

# Cañada College

## Student Services Planning Council Bylaws

### **I. Philosophy**

Shared governance, or collegial consultation, is a transparent and inclusive decision-making process committed to the best interests of our students and our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and planning initiatives in accordance with its mission and strategic goals. Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. Influenced by a culture of inquiry, the Student Services Planning Council (SSPC) uses analyses of quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes include staff, faculty, administrators, and students.

1. The Student Services Planning Council is advisory to the College Planning Council, whose role is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues.
2. The membership of the Student Services Planning Council is representative of the student services divisions and working groups, and will include representation from instruction.
3. The meetings of the Student Services Planning Council are open and public.

### **II. Mission**

The Student Services Planning Council (SPCC), in collaboration and communication with the Instructional Planning Council (IPC), oversees the implementation of a comprehensive process for envisioning, planning and assessing student services based on program review and community needs, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.

### **III. Purpose of the Student Services Planning Council**

The Student Services Planning Council is advisory to the College Planning Council. The roles of the Student Services Planning Council include:

1. Develop, implement, and evaluate a Student Services Planning cycle (including staffing, equipment, and facilities needs)

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2. Integrate and synthesize Student Services Division Plans
3. Make recommendations about policies and procedures related to student services
4. Make recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services
5. Meet at least once a semester with Instructional Program Planning Council to communicate and integrate plans
6. Evaluate proposals for adding, modifying, and discontinuing student services programs

#### **IV. Organization of Student Services Planning Council**

##### **1. Composition – 21 voting members**

Co-Chairs: Vice President, Student Services and one non-administrative member  
 Assistant Registrar  
 College Recruiter  
 Director of DSPS  
 Director of EOPS  
 Director of Financial Aid  
 Health Services Representative  
 Manager of the Learning Center  
 One Librarian  
 Director of Planning Research and Student Success  
 Coordinator of Student Activities  
 One Director of TRiO  
 Director of the Transfer Center  
 Two Classified Staff  
     One from Instruction  
     One from Student Services  
 One Faculty member from Academic Senate Governing Council (ASGC)  
 Two Students  
 Student Services Dean(s)

##### **2. Selection**

If membership is not determined by position, then the following shared governance bodies will determine membership:

Faculty are selected by ASGC  
 Classified are selected by CSEA Classified Senate  
 Student representatives are selected by the Associated Students Cañada College (ASCC)

##### **3. Term**

Terms are dependent on position. Membership changes for positional assignments are dependent upon current staffing. For non-positional assignments i.e. faculty member, students and classified staff, terms are two academic years except for initial appointments and any mid-term

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replacements, which will result in staggered terms.

#### **4. Clerical Support**

The Vice President of Student Services' office will provide appropriate clerical support to the Council. Clerical assistance will include: designate a person to take notes, schedule meetings, times, and locations, prepare and distribute agendas, attend meetings and prepare minutes, and provide depository of the meeting notes and materials.

### **V. Meetings**

#### **1. Rules of Procedure for Conduct of Meetings**

##### **A. Democratic Method:**

The Student Services Planning Council (SSPC) makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- a. I support the recommendation completely.
- b. I support the recommendation with reservations.
- c. I cannot support the recommendation.

##### **B. Quorum:**

A quorum must be present in order to forward a specific recommendation to the College Planning Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one (1) of the Council's voting members.

C. Operational decisions and discretionary budget matters are within the purview of the Student Services Planning Council.

D. Student Services Planning Council will meet twice a month and will meet jointly with the Instructional Planning Council at least once a semester and as the need arises.

#### **2. Actions**

The Student Services Planning Council has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the Student Services Planning Council are recommendations made to the College Planning Council with exception to those operational in nature.

#### **3. Agenda**

##### **A. Distribution:**

Agenda packets will be distributed by the Vice President of Student Services' office in advance of meetings to the College community (administration, faculty, classified staff, and

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Associated Students).

B. Agenda Building:

Student Services Planning Council Co-Chairs will be responsible for developing and approving agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs. The Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the Student Services Planning Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

**VI. Bylaws Change**

1. Any member of the Council may propose a Bylaws change.
2. The Bylaws may be changed by the democratic method of the Student Services Planning Council in consultation with their respective constituents.

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