



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

## Student Services Council

February 7, 2008

9:00 – 11:00 a.m.

Room Z-602

Minutes

**APPROVED**

Present:

Marcia Biller	Continuing Education (for Brian Ellison)
Rick Cassar	Miramamar Academic Senate
Edwin Hiel	City Academic Senate
Henry Ingle	Instructional Council
Guillermo Marrujo	Mesa Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Vice President (Interim), City
Peter White	Vice President, Miramar

Guest:

Shelly Hess	Instructional Council
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- 1.0 Approval of Minutes
- January 17, 2008
  - Approved

- 2.0 Spring 09 Transfers
- SDSU
  - San Marcos

- The Council discussed the most recent communication from San Diego State University stating that they will accommodate Fall 2008 transfers; however, they may not have a Spring 2009 admission cycle.
- The Council discussed how to best communicate the information to counselors and students since many students are planning on a spring transfer date.
- Peter White shared that he understands that Cal State San Marcos may also not be accepting transfers for Spring 2009. Guillermo Marrujo shared that San Cal State San Marcos is waiting for a definite from SDSU before they make their final decision.

- Lynn Neault shared that the message from SDICCCA is that they want a consistent message to the students. She shared that the SDICCCA Transfer Task Force will meet at the end of the month and will discuss an approach, countywide.
- Henry Ingle shared that National University will be expanding their admission cycle as they realize that many students will not be able to get into SDSU.

### 3.0 New approach for Transfer Studies Degree 08-09

- Shelly Hess shared with the Council that CIC had their annual retreat and they finalized their recommendations on the Transfer Studies Degree.
- City and Mesa have designed their new degree similarly. Miramar will not be doing a TSD but have created 20 new major options for students.
- Shelly Hess also stated that a new Certificate in General Education was developed as another option for students.

### 4.0 Veteran Priority Registration

- At a previous meeting it was shared that the Governor signed SB 272, which provides members of the armed forces with priority enrollment for classes at California's state universities and community colleges within two years of leaving active duty, effective January 2008.
- It was shared with the Council that the language is being interpreted in different ways throughout the state.
- According to the State Chancellor's office, it is clear that the priority is only for a 2-year window after the student is discharged. After the student has been here 2 years they would resume a regular priority.
- The Council reviewed the number of potentially eligible students, which is nearly 4,000 a semester. It was agreed that priority registration would only continue for the two year period after discharge.
- The Council agreed that the veteran priority would be after EOPS/DSPS and not part of that priority group. It was agreed to make the priority effective Summer 2008 and strictly for a 2-year window. Priority will expire after the 2-year period.

## 5.0 Automatic Awarding of Degrees

- It was shared with the Council that the Chancellor's Cabinet has asked for a plan to automatically award degrees. The Council had previously discussed the item and had an alternative plan.
- The Council was provided a draft proposal for discussion and review.
- The Council agreed to propose:
  - Step 1: All students who complete 45 degree applicable units will be sent an automatic notice inviting them to meet with a counselor.
  - Step 2: All students who complete 60 degree applicable units as of the Fall semester will have a degree audit completed. A notice will be sent advising of degree readiness. Student will be asked to complete application to formally request their degree. If there is no informed major, or education plan on file, a letter advising that they may be degree eligible will be sent to the student advising them to meet with a counselor.
- The Council discussed the timing of sending out the letters to students to avoid the busy registration times. Lynn Neault agreed to provide additional data for consideration.

## 6.0 Credit Card Numbers

- It was shared with the Council that the vast majority of credit card activity for enrollment fees is processed online; however, there are still a small group of students that process their fees/payments manually, by credit cards, at the college.
- Effective January 2009, (per California Civil Code Section 1747.09), all organizations that accept credit or debit cards for business transactions can only provide no more than the last 5-digits of the credit/debit card number on any receipt or documentation that lists the credit card number. This means that if a student pays for his/her fees on a credit/debit card and drops from the class, there is no record of his full credit card number for a refund to be processed, unless it is processed online.
- It was shared with the Council that the Accounting office is recommending that students that wish to use their credit/debit card for payments be referred to the website for online payments.
- The Council had further discussion and agreed to establish a policy that credit card payments for enrollment fees must be processed online.

#### 7.0 Study Abroad/Student Conduct Issues (Gerald Ramsey)

- Gerald Ramsey briefed the Council on an incident that occurred with a City College DSPS student during a study abroad field trip. The student neglected to take his medication and behaved erratically. The student was sent home.
- Gerald Ramsey asked for feedback on how to best handle a situation where the student violates policy 3100 and what measures can be taken to ensure that medication is taken properly.
- Lynn Neault shared that she asked DSPS Director Gail Conrad to provide some recommendations. She further shared that there can be no discrimination against students with disabilities in terms of asking for special medical clearances.
- It was shared that the DSPS coordinators discussed the incident and recommended a few solutions:
  - Medical clearance for all students who travel abroad
  - Verification of satisfactory behavior at primary college (no pending discipline action)
- The Council had further discussion and agreed that a student cannot be made to self-disclose a disability, nor can students be required to disclose prescribed medication.
- It was agreed that students traveling abroad should not have any Policy 3100 violations and must be in good standing to participate.
- The Council agreed that all participants should sign an acknowledgement of the student code of conduct prior to traveling.

#### 8.0 Combo Class Schedule

- Summer 2008
- It was shared with the Council that the colleges are ready to launch into a new design of the combined class schedule. The schedule will be ready for distribution Summer 2008.
- The schedule will be streamlined and will refer students to the online schedule for detailed course information, as well as drop/add dates, etc.
- The Council was provided with two options for “5 Steps to Registration,” to be inserted into the schedule for feedback. The Council reviewed and preferred option 2.

- Gerald Ramsey shared that Ron Manzoni, Vice President of Instruction at City, has serious concerns about the plan to remove all comments related to courses. He shared that there are some courses that are the same course, in general, but are slightly different and the comments reflect the specific focus of the course. He is concerned that the description does not accurately reflect both.
- Shelly Hess shared that the deans are reviewing the course descriptions and making sure they are accurate.
- Guillermo Marrujo voiced that when developing informational material for student use it would be helpful if the counselors were asked to provide input. He shared that many times counselors are the source of information, yet no one has asked for their perspective.
- Lynn Neault agreed to bring the discussion/concerns to the next meeting of the combo schedule group.

#### 9.0 Student Planners (Revisited)

- The Vice Presidents were asking for their feedback on the proposal that the AS student planners be the official “domain” of the Associated Students and others on campus would not compete by providing planners.
- City and Miramar are supportive of the AS student planner. Lynn Neault asked Guillermo to inquire with Barbara Kavalier for Mesa’s input.

#### 10.0 October 10, 2007 English/Math Symposium

- The Council discussed follow-up to the October 10, 2007, English/Math Symposium. It was shared that Peter White has convened the math group. Ron Manzoni is working on the new delineation of basic skills courses.
- The Council agreed to add the discussion to the upcoming Joint SSC/CIC meeting and to determine who will lead each team, as well as the status.
- Edwin Hiel inquired if in regards to the new math requirement is there any discussion about catalog rights. Lynn Neault shared that all students admitted or readmitted Fall 2009 and thereafter must meet the new requirements.

#### 11.0 F-1 Students (Gerald Ramsey)

- Gerald Ramsey shared that City's International Student Advisor brought up a concern and suggested that the college may want to consider requiring F-1 visa students to have some health insurance policy.
- Peter White shared that he understands both sides of the issue; however, if the colleges make it a requirement, students may opt not to come to the colleges and it may become problematic. He stated that he would recommend it be strongly encouraged, but not required.
- After much discussion the Council agreed that health insurance policies will be encouraged for F-1 visa students but will not be made a requirement.

#### 12.0 English 51 "Exit Exam" (Rick Cassar)

- Rick Cassar raised the issue of students passing the English 51 course, yet not passing the exit exam and receiving a passing grade by the instructor.
- Guillermo Marrujo stated that he understands that City is doing away with exit exams and moving to a portfolio. Mesa would like to do away with exit exams; however, there is resistance coming from the faculty.
- Rick Cassar stated that one option would be to provide the counselors with a list of students that are moving to the next level so that those that are not can be provided assistance with enrollment.
- The Council agreed to put this item on the upcoming joint SSC/CIC meeting agenda for further discussion.

#### 13.0 Adjunct Hiring (Edwin Hiel)

- Edwin Hiel inquired if there is districtwide agreement that all adjunct hiring should come out of the district pool.
- Gerald Ramsey stated that there is a district guideline that all adjunct hiring should come out of the pool; however, there are also provisions for "emergency hires."
- Marcia Biller stated that on an emergency hire the pool is not required.

#### 14.0 Academic Senate Reports

#### 15.0 Curriculum Instructional Council Report

#### 16.0 Military Spouse Program

- It was shared with the Council that Chancellor's Cabinet supported the recommendation of the Vice Presidents of Student Services that City, Mesa, Miramar and Continuing Education would not participate in the billing process for the Military Spousal Program.
- The Colleges and Continuing Education will support the education planning and provide support services. However, the students will work directly with Workforce Partnership for reimbursement for fees and books, including providing all documentation required for payment and participation.

#### 17.0 Emergency Broadcast

- It was shared with the Council that the district will conduct an emergency broadcast test on February 27<sup>th</sup> to all faculty and students.
- The Vice Presidents were asked to post fliers (provided) on their campus for students and faculty.