



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

APPROVED

**Student Services Council
December 8, 2011
9:30 a.m. – 11:30 a.m.
District Office, Room 110
Minutes**

PRESENT:

Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Gail Conrad	Miramamar College (Interim)
Cathi Lopez	City Academic Senate
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Interim)
Peter White	City College

GUESTS:

Cathy Hasson	Institutional Research & Planning
Jessica Luedtke	Institutional Research & Planning

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- 1.0 Approval of Minutes
 - November 3, 2011
 - Approved

 - 2.0 Consequential Validity Student (Cathy Hasson)
 - Cathy Hasson and Jessica Luedtke from the Research and Planning office presented the Council with the *Fall 2011 Consequential Validation Study*. The study is part of a requirement to validate the assessment tests and ensure the results do not disproportionately impact any particular group of students. The study utilized surveys to obtain feedback from both faculty and students in regards to their appropriate placement for their fall 2011 math, English and ESOL courses. The students self-validated their own placement.

- Jessica Luedtke provided the Council with a brief overview of the methodology, highlights of the findings, as well as the math, English and ESOL ratings, as reported by the students and faculty.
- The Council discussed the findings.
- The results showed that there was no disproportionate impact. All groups scored at or above the average.
- Jessica Luedtke shared that the students that participated in the validation study will be followed throughout the semester and a report of their final grade will be compiled into a predictive study to see how well placement predicts the grade in the course.
- One suggestion was to look at the grade the student had prior to taking the final in the class. Lynn Neault shared that perhaps that can be looked at down the road. At this time they will proceed with the final grade.
- The Research and Planning office will come back at a future date with the predictive report.
- The Council thanked Cathy Hasson and Jessica Luedtke for all their great work in the Research office.

3.0 Application Deadline – December 1st

- DSPS/EOPS Students
- The question was raised if DSPS/EOPS students that apply after the December 1st deadline can be backdated and given a priority registration date?
- The Council discussed and confirmed that registration priority will not be backdated. All students must meet the application deadlines.

4.0 Strategic Plan Update (Strategic Goals 2)

- The Council reviewed the current strategic goal, *Strategic Goals 2: Strengthen and Expand Support Services to Respond to Changing Needs*, and provided major revisions for the update.
- Lynn Neault agreed to update the summary and send it to Otto Lee for inclusion in the updated District Strategic Plan.

5.0 Early F's for Registration Purposes – Revisited

- Peter White raised the issue of early F's for registration purposes. In the past, student's that were getting an "F" in a class could pre-determine their grade at the end of the semester, and thus, be cleared to register early to take the same class the subsequent semester. The early failure approach gave students an advantage in getting a seat in the course the following semester.
- Peter White stated that the Council had recommended discontinuing this past practice, effective spring 2012. Students would have to wait until the end of the semester and if they failed the class they could attempt to register after their grade had been posted. Peter shared that at that point; seats may or may not be available. Another reason it was also discontinued was due to the demand for courses.
- Peter White shared that because this has been the past practice students are coming in attempting to register early. Although it was not an official process in the past, the change was not advertised to the students. The students and faculty did not receive a formal notice of the change.
- Since faculty and staff were not notified of the change in the practice, Peter White questioned if exceptions will be made for students that are getting an "F" in the course and petitioning to be allowed to register early in the following semester.
- The question was raised if exceptions are being made for FYE students. It was confirmed that exceptions are not being made for FYE students.
- After much discussion, the Council agreed to continue with the past practice, allowing each campus to handle the exceptions individually for now, and agreeing to move forward with the change for the fall 2012 semester.
- Lynn Neault stated that students will be notified of the change for fall 2012 registration.

6.0 Priority Registration (New Matriculant Proposal)

- The Council was provided with a draft proposal to change the criteria for new matriculants when establishing registration priority.

- Matriculants have always been given priority; however, in the past the current process was that matriculants only had to take one assessment test, English or math, not both. With the new proposal, matriculants will have to take both the English and math test to be fully matriculated and given priority registration.
- The Council reviewed the proposal and supported the change. The change will be put into effect for fall 2012.
- Peter White asked to put student athletic priority registration on a future agenda.

7.0 Disqualification/Probation

- The Council was provided with probation and disqualification numbers for spring 2011 and summer 2011, as well as draft probation and disqualification letters that will be sent to students in January, based on fall grades.
- The Council agreed to review and provide any changes to Lynn Neault by Wednesday, December 14, 2011.

8.0 Spring 2012 Student Services Hours Grids – Finalize

- The draft Student Services Hours Grids for spring 2012 were reviewed and finalized by the Council. They will be posted on the Student Web Services website.

9.0 Student Services Policies & Procedures (Revisited)

- BP 3102 Student Publications
- AP 3102.2 Student Publications
- AP3200.2 Student Election Code
- At a previous meeting, the Council reviewed the draft policy and procedures and agreed to share them with their academic senates for their input.
- The Council reported no changes and agreed to move forward.

10.0 Joint CIC/SSC Meeting Requested

- Lynn Neault shared with the Council that the Curriculum Instructional Council would like to invite Student Services Council to join their meeting on February 23, 2012, from 2:00 to 4:00 p.m. to discuss the following items:

- Prerequisites
- Assessments
- SB1440 (SDSU)

- The Council agreed to meet with CIC.

11.0 SSC Meeting Schedule 2012

The Council reviewed and confirmed the spring schedule for Student Services Council meetings.