



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION  
*Student Services*

## Student Services Council

May 8, 2008

9:00 – 11:00 a.m.

Room Z-405

Minutes

**APPROVED**

### PRESENT:

John Bromma	Continuing Education
Rick Cassar	Academic Senate, Miramar
Brian Ellison	Continuing Education
Shelly Hess	Instructional Council (for Henry Ingle)
Edwin Hiel	Academic Senate, City
Barbara Kavalier	Vice President, Mesa
Guillermo Marrujo	Academic Senate, Mesa
Lynn Neault	Student Services
Gerald Ramsey	Vice President (Interim), City
Peter White	Vice President, Miramar

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### 1.0 Approval of Minutes April 24, 2008

- Approved

### 2.0 ALI English Evaluation (Johanna Gleason & Kathy Kupre, SDSU) @ 10:00 a.m.

- At a previous meeting, Edwin Hiel shared that the American Language Institute (ALI) at SDSU has a proposal regarding the use of an ALI English evaluation as an alternative to the TOEFL. He shared that SDSU currently accepts the ALI as does Grossmont College. The Council agreed to invite the ALI coordinator to attend a Student Services Council meeting.
- Johanna Gleason and Kathy Dupre, Senior Directors of the American Language Institute, briefed the Council on the ALI English evaluation for meeting the English Language Proficiency Requirement for F-1 visa students applying for Admission to City, Mesa, & Miramar campuses.

- Kathy Dupre presented the Council with a summary of the program and went over the program in detail, comparatively. She shared that each semester they have approximately 250 students in the program.
- Kathy shared that the study has confirmed that upon completion of no more than four months of the pre-university advanced level 106 course work, the average TOEFL score for the sample is 80.57. At the advanced level 105, the average TOEFL score was 68.70. She stated that they are proposing a TOEFL agreement with the district at the 105 level (which is about equivalent to the district's current TOEFL requirement for admission).
- Kathy further shared that research demonstrated that students who attended the ALI for as few as 3 months, did well at SDSU as evidenced by their GPA. The overall GPA for these students was 3.40.
- Kathy went over the benefits, proposed guidelines and TOEFL waiver recommendation process.
- The Council thanked Kathy and Johanna for their time. Lynn Neault shared that the faculty will need to be briefed and support the proposal. She stated that years ago the faculty was not supportive of this alternative.
- The Council agreed to invite the English Chairs to a future meeting for discussion.

### 3.0 Prerequisite Clearance Analysis

- In the Fall 2007, the Council discussed "Proof of Prerequisite Clearance," ("I Swear Statement") and agreed to do an analysis of the form in the Fall to determine how many students do not provide the backup documentation or complete the prerequisite as indicated.
- The Council was presented with the results of the prerequisite clearance analysis for discussion.
- The results showed that a high percentage of students are not submitting their official documents once they are enrolled in the course. Further, many did not complete the required course that they said they did. In addition, of this group, many successfully completed the course where the prerequisite was required.

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- The Council agreed that there is no follow-up at the campus level once the student is cleared to enroll.
- It was also shared with the Council that once a student is enrolled in a class, after a certain point, the student cannot be dropped. Therefore, it can be a problem if the student did not meet the prerequisite, enrolled under the good faith that he/she would submit the paperwork and then never complies.
- Rick Cassar agreed that if we start allowing students to take courses without meeting the prerequisite, it can become a problem with BSI funding, among other things. He inquired if the system can block the student from enrolling in the next semester.
- Another concern the Council discussed is that students that did not take the prerequisite yet passed the course with a high passing grade.
- Guillermo Marrujo shared that at Mesa they are very strict with prerequisites.
- The Council agreed to review the document at length and bring the item back to a future meeting to brainstorm how to best monitor and follow-up.

### 4.0 Course Repetition - Substandard Grades

- Impact of New Title 5 Requirements
  - It was shared with the Council that the district is in full compliance with the new Title 5 change in Student Services. However, there is significant confusion on the sections addressing course repetition and withdrawals that still need clarification. Since the changes to these sections are permissive, the district's current policy is more restrictive but straight forward. It was agreed there would be no change at this time until the regulations are clarified.
  - The Council discussed the changes in great length.
  - The Council agreed to add the item to a future meeting in the Fall and include the Vice Presidents of Instruction.

5.0 Proposed Practice – Deadline Extensions for Military Priority (Barbara Kavalier)

- Priority Registration for Fall 2008
- The Council discussed priority registration for active military and those discharged within the last 2 years. It was shared that for summer, almost 100 requests were submitted after the deadline and therefore had to be manually input.
- The Council discussed the importance of meeting the deadline. It was agreed that the deadline should be adhered to with exceptions for extenuating circumstances only.
- The deadline for Fall is June 20, 2008. It was shared with the Council that e-mail notifications will be sent out to students who applied for Summer/Fall and an auto dialer message will be sent to new students who applied for Summer/Fall and do not have an email address. The information is also included in the online and printed schedule, on student web services and on the matriculation card that is sent out to students.

7.0 Review of Grade Challenge Policy (Barbara Kavalier)

- The Council reviewed the new Student Records Policy, BP 3001. It was shared with the Council that the district has procedures in place; however there has not been a policy. The new Policy, BP 3001, reinforces the current practices.
- The Council reviewed the draft policy, as well as minor changes to AP 3001.1 Student Records, Release, Correction and Challenge, AP 3001.2 Grade Challenge and AP 3001.4 Challenge Due to Alleged Discriminatory Treatment and provided feedback.
- It was shared with the Council that AP 3001.1, section 2.c.a, has new language that limits staff authorized to change grades to one staff member and one supervisor in the District Records Office, as designated by the Vice Chancellor of Student Services.
- It was also shared that new language was added to AP 3001.2 Grade Challenge, that states that, “a ‘W’ shall not be assigned, or if assigned shall be removed from a student’s academic record, if a determination is made pursuant to sections 59300 et.Seq. that the student withdrew from the course due to discriminatory treatment...”

- The Council had much discussion on this new Title 5 change as it has major impact on the grading policy and can potentially be abused.
- Barbara Kavalier is requesting that the Vice President of Student Services be part of the formal resolution and appeal panel for grade changes. Therefore, language was added to the policy to include the Vice Presidents of Student Services in the appeal panel. The Council agreed.
- It was agreed that the Policy and Procedures would be brought forth to Chancellor's Cabinet for review, as well as Instructional Council and United Students Council.

#### 8.0 Freshman Year Experience Analysis

- The Council reviewed the Freshman Year Experience summary for Fall 2007 and Fall 2008 students.
- The Council discussed the reports and agreed to discuss in more detail at the upcoming Student Services Retreat in late summer.
- Lynn Neault shared with the Council that the Trustee Advisory Council (TAC) requested an update on Freshman Year Experience. She shared that the TAC Council was very impressed with the outcomes. She stated that there is great interest and commitment to expand this program. She further added that the Chancellor has added the item to an upcoming SDICCCA meeting.

#### 9.0 Opportunity for Transfer Majors (Peter White)

- Peter White discussed a transfer event at each campus approved by the Honors program that he was unaware of. He stated that he encourages parallel transfer events; however, he is concerned that there is not more coordination and planning with Student Services to ensure that all counselors get the information.
- Peter White stated he fully encourages counselors and instructors to get involved; however, the events should be better calendared and coordinated.
- The Council agreed to add the item to the next meet with the Transfer Center Directors.

- 10.0 Policy 3001 – Student Records
  - Proposed Draft
- 11.0 Concurrent Enrollment Exceptions for Dance and PE Courses – Revisited
- 12.0 Inappropriate Website Access (Revisited)
- 13.0 Student Equity Reports
- 14.0 Academic Senate Reports
- 15.0 Curriculum Instructional Council Report