



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
October 13, 2016
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Ailene Crakes	Mesa Academic Senate
Robbi Ewell	City College
Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Bernice Lorenzo	City College
Lynn Neault	Student Services
Marciano Perez	City College
Cat Prindle	Continuing Education
Gerald Ramsey	Miramamar College
Star Rivera-Lacy	Continuing Education

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- 1.0 Approval of Minutes
 - September 15, 2016
 - 2.0 Spring Service Hours Grids
 - The Vice Presidents were reminded of the deadline for the finalization of the Spring Service hours grids.
 - 3.0 Student Services Policy & Procedure Review
 - The Council reviewed the second group of new and revised Student Services policies and procedures in detail:
 - AP 3100.5
 - BP 3120/AP 3120.2
 - BP 3125
 - AP 3200
 - BP/AP 5110
 - BP/AP 5120
 - BP/AP 5130
 - BP 5310
 - BP/AP 5700

- Lynn Neault reported that the drafts have been reviewed by the respective subcommittees of the Student Services Council, as well as by the stakeholders.
- Ailene Crakes reviewed the proposed changes/additions to BP/AP 5110 (Counseling) and BP/AP 5120 (Transfer Center), and agreed to review the procedures in more detail at the next meeting.
- The Council supported all of the policies moving forward to Chancellor's Cabinet and the District Governance Council.

4.0 Review of AP 3100.2

- Chris May, Title IX Coordinator, attended the meeting to review proposed changes to AP 3100.2 *Student Disciplinary Procedures*, to incorporate a process for sex or gender-based misconduct.
- The changes were reviewed with District counsel as well as outside counsel, the Deans of Student Affairs, and the Student Council.
- The proposed changes eliminate a trial-style hearing for cases involving sex and gender-based misconduct in order to avoid re-victimizing the complaining parties.

5.0 Manual/AP 3200 – Revisited

- The Council agreed to a minor modification to section 1.c.1.g. as follows:

Advisors must ensure that off campus travel is in accordance with BP 3120, Off Campus Student Activities and consistent with section 11 of this procedure.

6.0 Counselor Workshop

- November 4, 2016
 - Lynn Neault reported she is working on the details of the presentation with the Campus Solutions Counseling Faculty Committee.
- Agenda Planning
 - The Council agreed to add a status report on Common Assessment to the agenda.

7.0 Other

- Lynn Neault provided a status report on early filing (October) of the FAFSA. The District will not be able to process applications for financial aid earlier, as allowed due to the transition to Campus Solutions. Inquiries to other colleges in the region and statewide indicate that most colleges will not be processing financial aid earlier due to system limitations.
- The Financial Aid Directors have planned an outreach campaign to students that file their FAFSA earlier advising on the next steps. Lynn Neault will send the group the emails.
- In the meantime, in order to accommodate the outreach to students, the Fall 2017 Application for Admission will be available in ISIS in November instead of waiting until March 1, as previously planned.

Next Meeting: October 20, 2016