



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 0020.3 – STUDENT SERVICES COUNCIL

The District Student Services Council reports to the Chancellor's Cabinet and consists of the Chief Student Services officers from each college and Continuing Education. The Council is charged with the establishment, development and maintenance of all student services policies, procedures, and related matters Districtwide.

1. FUNCTIONS AND RESPONSIBILITIES

- a. Maintain and monitor all student services policies and procedures.
- b. Work collaboratively to coordinate all student services programs, services, and activities Districtwide.
- c. Review and analyze legislative and regulatory proposals for impact on District programs; develop recommendations for District position.
- d. Identify student needs and articulate those needs into programs and services; monitor and guide the implementation of programs and services Districtwide.
- e. Serve as the clearinghouse for all Student Services strategic planning decisions Districtwide. Make recommendations concerning Districtwide student services goals and objectives.
- f. Provide a forum for student participation in the development of policies that affect them.

2. AUTHORITY

- a. Identify District Student Services issues, develop proposals for Chancellor's Cabinet approval.
- b. Review and act upon recommendations of the subcommittees.

3. MEMBERSHIP

- a. Representation is as follows:
 - 1) Vice Chancellor, Student Services
 - 2) Vice President, Student Services City College
 - 3) Vice President, Student Services Mesa College
 - 4) Vice President, Student Services Miramar College

- 5) Vice President, Student Services Continuing Education
 - 6) Academic Senate, City College
 - 7) Academic Senate, Mesa College
 - 8) Academic Senate, Miramar College
 - 9) Academic Senate, Continuing Education
- b. The Student Services Council shall be chaired by the Vice Chancellor, Student Services.
- 1) In the absence of the Vice Chancellor, Student Services, one of the Vice Presidents will serve as chair.
 - 2) To ensure continuity of decision making, members will designate a representative only in instances of necessary absences.
 - 3) Student representation shall be consistent with Board Policy 2510 *Participation in Local Decision-Making*.
 - 4) Faculty representation shall be consistent with Board Policy 2510 *Participation in Local Decision-Making*.

4. OPERATING GUIDELINES

- a. Agenda and minutes
- 1) The agenda and minutes for Council meetings are the responsibility of the Vice Chancellor, Student Services.
 - 2) Items for the Council agenda may be submitted by any member.
- b. Meetings
- 1) Regular meetings shall be scheduled on Thursdays.
 - 2) Regular meetings shall take place at the District office.
 - 3) Special meetings will be scheduled, as needed, in consultation with the standing members.

5. STANDING SUBCOMMITTEES

- a. The following are standing subcommittees of the Student Services Council:
- 1) Evaluators Subcommittee
 - 2) Financial Aid/EOPS Subcommittee
 - 3) Admissions and Records and Counseling Supervisors Subcommittee

4) DSPS Council

- b. All subcommittees shall function under the direction of the Council, facilitated by the Vice Chancellor, Student Services.
- c. Subcommittee meetings shall be scheduled by the Vice Chancellor, Student Services.
- d. Subcommittee minutes shall be maintained as appropriate.
- e. All recommendations and progress shall be reported to the Council through the Vice Chancellor, Student Services.
- f. Ad Hoc committees shall be formed on a project by project basis under the direction of the Council.

Approved by
the Chancellor: January 13, 2017

Supersedes: 10/2/96, 10/14/10