

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

Wednesday, December 2, 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 (absent), Jill Dela Cruz (absent), Jill Griggs, Kandice Brandt, Kirk Webley, Lezlie Allen, Marwa Danish, Monica Demcho (absent), Nessa Julian (absent), Reginald Boyd, Sonny Nguyen, Tonia Teresh, Vincent Ngo

**MINUTES**

- I. **Approval of the Agenda** - Barnard motioned to approve agenda, Nelson second, agenda approved.
- II. **Approval of Past Meeting Minutes, 11/4/2020** - Barnard motioned to approve minutes, Brandt second, minutes approved.
- III. **New Business**

<b>#</b>	<b><u>Item</u></b>
<b>1)</b>	<p><b>Referral Feature – Instructional Point of View</b></p> <p>Parelman demonstrated the instructor referral process in Campus Solutions. When an instructor adds a comment regarding a student, requesting follow-up services, a referral is sent out to the campuses’ Counseling department and Vice Chancellor’s Office for Educational Services, formally know as Vice Chancellor’s Office for Student Services. Counseling runs a report to view details of referral so a counselor can follow-up, District sends an email to student to guide them to the appropriate resources on campus. Committee agreed the early alert system for students needs to improve. Suggestion made to refine referral process and categories within CS, would like to include more referral topics, i.e. mental health, tutoring.</p> <p>Would like to increase instructor involvement in process by creating an instruction sheet on how to use referral system and broaden conversation within departments’ campus wide to create awareness.</p> <p>Gonzales will request for the following information from District: 1.) Number of students that use follow-up services once contacted by district and 2.) Sample of email sent out to students. Will bring information to next meeting.</p>
<b>2)</b>	<p><b>SS Canvas Shell</b></p> <p>The Student Services Canvas shell will launch with three main areas of interest: 1.) How to pay for college, 2.) How to register and 3.)How to be successful in classes. There will be links within each area for related campus resources and departments. Barnard and Nguyen will plan to share shell at next meeting. Will also plan to share with ASG to receive their input regarding the student perspective. Once shell goes “live”, it will be embedded within the student’s Canvas access allowing easier accessibility.</p>
<b>3)</b>	<p><b>Dreamers Resource Center</b></p> <p>In 2018, the District started the 3-year Catalyst Grant, currently in year three. With these funds, we were able to create the Dreamers Resource Center located in K1-304. This provides a resource for undocumented students and allies to come together and share community and conversations</p>

	<p>around topics pertaining to current events and legislation updates. Current services provided to students are counseling support, legal services, assistance with Dream Act applications, scholarships, DACA renewals, mental wellness services and various workshops.</p> <p>A recent request was submitted for an additional \$200,000 to support the program to fund a full time Counselor, Project Assistant and Peer Mentors. Currently have two part time Counselors and one part time Project Assistant supporting the program. The funds received (\$50,000) from State, allows us to currently maintain services.</p> <p>Need to further strategize long-term plans and logistics for program for our campus.</p>
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#### IV. On-Going Business

<b>#</b>	<b>Item</b>
<b>1)</b>	<p><b>Roundtable</b></p> <p>Gonzales – Outcomes Assessment &amp; Program Review faculty position, drafted to provide liaison support for the college. Some of the discussion revolved around the challenges on the process of how to appropriately identify Student learning Outcomes. Committee would like to see how Student Services will engage with this person and how they would assist content and design.</p> <p>Barnard - There has been a recent increase in food distribution needs. Gonzales noted there has been an increase in positive COVID-19 cases among students.</p> <p>Webley - The Counseling Department is focusing on front window services for students to provide easier accessibility to counselors. Monday – Tuesday 8:00 – 9:30a.m., Wednesday- Thursday 4:30 – 6:00p.m. &amp; Friday 8:00 – 9:30a.m.</p> <p>The Curriculum Committee at City College proposed a new Personal Growth 160 course. The same course will be proposed for implementation at Miramar for fall 2021.</p> <p>Griggs - Shared 90% of families are picking up food and curriculum at the Child Development Center. Promotional videos will be placed on website on how learning is supported in remote environment.</p> <p>Teresh - Wrapping up year two of Pathways Navigation Grant, year three starts January 2021. Focus has been drafting canvas shells for orientation. Will work with guided pathways on onboarding.</p> <p>Nelson - Inquired if phone can be provided to Counseling department to support students, Gonzales will ask Bell if there are licenses still available for distribution.</p> <p>Boyd - High school enrollment starts on 12/9, open enrollment is on 12/14. Drop for non-payment for spring 2021 has been suspended.</p> <p>Garduno - EOPS/ASG/ Student Affairs provided 68 gift cards at the Thanksgiving distribution for families. EOPS planning to move forward with Toys for Tots event.</p> <p>Update on the Canvas appointment feature, user friendly and time effective for students and staff.</p> <p>Danish - Shared concerns of upcoming finals and expectations from instructors. In remote environment, many student have shared there is an overload of materials, lectures and assignments. Gonzales will share concerns with VP Gamboa.</p>

	Nguyen - Virtual Resource week for community partners scheduled for 12/9. Enrollment for CCAP program expected to increase for spring 2021.  Allen – Health Services has been focusing on contact tracing for COVID-19.
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- V. **Other**
- VI. **Next Meeting**  
February 3, 2021
- VII. **Adjourn – 4:40p.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.

