



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

**Approved**

**Student Services Council  
May 16, 2019  
10:15 a.m. – 11:45 a.m.  
District Office, Room 220  
Minutes**

Adrian Gonzales	Miramamar College
Ashanti Hands	Mesa College
Bernice Lorenzo	City College Academic Senate
Carol Wilkinson	Continuing Education
Cat Prindle	Continuing Education Academic Senate
Cynthia Rico	Mesa College Academic Senate Representative
Kats Gustafson	Instructional Services Representative
Leroy Johnson	Mesa College Academic Senate
Lynn Neault	Student Services
Marciano Perez	City College Representative (on behalf of Denise Whisenhunt)

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- 1.0 Approval of Minutes
- February 21, 2019
  - Minutes will be sent out for electronic approval.
- 2.0 Guidelines for Excused Withdrawal
- Clarification on Refunds
    - The Council discussed the clarification on refunds for excused withdrawals. The state has retracted the previous communication clarifying that students who receive excused withdrawals are not entitled to a refund. Districts are to follow local refund policies.

### 3.0 Anti-Immigration Enforcement Procedure – Draft

- The Council reviewed the new Anti-Immigration Enforcement Procedure draft modeled after a model policy developed by the State Attorney General, that is in alignment with the current guidelines that were adopted in Fall 2017.
- The Council supported proceeding with the new procedure

### 4.0 AB 705 Student Services Communication (Whisenhunt)

- Meeting Counselors, Assessment Staff
  - This item was deferred to the next SSC meeting.

### 5.0 Campus Solutions Status Update

- Lynn Neault provided the group with a status update on Campus Solutions as follows:
  - Ongoing training is scheduled for various groups, both on campus and via webinars and videos.
  - Open registration labs are scheduled at each campus and Continuing Education Centers.
  - A number of business processes have changed. These changes have been broadly communicated to the staff. Additional communication will be ongoing via the training sessions and user guides.
  - The team will conduct a registration beta test on about 25 student ambassadors in advance of summer registration to make sure all of the processes are working well. Summer registration begins May 20, 2019.

### 6.0 San Diego State University Preliminary Fall Transfer Data

- The Council reviewed the preliminary fall transfer data for San Diego State University (SDSU). Information included data on applicants, admits and enrollees for fall 2019. The information provided clarity to concerns that were developing about much lower numbers. The group was pleased to have confirmation of the data from SDSU.

#### 7.0 San Diego Promise 2019-2020 Planning Update

- The Council was provided an update on planning for the 2019-2020 San Diego Promise cohort including consideration of some special cohorts including: part-time students; Veterans, and Foster Youth who are not first-time to college; and Continuing Education students transitioning to college that are not first-time that are being considered for funding by private donations.
- The deadline for priority consideration to the program is June 28, 2019. Applications will be accepted on a first-come, first-served basis.

#### 8.0 Lactation Accommodation Update

- The Council finalized the business process for students who need an “accommodation” due to lactation needs will be referred to Disability and Support Programs and Services (DSPS) for support.
- Students must let their instructors know of the need for an accommodation early on in the semester.

#### 9.0 Fall 2019 Service Hours Grids – Final Draft

- The Council made changes to the draft Fall 2019 service hours grids.
- All changes must be sent to Student Services by the end of business day on Friday, May 17, 2019, for posting.

#### 10.0 Other

- Petition for Graduation Deadlines
  - The Council was provided with important deadlines for graduation processing.
- Canvas Implementation
  - Kats Gustafson (Instructional Services Representative) provided an update on the Canvas implementation. All teaching faculty now have access to a Canvas shell for their use.

- Kats Gustafson also reported that there is no plagiarism software in Canvas. They are looking at purchasing software for the system once funding has been identified. They are currently pilot-testing a suite of software that includes a plagiarism check.
- Financial Aid – Overpayment
  - Ashanti Hands (Vice President, Student Services – Mesa College) inquired about potential overpayment of Financial Aid due to the timing of the Promise awards.
- It was agreed the next districtwide counselor workshop would be scheduled in spring 2020 due to the implementation of Campus Solutions.
- It was proposed moving the Joint VPI/VPSS meetings to Thursday mornings since there are many conflicts on Fridays. Lynn Neault will follow-up.