



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
September 4, 2008
9:00 – 11:00 a.m.
Room Z-602
Minutes**

APPROVED

PRESENT:

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

1.0 Approval of Minutes

- August 28, 2008
- Approved

2.0 Review of Veterans & Athletic Surveys (Revisited)

- At a previous meeting, the Council was presented with a draft of the Veterans and Athletic surveys for review and feedback. The Council provided feedback and agreed to revisit the item at today's meeting.
- The Council reviewed the updated drafts and agreed that the surveys will be distributed in the fall. The Vice Presidents were reminded to provide the list of services to be included in the Veterans survey.

3.0 Petitions for Grade Changes (F to W's)

- The Council was reminded of the new attendance accounting policy for the district where faculty are no longer reporting attendance after census.

- It was reiterated that it is the faculty member's responsibility to drop students who are no shows or stop attending before census, in accordance with state regulations.
- Peter White shared that City has a huge problem with non-attendance issues. He shared that in his most recent case he is approving the grade change this one time; however, he is writing a note to the faculty member that it will not be approved in the future.
- With this change and an emphasis that it is the student's responsibility to withdraw if they stop attending, faculty should be reminded that petitions to change F's to W's due to attendance will not be approved.
- Rick Cassar stated that Academic Affairs can help with enforcing the new policies with the faculty. Barbara Kavalier agreed and supported having the instructional deans and vice presidents of instruction also assist with enforcing the new policies.

4.0 Retreat Recommendations/Actions Items

- The Council reviewed the recommendations and action plans from the Student Services retreat that was held on August 29, 2008, at Point Loma Nazarene.
- The Council discussed the recommendations and action plan in detail, as follows:
 - Revisit matriculation exemption criteria
 - Work with Tutoring Centers to track FYE student use of tutoring services
 - Look at past trends of incoming students and establish Learning Communities beyond Basic Skills
 - Put forth recommendation for mentoring support for new managers
 - BSI Planning
 - Invite BSI coordinators to meeting
 - Review plans in detail at next meeting
 - Bring copies of action plans to the Basic Skills meeting scheduled for September 10th.

- Peter Fong suggested using Fullerton's template, as he felt it was very successful. He also suggested bringing UMOJA to the San Diego Community College district. UMOJA is a support program targeted for African American students, similar to Puente. It was noted that City has an UMOJA program already in place and Mesa has the Mesa Academy, which is similar.
- Create standing committee of Vice Presidents of Student Services and Instruction and Vice Chancellor of Student Services and Instruction to address strategic issues in Instruction and Student Services.
- Mandatory Assessment and Placement Selection Criteria
 - Recent High School graduate (within 1 year)
 - All 1st generation college students
 - First time college
 - Educational objective = degree or transfer
- It was agreed to schedule the Matriculation deans to a regular meeting to discuss some of the items above.
- The Council discussed scheduling another Symposium Planning forum in the fall as a follow-up to the one last fall that was very successful. The math, English, ESOL and counseling faculty attended and were very supportive. The Council agreed to hold the symposium on November 6th. The details will be discussed at the upcoming Basic Skills meeting.
- The Council agreed that this year's Symposium could be focused on some of the follow-up items from last year.

5.0 Student Learning Outcomes for Student Services

- The Council was provided with handouts of the notes from the Math and English symposium from October, 2007. It was agreed that the Council would review for the next meeting.

6.0 Basic Skills Forum Planning

- Deferred

7.0 AB540 Website & Information

- The Council was provided with AB540 resource information. There is interest from President Cepeda to create an informal website for AB540 modeled after CSU Fullerton. The item will be discussed at the next meeting.

8.0 Academic Senate Reports

9.0 Curriculum Instructional Council Report

10.0 SSC Subcommittee Reports (Standing)

11.0 New G.I. Bill (Information)

Other:

Peter Fong suggested establishing a list of “must attend” conferences along with some guidelines on who should attend, as well as reporting back.