



# 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**  
**September 13, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

**PRESENT:**

Marcia Biller	Continuing Education (for Brian Ellison)
John Bromma	CE Academic Senate
Rick Cassar	Miramar Academic Senate
Gail Conrad	Interim VP, Mesa College
Shelly Hess	Instructional Services (for Henry Ingle)
Edwin Hiel	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Interim Vice President, City College
Peter White	Vice President, Miramar College

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- 1.0 Approval of Minutes
    - September 5, 2007
    - Approved
  - 2.0 MD Salary Increase Board Agenda Item Status
    - The Council reviewed the Board agenda item on the Physician Salary Rate. The item will go to the Board on October 11, 2007.
  - 3.0 DSPS Program Activity Manager Search
    - The Council discussed the search status. Both City and Miramar agreed to proceed with the search in accordance to the schedule. Mesa would like to postpone the search due to the many management vacancies at the college.
  - 4.0 Visitors from Riverside - October 18<sup>th</sup>
    - The Council was asked to hold October 18<sup>th</sup> for a visit from Riverside Community College District. They are moving from a single college district to a multi-college district and are interested in learning more about the district's organizational structure.

- The Council discussed the visit and agreed to have Riverside officials join SSC from 9:00 a.m. to 10:30 a.m. and then break into groups that will involve DSPS, Financial Aid and Outreach.

#### 5.0 Freshman Experience Update

- The Council discussed some preliminary information about Freshmen Experience students. The preliminary data show that many students did not follow the program components. A full report will be brought to the next meeting.
- Peter White shared that he is disappointed that successful research will not be produced but he feels that something was learned from this pilot. He feels that the focus can now be to develop a tightly controlled, carefully monitored program for next year.
- The Council agreed to discuss the item in more detail at the October 4<sup>th</sup> meeting.

#### 6.0 Student Health Fee Increase – Status

- The Council discussed the proposal to increase the health fee \$1.00 for Fall 2008 and \$1.00 each semester until the state max of \$16.00 is reached.
- At the last Council meeting, it was agreed that the Presidents would discuss an increase in the health fee with their shared governance groups on campus.

#### 7.0 Basic Skills Initiative Planning at each College (Peter White)

- Peter White inquired as to the status of efforts at the other campuses to address the Basic Skills initiatives. He stated that at a recent meeting at Miramar, it was suggested that training opportunities be made available to other colleges in the region.

#### 8.0 Technical Site Visits – (EOPS, DSPS, CalWorks, Matriculation)

- The Council discussed the upcoming categorical site visits in Spring 2009. It was agreed to bring the item back to the October 25<sup>th</sup> meeting and discuss a districtwide approach.

#### 9.0 Math & English Districtwide Workshop

- The Council discussed the upcoming districtwide Math & English workshop.
- It was reported that the tentative date for the Math & English workshop is October 19<sup>th</sup> at Mesa College. Math is scheduled for the morning and English ESL in the afternoon.

#### 10.0 Student Discount Cards Follow-Up

- It was shared with the Council that several discount cards labeled as "San Diego Consumer Discount Cards," were being distributed at the campuses to students with the notation that they came from the Associated Students office at each campus. After much research, it was revealed that the cards did not originate nor have the approval of the Associated Students office at each campus. The company representative was contacted and it was learned that many years ago the company received authorization from the district Communication's office.
- The vendor has been advised to contact the AS Office on each campus for permission to produce and distribute the cards.

#### 11.0 Proof of Prerequisite Clearance (Edwin Hiel)

- Edwin Hiel asked to review the procedure for Proof of Prerequisite, as he stated that the form requires that students submit follow-up documentation; however, he does not feel that there is a process for district follow-up to ensure that the student submitted the required documents.
- The Proof of Prerequisite form allows the student to enroll in a class contingent upon proof that he/she met the prerequisite by submitting documentation. The Council reviewed the form and though the form does state that the student is required, "under penalty of perjury" to submit the appropriate documentation to show that the prerequisite has been met, there is no follow-up at the campus level.
- After much discussion, the Council agreed to do an analysis of the form for Fall to determine how many students do not provide the documentation. The results will be brought back at a future meeting.

12.0 Academic Senate Reports

- Deferred

13.0 Curriculum Instructional Council Report

- Shelly Hell shared that a virtual CIC meeting was held on August 25<sup>th</sup> and the first meeting since summer is scheduled for today.