



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
October 9, 2008
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Rick Cassar	Academic Senate, Miramar
Shelly Hess	Instructional Services
Edwin Hiel	Academic Senate, City
Peter Fong	Miramar College
Barbara Kavalier	City College
Lynn Neault	Student Services
Peter White	City College

1.0 Approval of Minutes

- September 25, 2008
- Approved

2.0 Student Registration Dates for High School Students

- It was shared with the Council that the Registration Committee is requesting that high school students register two weeks prior to the start of classes rather than one-week as is the current practice.
- Lynn Neault stated that Title 5 states that high school students have the lowest priority; however, a time period is not specified.
- The Council had further discussion.
- Peter White proposed to modify the dates as a pilot for Spring 2009.
- Edwin Hiel inquired if high school students are able to take basic skills courses once they are registered. It was shared that once they are registered they are able to enroll in any course as long as they meet the prerequisite.

- The Council agreed to pilot the change for Spring 2009. High school students will be allowed to enroll 2 weeks prior to the first day of classes.
- Open Enrollment (Peter Fong)
- Peter Fong distributed Fullerton's catalog pages listing their open enrollment policy, as well as the legal advisory from the State Chancellor's office and asked for clarification on the issue of allowing high school students to enroll in courses.
- Peter Fong shared that the open enrollment policy is not clear at Miramar. He shared that when he worked at Fullerton College, the policy was clearly published in the catalog. He is finding that high school students are being enrolled after the course has closed or are added to a section before they have registered at the college.
- Rick Cassar suggested going to the high schools and encouraging high school students to apply online. Peter Fong shared that this has been done as well.
- Shelly Hess stated that there is also a liability issue if the student is attending a class and not official registered or enrolled.
- It was agreed that Lynn Neault will get the open enrollment policy clearly published in the catalog and schedule.

3.0 Student Clubs/Organizations

- Manual 3200 Updates
- The Council was provided with an update on the issue of student clubs/organizations, including club advisors.
- The Council reviewed the new language added to Manual 3200, "Naming of Student Clubs/Organizations." It was shared that the language has been through Counsel, as well as through the AS Deans.
- Lynn Neault reported that the issue of club advisors is under discussion at Chancellor's Cabinet. Clarification will be forthcoming.

- The Council reviewed the new language and approved of the changes. It was also agreed that the complete manual will be updated.

4.0 Honest Academic Conduct (Revisited)

- At the last meeting the Council reviewed updated changes to Procedure 3100.3, as well as the form for reporting incidents of cheating and plagiarism. Feedback was provided.
- It was agreed that the draft would be reviewed by the Academic Senates at the campuses and the Academic Senate rep would provide feedback at the next meeting.

5.0 Proactive Degree Campaign

- The Council was provided with a proposed flier for awarding of degrees campaign.
- It was agreed that Shelly Hess would use the same artwork for the schedule and develop a districtwide flier for the colleges.

6.0 Strategic Plan Input

- Lynn Neault shared that Otto Lee, Vice Chancellor of Instruction, asked the Council to provide a few goals for Student Services for the district's strategic plan.
- It was agreed that Lynn Neault would develop a proposed list of goals to discuss with Council for the next meeting.

7.0 Certification of International Students (Barbara Kavalier)

- Barbara Kavalier shared a new process being implemented at Mesa for certification of International students. She feels strongly that there should be a good system for checks and balances when dealing with International students.
- Barbara Kavalier provided a draft "International Student Program" check off form for review and feedback.

- The Council reviewed the form and discussed at length. The Vice Presidents agreed to do something similar at their respective colleges.
- The Council further agreed to return the item to the next meeting to discuss “working titles” for Student Services.

8.0 BSI Symposium (Barbara Kavalier)

- Friday, November 7, 2008 (9:00 to 2:00 p.m.)
- The Council discussed the BSI Symposium scheduled for November 7, 2008 and agreed to develop a more focused agenda. [The BSI Symposium has since been rescheduled to Spring 2009 due to a scheduling conflict.]
- The Council discussed having the math chairs do a panel on the status of the new math requirements for Fall 2009, including math for technical programs. Shelly Hess agreed to coordinate the panel presentation with the group.
- It was further agreed to have an English panel focusing on the status of business 119, technical writing; English 51 exit exam/portfolio; and the writing assessment pilot. It was suggested to have Chris Sullivan and Cheryl Gobble, as well as the discipline dean on the panel.
- It was agreed to invite counselors and the matriculation folks to the symposium. The Council further agreed to use Basic Skills money to fund the program.
- The Council agreed to also discuss the Freshman Year Experience and pilot results, i.e. longer-term expansion, research results/outcomes, and staffing/funding implications.

9.0 Withdrawal E-Mail

- Peter White shared with the Council proposed language for a “Fall 2008 Withdrawal Deadline” email to all City students.
- The Council discussed and agreed on language for the e-mail.

10.0 Subcommittee Follow-up (Standing Item)

- The subcommittee on Communicable Diseases has not met.

- Peter White shared that the subcommittee on “Serving Students from other Campuses,” has met, electronically. It was agreed that the committee needs a Vice President to take the lead. Barbara Kavalier agreed to take the lead.
- Peter Fong suggested that SARS can be used to track students and appointments.
- The Council discussed mental health services and the report that was provided to the Board at Trustee Senour’s request back in March. It was shared with the Council that mental health issues will be a focus for Trustee Senour.
- The Council agreed to bring forward the following information regarding mental health to the December 4th meeting:
 - Number of students served
 - Has there been an increase?
 - Staffing levels
 - Early alert crisis prevention activities
 - Promotional/outreach activities
- The Council further agreed to provide the Board an update in December.

11.0 CSSO Board Meeting Update

- Legislative Changes
- Membership Dues
- Mental Health

- Deferred

12.0 Academic Senate Reports

13.0 Curriculum Instructional Council Report

14.0 SSC Subcommittee Reports (Standing)