



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
July 29, 2010
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Cynthia Rico Bravo	Mesa Academic Senate
Peter Fong	Miramamar College
Ashanti Hands	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

- May 27, 2010
- Approved

2.0 Fall Service Hours

- The Fall 2010 service hours grids were distributed for final review. Peter Fong and David Navarro agreed to go back to the Fall 2009 hours for consistency with the other colleges.
- The Fall 2010 service hours will be posted on the Student Services website and on Student Web Services.

3.0 Extended Friday Hours for Fall Opening Day Weekend

- It was shared with the Council that registration is shutting down on Thursday, August 19th at 6:00 p.m. to allow staff to process opening day materials on Friday instead of Sunday. This means that students will not be able to make any changes for primary term or classes that begin on August 23rd. Reg-e will be available on August 20th for all other transactions.

- The Council agreed to extend hours on Friday's during peak periods. Peter White suggested that key services stay open until 5:00 p.m. on Friday, 8/27 and Friday, 9/3. The Council agreed. **[Note: The Council has since made the following change: "Friday hours will be extended until 5:00 p.m. in select offices on September 3rd (peak registration periods)."**

Proposed 16 Unit Limit Override (Effective Spring 2011)

- Lynn Neault shared with the Council that the district is adding additional class sections for fall in high demand transfer and degree basic skills and select CTE courses.
- Due to the additional sections added, there is concern that students may come forward asking to increase their unit load. The Council discussed a process for exceptions to the 16-unit limit for Fall.
- The proposal for consideration of an override includes the following criteria:
 - Good academic standing
 - 3.0 GPA
 - No repeats of substandard grades
 - No repeats of multiple W's (2 or more W's in the same course)
 - Not enrolling in basic skills courses for the semester that the unit exception is requested
 - 6 course maximum
- The student will be required to petition the Vice President of Student Services. If the student meets all of the criteria, exceptions to the 16 unit override may be considered, but not necessarily granted.
- David Navarro would like to move forward for Spring 2011. Peter Fong agrees. David also shared that he does not think the number of students requesting an override will be low. Cynthia Rico Bravo agreed with David Navarro.
- David Navarro inquired as to how waitlisted students are being notified of the additional sections that have been added. Lynn Neault shared that the Vice Presidents are sending her emails with the courses that have been added. Waitlisted students in the subject/course number of the new classes are immediately notified of the available courses. She further stated that she has not seen received any requests from Miramar.

- After much discussion, the Council agreed to move forward to allow for exceptions to the 16 unit load limit for Spring 2011. Some of the Council members felt strongly about not moving forward for Fall 2010 due to workload and fairness issues (students that have already been turned away), as well as to avoid confusion.
- Peter Fong noted his concerns regarding the impact of the additional sections on student services.

4.0 Skill Level Assignments for Accelerated Courses

- The Council discussed the new accelerated courses in English and Math.
- Peter White stated that there are major issues with these courses. It was further shared that the online schedule refers students to the counselors for more information and the counselors are unaware how to advise students.
- One of the issues with these courses is that students either pass or fail. If they fail, they go back to the original assessment test score. If they pass, there needs to be a mechanism to get the skill level bumped. If the student never assessed, he/she will not have a skill level.
- Lynn Neault developed a draft form and proposed that the faculty fill out the form with the appropriate skill level, along with an explanation. The form will then be routed to the Admissions office. The Admissions office will make the change on the AC screen and fax the form to the District Student Services office that will make the appropriate change on the student's record.
- Students will have to wait until their grades are posted to register for other classes, therefore it is crucial that the instructors fill out the form as soon as the final grade is determined.
- Cynthia Rico Bravo shared that Mesa is asking all students interested in taking the course to take an assessment test.
- The Council approved the form. Lynn Neault shared that she will be sharing the form with the Vice Presidents of Instruction, as well as the need for a plan to systematize the process.

5.0 Draft Procedure 3108.1 - Accessibility Standards for Electronic and Information Technology (EIT) – Section 508

- Deferred.

6.0 Limited Assessment Testing Availability at the Colleges

- The Council discussed the issue of assessment testing at the colleges. This has been an ongoing issue for many years. When one campus cuts back on the service this creates a burden for the other colleges as students will find out where they can take the test.
- Peter White shared that Mesa has gone to an appointment schedule and City takes walk-ins, thereby students will find their way to City.
- Dave Navarro voiced that students should be able to go to any campus to take the assessment test and he does not feel that they should be prohibited from going to any campus.
- Peter White stated that the problem is the districtwide budget cuts, not so much one campus going to appointments. He feels that the budget cuts have reduced the service for students and has affected the ability to provide sufficient proctoring of the test.
- Lynn Neault shared that she heard that the testing is being limited by the faculty, not the staff.
- Cathi Lopez shared that they were inundated with students and they were able to access a math class room, however, they received negative feedback from faculty on use of the room.
- Cynthia Rico-Bravo shared that Mesa is doing appointments because they are going to small group sessions so they can provide counseling to students as a group.
- Peter Fong inquired if Perkins money could be used for this purpose. Lynn Neault agreed to add it to the upcoming joint meeting.

7.0 E-Check Transactions for Fall

- Deferred

8.0 Procedure for Disqualified Students after Opening Day

- The Council discussed the procedure on students who disqualify academically after opening day. Lynn Neault reminded the Council that back in 2004 the district had a similar situation due to the overlap in the summer grades and fall start date. Classes had already started and students that were disqualified after the start of the semester were notified that they must see a counselor or petition the Vice President of Student Services. If the student neglected to follow-up, they were dropped.
- The Council discussed the possibility of following the same process for Fall 2010.
- The Council discussed all options including the workload on counseling during this busy period.
- It was agreed to not drop students who are disqualified after opening day due to summer grades and to ensure there is not an overlap with summer grades and the start of fall in the future.

9.0 Constitution Day (9/17/10) Docket

- Lynn Neault advised the Council that the Constitution Day agenda item will be going to the Board on August 19th due to the timing of the September Board meeting. The agenda item with the fliers (attachments for City, Mesa, Miramar and CE), is due to the Board on August 12th.
- The Vice Presidents agreed to provide the information by August 9th.

10.0 State Budget Letter for Fall 2010

- Lynn Neault shared with the Council the draft budget letter that was sent out last year to students with important information on the current budget situation and how it will impact services. The Council agreed to update and send out.

11.0 Update on Intervention for W's (Cynthia Rio Bravo)

- Deferred

12.0 SDSU Update

- SDSU will open for Spring 2011 Admission on August 1, 2010

- Concern was expressed about building false hope in students in the event SDSU receives additional funding. The group agreed to not promote the opportunity, but make the information available to students.

13.0 Transfer Center Annual Report

- Deferred