



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Student Services Council

April 22, 2010

9:00 – 10:30 a.m.

District Office, Room 110

Minutes

APPROVED

PRESENT:

Brain Ellison	Continuing Education
Peter Fong	Miramamar College
Barbara Kavalier	Mesa College
Cathi Lopez	City Academic Senate
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Peter White	City College

1.0 Approval of Minutes

- April 8, 2010
- Approved

2.0 Interventions for Multiple Withdrawals (Revisit)

- Peter White distributed City's draft plan for addressing multiple withdrawals and gave the Council a brief overview.
 - Students with a hold for 3 or more W's will go to the Counseling office (walk-in basis);
 - The Counseling office will refer the student to the appropriate academic department, which is currently the business process for repeats in English and math courses;
 - The student will return to the Counseling office with the approved petition and the hold will be removed.
- The Council discussed automating the process. Lynn Neault shared that it will be manual for Fall and automated next Spring. Details will be forthcoming.
- Lynn Neault agreed to write up the business process for overriding the hold; however, the internal process will be up to each college. She reminded the Vice Presidents that the final decision, i.e., approval or denial will be districtwide.

- David Navarro stated that Miramar will do a similar process. The counselors will have an intervention with the student.
- It was shared that Mesa is recommending that students that are registering for their 3rd repeat (after 2 Ws); get a message as part of their registration. They are also suggesting a simple survey as to the reason for the multiple withdrawals that the counselors can complete after meeting with the student.

Correction to Minutes (5/18/10):

- **The Council was reminded that once students have 4 W's, additional W's will be unfunded.**

3.0 Student Services Policies & Procedures (Review)

- At the previous meeting, the Council was provided with a draft copy of the most recent policies and procedures that are being updated. The Council agreed to review and bring them back to the next meeting with any feedback/changes.
- Peter White is okay with the draft policies and procedures. Peter Fong agrees. Barbara Kavalier asked to defer the item to the next meeting as Mesa has not had a chance to review.
- Lynn Neault shared that all Student Services procedures are now available to the public. In the past, all procedures were only available via the Intranet.

Required Textbooks and Materials Link

- Catrina Hixon provided the Council with a brief demonstration of the required textbooks and materials link on the class schedule website.
- The Council reviewed and had much discussion.
- The site is in the test mode and it was clear there are still issues to be resolved. Most of the confusion appears to stem from the way the book(s) are ordered by the faculty. The deadline for the faculty to submit their book orders for fall is May 1st. The bookstore will then begin to clean up the information in time to be available to students.

- Barbara Kavalier inquired if there will be a connection between this and the textbook rental program. Lynn Neault stated that the longer-term plan is to place a link on Reg-e for the textbook rental program.

4.0 Summer Notice for Students

- The Council reviewed a draft of a letter to students regarding the budget situation and limited availability of classes, as well as deadlines, e-mail messages and other important information. The letter was originally sent prior to fall enrollment last year and has continued each semester.
- The Council reviewed and agreed to send.

5.0 SDSU Transfer Email (Revisited)

- At the last meeting it was shared with the Council that there was a request that the district send out an email to all transfer students regarding SDSU's new transfer admission criteria. Lynn Neault drafted an email; however, Cynthia Rico-Bravo requested the transfer center directors review the letter.
- Mesa shared that the transfer center director does not feel it is a good idea to send out the email as it may confuse students.
- After much discussion, it was agreed to send the revised notice to all new students this fall.

6.0 Assessment Hours for Fall

- The Vice Presidents reported that they have not established a schedule for assessment for fall. Peter White reported that City plans to continue with its plan to only assess if there are English and Math classes still available for students to register. Otherwise, students will be advised to return the following semester.

7.0 Board Reports

- Mental Health
- Categorical Programs Budget Reduction
- At the last meeting, it was agreed that the Vice Presidents would send Lynn Neault information on mental health services for a future Board item.

- City and Mesa submitted their feedback. Waiting on Miramar. It was agreed to add the item to the next meeting for discussion.
- It was shared with the Council that at a previous Board meeting, Trustee Maria Senour asked for a report on the impact of the budget cuts on the categorical programs.
- The Vice Presidents agreed to bring their information to the next meeting for discussion.

8.0 Academic Senate Reports

9.0 Curriculum Instructional Council Report

10.0 SSC Subcommittee Reports (Standing)