



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

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

APPROVED

**Student Services Council
May 4, 2017
9:00 a.m. – 11:00 a.m.
District Office, Room 375
Minutes**

Rick Cassar	Miramar College
Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Kari Parker	Mesa Academic Senate
Cat Prindle	Continuing Education
Gerald Ramsey	Miramar College
Star Rivera-Lacey	Continuing Education
Susan Topham	City College

1.0 Approval of Minutes

- April 6, 2017

2.0 Student Services Policies and Procedures 6-year Review

- The Council reviewed non-substantive changes to AP 3900.1 *Credit by Exam* and AP 3910.6 *Course Repetition by Disabled Students in Designated Special Classes*. One language change reflect current business practices and nomenclatures.
- Lynn Neault reported that all but two Student Services policies and procedures have been reviewed and updated as part of the District's 6-year comprehensive review of all policies and procedures.

3.0 Final 2017-2018 Registration Timelines

- The Council was provided a final draft of the 2017-2018 Registration Timeline.

- It was noted that the date the class schedule will be printed on the web for students is tentative. The timeline will be published.

4.0 Title IX Campus Outreach and Information Proposal

- The Council reviewed a proposal from the Title IX Office to schedule office hours at each college and Continuing Education. The plan is part of the District's ongoing effort to provide training and education for students and staff. The Council supported the effort.
- Lynn Neault also reported that another plan will be forthcoming outlining the plan for training and education for the new academic year including special focus during key times in the year such as Domestic Violence month.
- The Title IX Office will work with the Deans of Student Affairs at each college and Continuing Education.

5.0 Student Services Forms Review

- The Council reviewed proposed changes to the following Student Services forms:
 - Petition for Graduation
 - Petition for Academic Renewal without Course Repetition
 - Request for Certification
 - Petition for Academic Renewal by Course Repetition
 - Request for Transcript Evaluation
- The Council made a number of changes including a recommendation to align the content across forms.
- It was agreed that District Student Services will conduct a comprehensive review of all Student Service forms to ensure internal consistency and alignment of content and nomenclature across all forms.

6.0 Veterans Caucus

- The Council discussed membership in an advocacy organization, the Veterans Caucus.
- Mesa College is currently a member.
- Lynn Neault will send the Council information to determine intent in joining for 2017-2018.

7.0 Campus Solutions Update

- The Council was provided an update on the implementation of Campus Solutions as follows:
 - The teams continue to make good progress and should be commended for their commitment to this complex, transformational effort.
 - We are beginning to call back some of the team members to assist with the project.
 - The project plan is currently being updated: once the plan is completed, it will be shared with the teams and leadership.
 - The Vice Presidents were reminded that the team members should be committed to the project 100% and not called back to campus for other responsibilities.

8.0 SSSP, Basic Skills and Equity Integration Plan – Deferred to the next meeting

9.0 SDSU Follow-Up

Next Meeting: May 18, 2017