



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
January 28, 2010  
9:00 – 11:00 a.m.  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

Cynthia Rico-Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Stephen Flores	Continuing Education Academic Senate
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

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- 1.0 Approval of Minutes
    - December 3, 2009
    - Approved
  
  - 2.0 Summer 2010 Proposed Registration Dates
    - At the previous meeting, the Council agreed to issue summer registration appointments beginning Summer 2010.
  
    - Lynn Neault shared a proposed schedule for issuing summer registration appointments. The proposal includes issuing registration appointments for students that attended in the spring. Students that attended the previous fall and summer and not spring, will be sent an email notice advising them to sign up for a summer registration appointment if they plan to attend.
  
    - It is estimated that 80,000 appointments will be issued this summer for registration. Priority registration will start on May 3<sup>rd</sup> with EOPS and DSPS students, followed by Active Military and Veterans in the afternoon. Registration by appointment will begin on May 4<sup>th</sup> through May 14<sup>th</sup>, with open registration beginning on May 17<sup>th</sup>.
  
    - The Council reviewed and approved the proposal.

### 3.0 Summer/Service Hours

- The Council has been discussing summer 2010 service hours. Mesa's Counseling department is recommending Friday hours for June and July.
- Peter White shared that City does not have counseling resources to remain open on Friday's during the summer; therefore, services will be closed on Friday's, yet classes will be in session. Mesa and Miramar are proposing opening until noon.
- Discussion followed. Peter White shared that he will discuss at the campus-level and propose a 4/10 plan from June 1<sup>st</sup> through July 31<sup>st</sup>. He also agreed to inquire about Veteran's hours for spring and summer.
- Brian Ellison shared that Continuing Education has had no counselors on Friday's for almost a year.
- Peter Fong offered to share counselors with City and Continuing Education on Friday's to help serve students.
- Barbara Kavalier stressed that the decision regarding hours of operation should be based upon what is in the best interest of students.
- The Council agreed to take the issue back to their campus and revisit the item at the next meeting.

### 4.0 Withdrawal Due to Discrimination Procedures – Revised

- The Council was provided with draft procedure *AP 3001.4, Challenge Due to Discriminatory Treatment*, for discussion.
- The Council reviewed the draft and discussed the proposed new process language:
  - "Once an outcome has been determined under Procedure 3435, the District EEO office will notify the Vice Chancellor, Student Services of the outcome within 5 working days.
  - If discrimination has been determined, the Vice Chancellor, Student Services will remove the "W" symbol from the student's academic record within 5 working days of receipt of the notice."

#### 5.0 Assessment Skill Level – Multiple Measure Equivalency Plan

- The Council was provided with a draft of “*Assessment Skill Level – Multiple Measures, Equivalency Plan*,” as discussed at a previous meeting. The proposed plan was a result of the work of a district committee with the English and Math Counseling Chairs.
- It is proposed that beginning in Fall 2010, the colleges will accept select standardized test scores as an alternative measure for assessment skill levels. The cut off scores are based upon similar standards at UC and CSU to clear prerequisites for English 101 and Math 96 or higher.
- The Council reviewed the proposal. Discussion followed.
- David Navarro inquired as to how students will be placed into basic skills. He also inquired as to the EPT and ELM.
- It was agreed to add the EPT and ELM to the list.
- Cynthia Rico Bravo inquired as to how recent the test scores should be. David Navarro reported that the committee agreed to two years.

#### 6.0 Counselor Retreat – Update (Dave Navarro)

- David Navarro confirmed that the Counselor retreat will be held at City College, room 204, 2<sup>nd</sup> floor of the B building, on Friday, February 26<sup>th</sup> from 9:00 to 1:00 p.m.
- The Vice Presidents inquired about the agenda.
- Barbara Kavalier suggested discussing the budget cuts; where we are now and the outlook for 2010-2011. She suggested that each Vice President can take two minutes to present on what is going on at their campus and how they are handling the budget situation.
- Cynthia Rico Bravo would like to have a discussion on “relief of mandates” as proposed in next year’s budget.
- Lynn Neault suggested a possible overview on enrollment.
- It was agreed that David Navarro will bring a draft agenda to the next meeting for discussion and review.

#### 7.0 Master Calendar of Events (Outreach)

- Possible VPs & Outreach Meeting – Discussion
- The Council was presented with the master calendar of outreach events for 2009-2010.
- Cynthia Rico Bravo inquired if there was something that could be handed out at these events to help prospective students.
- Lynn Neault stated that the Outreach office at each campus has an 8-step brochure that could possibly be handed out to students at these events. She stated that she will suggest it to Larry Maxey.
- The Vice Presidents confirmed that they would like to have another meeting with the Outreach team, as they felt the last meeting was very beneficial.

#### 8.0 Student Services Website – Introduction

- Lynn Neault provided the Council with a brief presentation on the new District Student Services website that includes information on academic calendars, forms/brochure, meeting minutes/notes and presentations (department and Board).

#### 9.0 Concealed Weapons on Campus (Peter White)

- Peter White stated that a question regarding concealed weapons on campus was raised. He stated that the college does not have a policy related to weapons on campus.
- It was shared that Policy 3100, *Student Rights, Responsibilities and Administrative Due Process*, Section 3.0, *Code of Conduct*, Item 3.9, does address weapons on campus.
- The Code of Conduct addresses weapons; however, he is questioning if it addresses whether a person with a license can bring a weapon on campus.

#### 10.0 DSPP Council Meeting

- The Vice Presidents agreed to have a DSPP Council meeting on April 22<sup>nd</sup>.

11.0 Academic Senate Reports

- Cynthia Rico Bravo shared that she sits on a Basic Skills committee and she was at a presentation on basic skills English. She shared that there was data to show how well students accelerated in these classes. She stated that the counselors would like to have the colleges pilot the basic skills classes. Cynthia shared that there have been several studies conducted to show improved outcomes for basic skills students.

12.0 Curriculum Instructional Council Report

13.0 SSC Subcommittee Reports (Standing)

INFORMATION ONLY

14.0 Workability III (Annual Report 2008-2009) - Information Only

- The Council was provided with copies of the Workability III Annual Report for 2008-2009.

15.0 E-Check Transactions – Information Only

- The Council was provided with a report of E-Check transactions from November 2009 through January 9, 2010.