



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
September 25, 2008
9:00 – 11:00 a.m.
Room Z-405
Minutes**

APPROVED

PRESENT:

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

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- 1.0 Approval of Minutes
 - September 11, 2008
 - Approved

 - 2.0 Health Services (Barbara Kavalier)
 - Health Services Fee Income Report
 - Serving Students from Other Colleges

 - A report of 2008-2009 health fee revenues to date was distributed. The Council revisited the district's policy that students can be served at Health Services at any campus as long as they have paid the health fee. There are still concerns primarily from the Mesa College Health Director which were presented in writing, including lack of medical history and consistency of care.

 - The Council agreed that the Health Directors should meet and develop protocols for serving students from other colleges ensuring that the protocols are not cumbersome and that there are no delays in service. Peter White agreed to have Dottie Cordell take the lead in convening the group and reporting back.

3.0 Use of Military Credit in CSU (Rick Cassar)

- Rick Cassar and Shelly Hess reviewed new guidelines for processing military credits based upon CSU's change in policy. The new guidelines provide for credit for more military credits. Rick clarified that there will be no benefit for students in higher unit programs, however, lower unit programs will benefit since students will be able to use more units to meet the 60 unit degree requirements to transfer.

4.0 Student Clubs/Organizations

- Peter White provided a status report on the LGBT club name change. Lynn Neault reported that she has drafted language for Manuel 3200, specifically addressing the naming of clubs. The language is under review by the Counsel and will be brought back to a future meeting. In the meantime, Mesa and City will continue to be in contact regarding developments at each college to ensure consistency on how it is handled. Brian Ellison reported on a similar controversy at San Francisco Community College District where there was a movement to change the name of the Lesbian-Gay Bisexual Studies to "Queer Studies."
- Brian Ellison reported he was uncertain of the final outcome but he believes the name was changed. Apparently, "Queer Studies" is commonly used at some institutions for this instructional program.

5.0 Honest Academic Conduct

- Form
- Procedure changes (3100.3)
- The Council reviewed updated changes to Procedure 3100.3 as well as the form for reporting incidents of cheating or plagiarism. The Council agreed that the revised drafts would be updated and shared with the shared governance groups on campus for review and input.
- In the meantime, Lynn Neault will send out a memo advising of the pending changes.

6.0 Policies & Procedures Training (Barbara Kavalier)

- Barbara Kavalier discussed confusion at Mesa with regards to the grade change procedure. She suggested that training be conducted for the colleges. It was suggested that this item be discussed with the Vice Presidents of Instruction. Lynn Neault will follow-up.

7.0 Symposium Forum (Barbara Kavalier)

- Barbara Kavalier reported that Thursday is not a good day on the campus for large meetings due to the availability of meeting space. It was agreed that the meeting will be moved to Friday, November 7th. Barbara will confirm.
- The Council also discussed planning the agenda at the next meeting.

8.0 Strategic Plan Input

- Lynn Neault reported that Vice Chancellor of Instruction, Otto Lee, has asked the Council to develop goals for Student Services for the district's strategic plan. The items will be discussed further at the next meeting.

9.0 Mental Health Counseling (Peter Fong)

- Peter Fong reported on Miramar's goals and objectives, as well as the structure in place for crisis management. The plan includes a strong mental health component. Peter will keep the Council informed of the program.

10.0 Doctoral Guidelines – Information

- The guidelines of SDCCD's doctoral student access to student information for research were distributed. The guidelines are intended to ensure confidentiality of student records in accordance with FERPA, as well as to balance the workload demands for the Research office.

11.0 Academic Senate Reports

- Edwin Hiel reported that there is a request to add additional forms for students online. He agreed to provide Lynn a list of the requested forms.

12.0 Curriculum Instructional Council Report

- None

13.0 SSC Subcommittee Reports (Standing)

- None