



# 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**  
**September 6, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

Present:

Marcia Biller	Continuing Education (for Valerie Edinger)
Rick Cassar	Miramar Academic Senate
Gail Conrad	Interim VP, Mesa College
Edwin Hiel	City Academic Senate
Henry Ingle	Instructional Council
Nick Mata	Miramar College (for Peter White)
Lynn Neault	Student Services
Gerald Ramsey	Interim VP, City College

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1.0 Approval of Minutes

- August 2, 2007
- Approved

2.0 Health Services Proposed MD Salary Increase

- At the last meeting it was agreed that Gail Conrad and Peter White would meet with Dr. Wong and discuss the following options for increasing the MD hourly wage: 1) increase hourly salary to \$77 per hour with documentation for off campus time or 2) develop a contract for the service.
- Gail Conrad and Peter White reported on their discussion with Dr. Wong. It was shared that Dr. Wong preferred “hourly” to “contract” as he was not sure about liability concerns, as he has never worked on contract. In addition, they discussed tracking phone consultations and other required appointments/meetings, etc., off campus.

- Gail Conrad presented the Council with a draft of the “*SDCCD Ancillary Provider and Medical Director Charges*,” form. The Council reviewed and provided feedback. It was agreed that for consistency, the form will be used at each campus to track services. Gail Conrad agreed to update the form and send it to the Council electronically.
- After much discussion, the Council agreed to recommend increasing the hourly rate to \$77 per hour. It was agreed that the Board item will be brought to the Board on September 25, 2007.

### 3.0 DSPS Manager Organizational Implementation

- At the previous meeting, it was confirmed that HAY has completed its second review of the new positions and confirmed the DSPS Program Activities Manager range is 14 in the Management unit. The position has been posted and will close on September 13, 2007.
- It was shared that the Vice Presidents agreed to do one flier and one search and work on the same schedule, however, there will be three separate hiring committees with separate criteria.
- Lynn Neault inquired if the campuses were ready to move forward with filling the positions. Miramar and City are ready to go; however, Gail Conrad stated that Mesa is not ready due to the large number of leadership vacancies at Mesa.
- Gail Conrad shared that she would like to have Mary Lewis’s position filled before Mesa moves forward with their vacancy, as she would like the new DSPS Director on the search committee.

### 4.0 Incorporating Matriculation Update into Agenda

- The Council discussed inviting the Matriculation Deans to attend Student Services Council at least once a month to discuss matriculation issues.
- Lynn Neault shared that it was agreed that a Math symposium would be scheduled in October to discuss: 1) New degree requirements; 2) Basic Skills research; 3) Assessment & Placement; 4) Articulation with K-12. Marcia Biller stated that Continuing Education would like to be part of the symposium.
- The Council agreed.

#### 5.0 Summer Disqual Consideration for Eliminating (Gerald Ramsey)

- Gerald Ramsey shared that he is concerned with the message the colleges are sending to students that are disqualified and dropped from their classes. He feels it affects self esteem and damages the relationship with the college. He stated that these students have already planned their complete semester and started school and then are dropped. He feels this is a bad business practice since they are being dropped after they started the semester.
- He is proposing that students not be disqualified during summer. He agrees that disquals are based on year-round performance but he does not feel it should impact their enrollment during summer. Summer should be used to encourage students to improve his/her grades.
- Gerald Ramsey feels it is unfair to allow a student to register and then drop them 10 days later because the faculty member did not turn his/her grade in on time. It also causes unnecessary burden on staff and personnel.
- Lynn Neault clarified that the issue relates to students who are disqualified for a 2<sup>nd</sup> or more time. They are permitted to register but are told that if they are disqualified, as a result of academic performance, they must see the Vice President or they will be dropped.
- The Council had much discussion about various intervention strategies.
- Lynn Neault reported that the late grade issue with faculty is continuously improving. The number of late grades has dropped significantly in the last two semesters.
- Edwin Hiel suggested limiting the number of units a student can take and only raising the limit with noted improvement. Rick Cassar suggested having the student see a counselor for intervention.
- Lynn Neault inquired as to the number of students this is actually affecting.
- Lynn Neault agreed to follow up on the number of students who were referred to the Vice President due to late grades.
- On a separate item, Rick Cassar asked for clarification on serving students from other campuses. The Council confirmed that any campus can assist a student regardless of their home campus.

6.0 National University Scholarship (Gerald Ramsey)

- The Vice Presidents were reminded that they agreed to incorporate the National University Scholarship into their annual scholarship program at the college.

7.0 SOC (Peter White)

- Peter White raised the issue of whether the colleges accept credit for “Navy, Marine Corp and Coast Guards.” He shared that he just completed an update at Miramar for SOC Consortium Guide’s Institutional Information and it states that we do not accept credit for Navy, Marine Corp or Coast Guard. He asked for clarification and he understands from Reggie Boyd that the district policy precludes us from accepting these but that he understands there may be in a change in the policy.
- Lynn Neault shared that she will look into making the change.

8.0 Categorical Site Visits - Research Requests (Gail Conrad)

- Gail Conrad raised the issue of the upcoming categorical site visits and inquired if there has been any discussion on research needs at each of the colleges. She is suggesting a coordinated approach at establishing the research needs for the categorical site visits for Matric, DSPS and EOPS. The visits will take place in 2008/2009.
- Lynn Neault agreed and stated it would be very helpful to the Research office to know early and pull the same data for all three colleges.
- Marcia Biller shared that she is making an argument for Continuing Ed that since it is tied to accreditation she does not feel that they should be on the same cycle as the colleges.

9.0 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. Riverside Community College is moving from a single college district to a multi-college district. They are interested in learning more about the district’s organizational structure.
- The Council agreed to hold the date.

10.0 Fall Meeting Schedule – SSC Meetings

- The Council agreed on the Student Services Council meeting dates for the 2<sup>nd</sup> half of the year. They will be e-mailed to the committee.

11.0 Academic Senate Reports

- None

12.0 Curriculum Instructional Council Report

- Henry Ingle shared that Shelly Hess is the new Dean of Curriculum and Instructional Services, replacing Myra Harada. She comes from Southwestern College. Monique Schlichtman is the new Director of Grants and Contracts and Lynne Ornelas is now the new Workforce and Economic Development Dean. He shared that Instructional Services will host an open house on September 28<sup>th</sup> and October 5<sup>th</sup> for staff to meet and greet the staff.
- Henry Ingle shared that a videoconference will be hosted at Mesa College in the LRC (#432) on Monday, September 10<sup>th</sup> from 7:00 to 9:00 a.m. on funding opportunities for the STEM disciplines. He invited the Council to attend the videoconference.