



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
February 11, 2010
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

Brian Ellison	Continuing Education
Stephen Flores	Continuing Education Academic Senate
Peter Fong	Miramar College
Barbara Kavalier	Mesa College
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Cynthia Rico-Bravo	Mesa Academic Senate
Peter White	City College

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- 1.0 Approval of Minutes
 - January 28, 2010
 - Approved

 - 2.0 Summer/Service Hours - Revisited
 - Friday Hours

 - The Council provided additional feedback from their constituency groups regarding hours of operation for June and July. Cynthia Rico-Bravo reported that upon further review of Mesa Counseling, there will not be sufficient resources to provide services on Fridays. It was agreed that the service hours for Summer 2010 would remain the same as Summer 2009, Monday – Thursday, closed Friday. Lynn Neault will update the grid.

 - 3.0 Assessment Skill Level – Determine Measure Equivalency Plan – Revisited
 - Implementation Timeline

 - An updated plan for piloting additional standardized tests for placement purposes was distributed. Discussion followed. Peter White suggested adding the current process to the plan so it is all inclusive. Stephen Flores agreed to follow up on the exact name of the test for the EPT. Peter White also stressed the importance of evaluating the pilot's effectiveness after a year. Lynn Neault agreed to update the plan and send it out for final review and feedback. The faculty leadership reported that there is support.

4.0 Counselor Retreat Agenda – Update (David Navarro) – Revisit

- The Council reviewed a draft agenda for the districtwide Counselor Retreat on February 26, 2010. It was agreed that the first half of the session would include a high level budget overview for the categorical programs and the Vice Presidents' reflection on what the budget means for each campus.
- There will also be some discussion on relief of mandates and what it means for the San Diego Community College District.
- The last half will be "Planning for Reconstruction." This will include a facilitated discussion and reporting out. David Navarro, Cathi Lopez, Cynthia Rico-Bravo and Stephen Flores agreed to finalize the agenda for the next meeting.

5.0 Special Fee Deferments (One week prior to the beginning of classes)

- The Council reviewed the current practice of providing "automatic" fee deferments one week prior to the start of classes each semester. It was agreed to discontinue the practice beginning Fall 2010, due to the extraordinary demand for classes and reduction in staff.

6.0 Transfer Report

- Lynn Neault provided the Council with a copy of the transfer report being presented to the Board on February 18, 2010. She noted it is also available on the district Research website.

7.0 District Shared Governance Self Assessment

- The Council was provided with a report of the process underway to evaluate the districtwide shared governance structures in preparation for accreditation. Lynn Neault reported that DGC will be developing a self-assessment rubric and each districtwide governance council will conduct a facilitated self-assessment, including Student Services Council, in the month of March.

8.0 Non-Accredited Colleges Participate in Transfer Days (Cynthia Rico-Bravo)

- Cynthia Rico-Bravo reported on a state MOU with Kaplan University entered into by Chancellor Jack Scott on behalf of the California Community Colleges. She stated there is considerable concern on the part of the Articulation Officers. Discussion followed. Lynn Neault stated that the colleges are not obligated by the MOU and that this proposed agreement should go through the district's MOU process just like any other request.

9.0 GE, CSU & IGETC Certification on Transcripts (Cynthia Rico-Bravo)

- Cynthia Rico-Bravo inquired if GE, CSU, and IGETC certification can be automatically posted on student transcripts prior to being mailed to the student. She stated that one of the counselors inquired if there could be an automatic notation that certification has been posted. She also stated that the Evaluators have advised her that this can be done.
- Lynn Neault agreed to follow up with the Evaluators to get more information and report back.

10.0 Academic Senate Reports

- None

11.0 Curriculum Instructional Council Report

- None

12.0 SSC Subcommittee Reports (Standing)

Informational Items

13.0 ARCC Report

- Lynn Neault distributed a copy of a summary ARCC report for City, Mesa, Miramar and Continuing Education based on 2007-2008 data.
- Lynn Neault further shared that there have been problems with coding of basic skills courses in MIS. As a result the BSI achievement rates look low. She stated that the codes were then manually coded by the Research department and new data was run as further explanation of the data. The new data shows better improvement rates.
- A report will be provided to the Board of Trustees on February 18, 2010.
- The Council reviewed the report.

14.0 MyCAA

- Barbara Kavalier requested that there be something in writing for students to explain possible alternatives regarding MyCAA.

15.0 BSI Tutorial Brainstorming Meeting Update

- It was shared that the BSI Tutorial Brainstorming meeting was very productive. There was much discussion and brainstorming. The provision of Tutorial Services throughout the district varies significantly. The consensus is to continue with tutoring at the campuses, however, there is a need to redefine the clientele and explore other options. Brian Ellison purposed that Continuing Education could offer a fee-based tutoring class as a pilot for tutoring needs above the basic skill level.
- It was agreed that follow-up meetings will occur at each campus and then the larger group will meet to further discuss.