIEC and then rebuild a modified version that fits the needs of the college.</p> <p>Gonzales pointed out it is essential for everyone to play a role in equity for the movement to be successful campus wide. Need to identify where to begin, be willing to look at data, have conversations and create strategies to move forward. Need to create intentional changes for the campus integrating Student Services and Instruction. As topics arise as committee, can strategize together. Additionally want to identify how to integrate Student Services with guided pathways. Will plan to invite the GPS co-coordinators, Lisa Brewster and Lisa Clarke to an upcoming meeting.</p>

**IV. On-Going Business**

#	Item
1)	<p><b>Roundtable</b></p> <p>Brandt shared about Otter.ai software, a real-time captioning software that logs into zoom. Universal design helps individuals with captioning needs during a lecture, can assist anyone with learning needs or everyday distractions due to remote learning environment. 30-day trial for faculty offering synchronous courses. Can contact Brandt if would like to participate in trial. Nguyen encouraged participation to help celebrate our first generation students by sharing stories and experiences, first generation college celebration next week. Submitted videos and pictures with words of wisdom will be shared with students. Can send entries to <a href="mailto:miramaroutreachmentors@gmail.com">miramaroutreachmentors@gmail.com</a> .</p>

**V. Other**

**VI. Next Meeting**

December 2, 2020

**VII. Adjourn – Meeting adjourned at 4:31p.m.**

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

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**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.

