



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

**Student Services Council
April 28, 2011
9:30 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Stephen Flores	CE Academic Senate
Peter Fong	Miramar College
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Acting)

1.0 Approval of Minutes

- March 31, 2011
- Approved

2.0 Summer 2011 Status

- The Council was provided with a copy of summer enrollment as of April 28, 2011. The list was broken down by campus, CRN, subject, course and capacity. As of April 28th, 425 students have been contacted and 116 responded and accepted the class.
- It was further shared with the Council that this has been a very labor intensive process. Each student received individual emails with the class information and in many cases, follow up calls.

- The Council had much discussion. It was clear that in the majority of the cases the number of students accepting to take the class was nowhere near the class capacity. Peter White inquired that once the process is complete, if the number of students that have accepted is less than the course max, will the class remain open or will it be closed if only a small number of students accepted?
- Lynn Neault shared that once all the students have been notified and have accepted or rejected the class offer, she will present the issue to Cabinet for a decision on keeping or cancelling the class. It was further reiterated that the classes will not be open to the general public. However, they can be opened up to the spring waitlist students.
- David Navarro inquired about the preseason athletic classes for fall competition. The process was clarified. Students enrolling in special program classes, including athletic classes, should be listed on the spreadsheet provided. They will enroll by add code.
- The Council confirmed that there will be no crashers. Lynn Neault stated that crashers will not be able to get in because they will not get through the registration system.
- The Council discussed the need to make sure the faculty understand that they cannot accept any crashers. Cynthia Rico Bravo feels that the Deans should speak to the faculty about not accepting crashers as they have been trained for years to accept them. Faculty need to understand that the classes are only being offered to a selected few.
- The Council agreed that the Deans will speak with the faculty regarding not allowing crashers.
- The Council reviewed the summer service hours grid and made final changes. The grid will be posted once the registration process begins.

3.0 Enrollment Management Strategies for Fall 2011

- At the previous meeting, the Council discussed and developed a proposed list of enrollment strategies for 2011-12.
- The proposed enrollment strategies were presented to Chancellor's Cabinet for discussion at the April 5th meeting. The Council reviewed the list and discussed further.

- The Council discussed suspending all concurrent high school enrollment (with the exception of special partnership programs).
- Peter White would like to work with the high school counselors to relay the message that there will be changes at the community colleges, as well as send a letter to all previously concurrent enrolled students. Lynn Neault agreed to send Larry Maxey to the head counselor meeting.
- It was confirmed that identification of special partnership programs would be up to the Presidents.
- The Council discussed the application deadlines of July 1st for Fall and November 1 for Spring. Cynthia Rico Bravo stated that the Mesa Senate is not in agreement with establishing application deadlines. David Navarro shared that Miramar has not come to a consensus.
- Peter White shared that City will adhere to an application deadline and anyone signing up after the deadline will not be served. He feels that if they do not meet the deadline for Fall, they will be ahead of the game and able to get ready for Spring.
- The Council had much discussion. August 1st was presented as a possible compromise.
- Cynthia Rico Bravo agreed to take the compromise back to the senate meeting for further discussion. David Navarro and Cathi Lopez agreed to do the same.
- It was reiterated that students will not be able to crash a class if they do not have an application on file. There will be no exceptions.
- The Council discussed priority registration. Lynn Neault shared that due to the amount of programming, it will not be done for Fall but she would like to start discussions for Spring if there is a desire to change priority registration.
- Lynn Neault proposed moving all students with 100+ units (regardless if they are EOPS/DSPS/Military, etc) to priority 5 (First-Time BA/BS Degree Holders) and making priority 5 the new priority 6.
- The Council had much discussion. The Council supports moving all students with 100+ units and making them priority 5 for Spring 2012.

- The Council discussed moving forward with the new academic disqualification process for Spring.
 - **1st disqualification:** Meet with counselor to establish an academic contract
 - **2nd disqualification:** Sit out one year and meet with counselor to establish academic contract to return
 - **3rd disqualification:** Sit out indefinitely. Must petition to return.
- The Council agreed to reduce the allowable repeats (including W's) from 4 to 3 repeats for Spring. Students can petition for an additional repeat but if approved it will be unfunded.
- Peter White stated that the bulk of his petitions for additional repetitions are for basic skills, which he has been approving; however, he would like to work with Continuing Education and come up with a referral strategy. Students could go to Continuing Education to take the course, pass it and then would be allowed back into the college.
- Brian Ellison agreed to bring the math and English sequencing to the next meeting.

4.0 Student Services Policies & Procedures Updates

- BP 3102
- AP 3100.1
- AP 3100.4
- The Council was provided with draft copies of Board Policy 3102, Student Publications; Administrative Procedure 3100.1, Student Grievance; and AP 3100.4, Volunteer/Visitor Conduct Expectations for review and discussion.
- It was shared that BP 3102 has been through the journalism faculty as well. The Volunteer/Visitor Conduct Expectations procedure has been aligned with the changes that were made to Board Policy 3100. The Student Grievance procedure has been restructured so it has a better organizational flow. None of the changes were major.

5.0 Student Success Task Force Update (Cynthia Rico Bravo)

- Deferred

6.0 University Link (Revisited)

- Action Plan
- Deferred