



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*  
**619-388-6922**

**Student Services Council**  
**April 26, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

**PRESENT:**

Gail Conrad	Mesa College (Interim VP)
Valerie Edinger	Continuing Education
Edwin Hiel	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	City College (Interim VP)
Kirk Webley	Miramar Academic Senate
Peter White	Miramar College

**GUEST:**

Joi Blake	Mesa Matriculation Dean
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1.0 Approval of Minutes

- March 29, 2007
- Approved

2.0 Freshman Experience – Revisited

- At the last meeting, the Council discussed piloting a more prescriptive “Freshman Experience” for incoming freshmen. The Council discussed at length and agreed to pilot a cohort of approximately 500 first-time freshmen for Fall 2007. The Council agreed that Lynn Neault would take the proposal to Chancellor’s Cabinet for approval.
- The Council reviewed the logistics of the pilot, as discussed at the last meeting, and had further discussion.

- It was shared that DSPS inquired if a student had to be enrolled in 12 units. Lynn Neault shared that it does not have to be 12 units; however, it should include a personal growth class.
- The Council discussed changing the title of “personal growth.” Once the title is changed the course designator could be changed at a later time. Kirk Webley and Edwin Hiel agreed to take the lead and follow-up.
- It was agreed that each campus will develop their own welcome packet, to include:
  - Welcome letter from the College President
  - Welcome from the AS President
  - Include “8-steps” flier or modified flier
  - Notification of on campus events related to Financial Aid and Registration
  - A reminder of each student’s schedule and next steps (include payment date). It was also agreed that any schedule changes, once the student enrolls, will be made via a counselor only.
- The Council discussed the timeline for allowing students to pay their fees and tuition. Peter White recommended the standard payment period because this will set the expectation for future semesters.
- Lynn Neault shared that these students will not use Reg-e this first time around. They will be manually entered into the system by the Admission’s Office staff. The payment date will be determined by the date the student is manually input into the system. She stated that in order to give the student the maximum amount of time to pay, the student would need to be registered later, rather than earlier.
- Peter White would like to register the students in the Spring for the Fall. It was shared with the Council that the issue with registering in the Spring is that the schedule has not yet been finalized. He would like to know what the registration timeline is for the other neighboring colleges.
- The Council agreed to register the students using the current registration form, though each campus will continue to use their own internal form as a working document.
- It was agreed that students will be registered July 18<sup>th</sup> and will be dropped the week of July 27<sup>th</sup>.

- The Council discussed the best way to provide a list of the students that will be participating in the pilot, as they will need to be listed as “fully matriculated.” Names and CSID’s will be required. After much discussion, it was agreed that the campuses will input the names into ISIS by the end of day, July 9<sup>th</sup>. The district office will pull the names off of ISIS on July 10<sup>th</sup>.
- It was agreed that a pilot for Continuing Education students who are transitioning to the college program will be developed in the future. Continuing Education students attending the special event at Mesa College will be queried (via a postcard) to find out their goals/interests to help develop the pilot.

### 3.0 National University Scholarship – Revisited

- At the last meeting, the Council was reminded that the National University Scholarship provides \$1,600 to the colleges each year for a student transferring to National. The Vice Presidents were asked to check and make sure that the scholarship process was included in their annual scholarship programs.
- The Vice Presidents confirmed that this has not happened. It was further shared with the Council that the district Student Services office coordinated the scholarship back in 2005 with National. National has confirmed that they have received no names since that time.
- National University has also shared that the MOU had an expiration date of two years from the inception. Bob Nicholas, the new Coordinator of Special Services & Scholarships at National will confirm whether the MOU is still valid. If so, the campuses will develop and incorporate the National scholarship into their regular scholarship program.

### 4.0 Alliant International University Agreement - Revisited

- MOU Status
- At the last meeting, the Vice Presidents shared that the Alliant MOU has gone through the MOU process and is waiting for review by President’s Cabinet.
- Peter White shared that Miramar is ready to move forward with the MOU. Gerald Ramsey shared that the MOU has not gone to President’s Cabinet but agreed that it can move forward to the next step.
- The Council agreed to put it on Chancellor’s Cabinet for May 8<sup>th</sup>.

5.0 Student Representation Fee Guidelines – Revisited

- Status
- At the last meeting, the Council discussed the status of the Student Representation Fee Guidelines and agreed that the draft should be reviewed by the AS organizations on campus. The Council was waiting on City, as Gerald was waiting on input from Mario Chacon.
- Gerald Ramsey confirmed that City AS has reviewed and approved.
- Lynn Neault will finalize the guidelines and incorporate into the Student Organization Manual, 3200.

6.0 Student E-Mails from District (Peter White)

- Peter White reported on a conversation with his PIO regarding using student e-mail addresses to send mass e-mails to students regarding a campus event, information, etc.
- Peter White is not in favor due to overload of student e-mail boxes and spam issues; however, he would like to discuss the issue with the Council and adopt a set of priorities for mass e-mailing to students.
- Lynn Neault shared that the current standard operating guidelines are “official district business” only, which means emergency, registration, application, counseling and registration deadline e-mails only. In addition, she shared that the district is saving thousands of dollars by using e-mail as a means of communication. The concern is that it may start to become an ineffective tool because students start to view our messages as “junk mail,” then it may be necessary to go back to mailing, which will be very costly.
- It was shared that to some individuals, “official business,” could be almost anything dealing with the district, such as marketing materials. Gail Conrad shared that Mesa is looking for a more “loose” structure, as they would like more access to student e-mails.
- Peter White stated that he is opposed to mass e-mailing for advertising and marketing materials.
- The Council is in agreement that e-mails to students should be for “official district business” only, defined as registration, application and specific graduation related information and emergencies.

#### 7.0 Student Health Fee Increase (Peter White)

- The State Chancellor's Office recently sent out a memo (April 5, 2007), that states that effective Summer 2007, districts may begin charging a maximum fee of \$16.00 per semester, \$13.00 for summer, and \$13.00 for each intersession of at least four weeks.
- Peter White shared that Miramar would like a predictable schedule of increases for the next few years and not an abrupt increase to the \$16.00 rate. He stated that Miramar is updating their business plan to include the services that could be incorporated due to the increase in funding.
- Peter White is suggesting \$14.00 for 07/08, \$15.00 for 08/09 and \$16.00 for 09/10.
- Gerald Ramsey stated that since the health services vary at each campus, is there a way to support an increase, districtwide, based on the comprehensiveness of the services provided?
- Peter White stated that Miramar can support a fee increase; however, only by \$1.00 per fiscal year and not an immediate jump to \$16.00.
- Gail Conrad shared that Mesa recommends the \$16.00 fee.
- Lynn Neault reminded the Council that previously the Council had recommended beginning to charge Intersession students a health fee in 2008, since services are now available. This recommendation should be reviewed on campus.

#### 8.0 Transfer Admission Guarantee

- The Council was provided with SDSU's latest Transfer Admission Guarantee (TAG), effective March, 2007, which replaces the recently eliminated Transfer Studies Degree.
- The Council discussed and reviewed the TAG document. It was noted that some of the district's concerns have been incorporated into the document, such as a signature line for student and campus commitment. The Council requested that the wording, "planned term of transfer," be added to the signature section.
- Edwin Hiel is concerned that the document is not a contract and would like to modify some of the language, as he feels that the document does not go back to SDSU and will only be used internally.

- Lynn Neault does not recommend the document be altered by the district since it is on SDSU letterhead; however, she agreed to call Sandra Cook and request a slight modification.
- Kirk Webley shared that the document is misleading as a few of the majors listed are impacted and could be misleading. Lynn Neault will advise Sandra Cook.

#### 9.0 Petition for Schedule Adjustment after Deadline (Peter White)

- Peter White asked that the item be deferred to the next meeting.

#### 10.0 Registration Dates for Fall 2007

- It was shared with the Council that there is a request to make the Fall 2007 registration date earlier than scheduled. The change may have staffing implications on Admissions and Counseling. Lynn Neault proposed a July 9<sup>th</sup> start.
- The Council discussed and agreed to July 9<sup>th</sup>.

#### 11.0 Reg-E Hours during Winter Break

- It was shared with the Council that there has been a request from the Online Steering Committee to have Reg-e up a few days before the start of Intersession. She is proposing Thursday, December 27 and Friday, December 28<sup>th</sup> or Friday, December 28<sup>th</sup> and Monday, December 31<sup>st</sup>.
- The Council agreed to December 27<sup>th</sup> and 28<sup>th</sup>.

#### 12.0 Missed Counseling Appointment Message (Edwin Hiel)

- Edwin Hiel stated that missed counseling appointments by students are always an issue and concern for Counselors. He asked for Council agreement to develop a template e-mail when a student misses his/her appointment, a personalized e-mail to serve as a follow-up.
- Lynn Neault shared that this is a good example of "district business." This would not be considered mass e-mailing and it is specific to the student.
- Edwin Hiel agreed to share the template with the other campuses.

13.0 Coursework Outside of District to Clear GE (Edwin Hiel)

- Will be deferred to the May 18<sup>th</sup> meeting.

14.0 Academic Senate Reports

- Gail Conrad shared a report from the plenary session regarding a concern about mandatory assessment. The concern is that the Academic Senates have approved; however, it has not gone through consultation.
- Lynn Neault shared that the Academic Senates at the State Chancellor's Office are exploring this issue. She feels that standardized testing and mandatory assessment are two different things. She also shared that at the recent CSSO Consultation meeting she voiced that there are significant implementation issues.

15.0 Timeline for Re-Taking Assessment Test

- Gerald Ramsey inquired as to the provisions for waiving the 3 year rule with regards to re-taking the assessment test.
- Lynn Neault shared that this guideline came from the English and Math departments' years ago. She agreed to revisit at the next SSC meeting.

16.0 Emergency Communications

- Lynn Neault shared that the district will start to collect cell numbers from students for campus emergencies. In addition, the district is looking into PA systems on each campus in the event of an emergency.

17.0 Curriculum Instructional Council Report

INFORMATIONAL

1.0 Alliant University(CPETA Program) – Tuition Assistance

- The Council was provided with copies of Alliant's new Community Partnership Employee Tuition Assistance Program (CPETA) to be distributed to staff.