



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883  
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

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

**Student Services Council**  
**March 29, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

**PRESENT:**

Damon Bell	Mesa College
Gail Conrad	Mesa Academic Senate
Valerie Edinger	Continuing Education
Cathi Lopez	City Academic Senate
Lynn Neault	District Student Services
Gerald Ramsey	City College (Interim VP)
Kirk Webley	Miramar Academic Senate
Peter White	Miramar College

**GUESTS:**

Julianna Barnes	Miramar Matriculation Dean
Joi Blake	Mesa Matriculation Dean

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- 1.0 Approval of Minutes
    - March 15, 2007
    - Approved
  
  - 2.0 Early Decision Program (Matric Deans) @ 9:15 a.m.
    - Mandatory Orientation for Students
  
    - It was shared with the Council that there have been a number of discussions at the Trustee Advisory Council (TAC), Enrollment Management Committee and the Basic Skills Committee regarding a more prescriptive first year experience for incoming freshmen to improve student retention and student success.
  
    - Joi Blake, Matriculation Dean at Mesa College, brought forward a proposal from Mesa to pilot the program for Spring 2007. The Matriculation Deans were invited to the meeting to discuss further.

- The pilot would include the components of matriculation, including mandatory orientation, assessment, placement in English and math and a learning community structure.
- After much discussion, the Council proposed a pilot cohort of 500 first-time freshmen for Fall 2007. Each college will identify certain high schools that will be targeted for the pilot.
- The Council discussed a possible pilot for Continuing Education students who are transitioning to the college program. It was agreed to look at the interests of the CE students attending the special program at Mesa, in April, and discuss a possible structure for the future.
- The Council discussed and proposed the following pilot program components:

Step 1: Complete Application for Admission

- Workshops will be conducted at the high schools

Step 2: Complete assessment in English and math (2 weeks after application is completed)

Step 3: Complete mandatory orientation (to be conducted on the high school campus)

- Complete enrollment worksheets with “prescribed” tentative schedule
  - All students will be enrolled in:
    - English
    - Math
    - Personal Growth 127 (to be renamed)
    - 1 GE course
- Set up a 2<sup>nd</sup> visit with student to confirm education plan and schedule
- Advise students/parents that acceptance package will arrive in mail
- FA workshop, EOPS, “Cash in on College”

Step 4: Mail Acceptance Package (June 1<sup>st</sup>) – Notice on outside to read “acceptance information enclosed.”

- Notification of registration payment due date
- Financial aid information and workshop schedule

Step 5: Students will be registered July 16

- Confirmation of classes and statement of payment mailed

Step 6: Provide additional support services (tutoring) and second semester planning

Step 7: Student progress will be tracked the first year

- The next step is to submit the proposal to Chancellor's Cabinet for approval of the concept.

#### 3.0 Revision to Procedure 3900.4

- *Credit Available for Standardized Testing Programs*
- The Council was provided with a draft update of *Procedure 3900.4, Credit Available for Standardized Testing Programs* submitted by the Evaluations Subcommittee for review. The changes were language update only. The Council reviewed and approved the changes.

#### 4.0 National University Scholarship – Revisited

- The Council was reminded that National University provides a \$1,600 scholarship to the colleges each year for a student transferring to National. Back in 2005, when the program was implemented the colleges agreed to incorporate the award into their regular scholarship awards program for future years.
- The Vice Presidents were asked to check and make sure that the scholarship is part of their scholarship programs.

#### 5.0 Alliant International University Agreement - Revisited

- MOU Status
- The Council discussed the status of the MOU agreement. Peter White shared that the draft is going to President's Cabinet next week. He will bring back their recommendation to the next SSC meeting.
- Gerald Ramsey stated that the draft MOU is ready to go to President's Cabinet. He will also bring forward City's recommendation.

6.0 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.
- Peter White shared that Miramar's Associated Students have reviewed and approved. Damon Bell shared that Mesa has approved as well.
- Gerald Ramsey shared that he is not sure about City's Associated Students as he is waiting on Mario Chacon. Gerald will confirm.

7.0 Joint SSC/CIC Meeting - Reconfirming

- The Council discussed a joint CIC meeting on May 10<sup>th</sup> from 2:00 to 4:00 p.m.
- As May 10<sup>th</sup> is a Board meeting, the Council felt that this was not the best date for the joint meeting. A fall meeting would be preferred.
- The Council agreed to add the freshmen first year experience pilot to the joint meeting agenda.

8.0 Academic Senate Reports

9.0 Curriculum Instructional Council Report

Informational

10.0 Performance by College and Race and Ethnicity

- The Council reviewed a recent report titled, *Performance by College and Race and Ethnicity*, which was produced by the Research & Planning Office. The report was initially produced for the Trustee Advisory Council at their request. The report contains some valuable information regarding performance and preparation of students. It can be distributed on campus.