



# 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**

**June 7, 2007**

**9:00 – 11:00 a.m.**

**Room Z-405**

**Minutes**

**APPROVED**

### Present:

John Bromma	CE Academic Senate
Gail Conrad	Interim VP, Mesa College
Valerie Edinger	Continuing Education
Edwin Hiel	City Academic Senate
Henry Ingle	Instructional Services
Lynn Neault	Student Services
Gerald Ramsey	Interim VP, Miramar College
Anthony Reuss	Mesa Academic Senate
Kirk Webley	Miramar Academic Senate
Peter White	Miramar College

### Guests:

Andrea Henne	Online and Distributed Learning
Marilyn Harvey	Transfer/Career Center
Wendy Stewart	Transfer Center

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- 1.0 Approval of Minutes
    - May 24, 2007
  
  - 2.0 SDSU Tag Agreement – Revisited
    - Transfer Center Directors
  
    - At the last Student Services Council meeting, the Council agreed to invite the Transfer Center Directors to the next meeting to discuss communication and a process for addressing changes to practices, policies, forms, etc. Marilyn Harvey and Wendy Stewart attended the meeting.
  
    - The Council discussed the most recent issue; SDSU's Transfer Admission Guarantee (TAG) contract, which replaced the recently eliminated TSD agreement. SDSU's final version of the TAG was modified internally by the SDCCD Transfer Center Directors, which the Council believed was not good practice to modify another institution's form.

- Wendy Stewart distributed copies of SDSU's form and the district's form and provided an explanation for the modification of the form. She shared that the TSD was a contract that was signed and returned to SDSU. SDSU opted to go paperless with the TAG. SDSU developed the form at the request of City, Mesa and Miramar as the campuses wanted an actual contract with the student. SDSU agreed and developed the form that is now posted on their website. Wendy shared that SDSU is aware that the form has been slightly modified to include the student's name, CSID, e-mail, address, counselor's signature, as well as other changes. She understood that SDSU is fine with the modifications.
- Lynn Neault reiterated that the Council did not feel it was appropriate to modify SDSU's form, as mistakes can happen and then the student would be the one impacted. She recommends that the changes/edits should be provided to SDSU and the original form should be modified. She further shared that when SDSU presented the TAG to SDICCCA they presented it as a contract. The student does not need to sign the form, but it is a contract and a commitment from SDSU.
- The Council had further discussion and agreed to leave the student signature line on SDSU's form, however, change the "Transfer Center Director" signature line to "Counselor/Transfer Center Director." It was agreed that the Transfer Center Directors would develop a form to capture supplemental information that would be attached.
- It was agreed that Lynn Neault will contact Sandra Cook with the minor changes.
- The Council further agreed to meet once a month, at a regularly scheduled meeting, with the Transfer Center Directors. The Transfer Center Directors will attend the last meeting of the month (4<sup>th</sup> Thursday), unless there are no transfer issues for the agenda.

### 3.0 Student Code of Conduct for Online Classes – Revisited

- At the last meeting, the Council reviewed a draft of the "*Student Code of Conduct Guidelines for Online Classes*," and agreed to share the draft with the academic senate and bring forward recommendations to the next meeting. The guidelines were developed at the request of the Online Steering Committee as it was felt there was nothing specifically in place for addressing disruption in online classes. The guidelines are based on Policy 3100.

- Andrea Henne the Dean of Online and Distributed Learning attended the meeting for the discussion. The Council reviewed the draft for edits/changes.
- The guidelines state that in the event that an online student becomes “disruptive,” the instructor may remove the student for that class session and the next. The Council agreed that for online courses, this is defined as “up to” one week (5 instructional days).
- The Council discussed the meaning of “learning environment” for online classes. It was agreed that “learning environment” refers to all the components of the online course, i.e., access to course, chat rooms, sending and receiving e-mails.
- The Council discussed developing two templates for faculty to use; 1) to notify student that he/she has been removed from class and 2) to notify Andrea Henne to temporarily discontinue access to named student for a specified period of time.
- It was agreed that the *Student Code of Conduct Guidelines for Online Classes* and templates will be available to faculty on faculty web services, <https://faculty.sdccd.edu>.
- It was agreed that the changes will be made and the draft will be brought back to the next Student Services Council meeting to finalize.

#### 4.0 Veterans Brochure - Update

- The Council was asked to update the Disabled Veterans Services brochure for 2007-2008. The brochure was first published in 2005 at the request of Chancellor’s Cabinet as the Veterans Affairs community felt that veterans were not aware of the many services the San Diego Community College had to offer.
- The Council reviewed the draft brochure and provided feedback. It was agreed that the final draft would be brought back to the next Student Services Council meeting.

#### 5.0 Health Services Proposed MD Salary Increase – Revisited

- At the last meeting, the Council discussed City’s proposal to increase the hourly salary for the MD’s who provide services in the Health Centers. It was agreed that the Vice Presidents would follow-up further with the Health Centers as to the hours worked and the impact the increase would have on the colleges.

- Gerald Ramsey confirmed that City's MD can work up to 10 hours a week and is not on call. The MD only gets paid for hours worked in the center.
- Gail Conrad shared that Mesa's MD gets paid for 6 hours a week; 3 on campus and 3 on call. It is assumed that all hours are paid, regardless if the time is worked. Gail feels the current rate of pay is acceptable.
- Peter White shared that Miramar has both campus hours and on call hours. He believes it is 6 hours a week on campus and 4 hours a week on call. It is also assumed that all hours are paid, regardless if the time is worked.
- Gerald Ramsey would like to expedite his proposal as there has not been an increase in several years. He would like to get a fair wage for City's MD.
- Lynn Neault agreed that the matter needs to be resolved and expedited. Peter White and Gail Conrad agree to follow-up on the practice at their campus and have the issue resolved within the next month.

6.0 Enrollment Fees for High School Students

- Deferred

7.0 Evaluator Subcommittee Report

- Deferred

8.0 Middle College Program / Parent Signature - Revisited

- Deferred

9.0 Priority Registration Usage (DSPS/EOPS)

- Deferred

10.0 Tech Prep 2007 Report

- Deferred

11.0 Academic Senate Reports

- No reports

12.0 Curriculum Instructional Council Report

- No reports