



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
March 31, 2011  
10:00 – Noon  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

|                    |                            |
|--------------------|----------------------------|
| Cynthia Rico Bravo | Mesa Academic Senate       |
| Brian Ellison      | Continuing Education       |
| Stephen Flores     | CE Academic Senate         |
| Adela Jacobson     | Miramamar College (Acting) |
| Cathi Lopez        | City Academic Senate       |
| David Navarro      | Miramamar Academic Senate  |
| Lynn Neault        | Student Services           |
| Brian Stockert     | Mesa College (Acting)      |
| Peter White        | City College               |

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1.0 Approval of Minutes

- March 10, 2011
- Approved

2.0 Student Success Task Force

- Cynthia Rico Bravo provided the Council with an update on her work with the Student Success Task Force.
- The Council reviewed and discussed the various policy recommendations presented to the Task Force. Peter White shared that he is supportive of any change that is more prescriptive regarding student enrollment. For example, changes that allow the colleges to direct the enrollment patterns, courses, sequences, require mandatory placement, etc., as students transition through the college. However, he feels strongly that it is a responsibility of the colleges to make the courses available for students, particularly in basic skills.
- The Council had much discussion and all agreed that the Task Force should focus on regulatory changes, mandatory placement, common assessment, curriculum alignment, tutoring/supplemental instruction and the 50% law.
- Cynthia Rico Bravo thanked the Council for their feedback. She will be submitting the feedback to the Task Force.

### 3.0 Proposed Enrollment Management Priorities 2011-12

- Lynn Neault presented the Council with a draft list of enrollment strategies for 2011-12. She shared with the Council that the district will be forced to reduce about 5,000 FTES for 2011-12. The draft list presents various suggestions that will help address the enrollment issue. Discussion on each item followed.
- Regarding possible restrictions on concurrent high school enrollment, Cynthia Rico Bravo stated that Fast Track program students do not pay for classes while other students have to pay yet there are not enough courses available to meet the students' needs. Lynn Neault shared that the campus would have to make the decision as to what programs would fall into the special partnerships programs.
- Regarding an application filing deadline, the Council agreed to a July 1<sup>st</sup> deadline for fall and November 1<sup>st</sup> for Spring 2012. It was also agreed that there would be no crashing unless the student has a valid application on file.
- The Council agreed to reduce the allowable repeats from 4 to 3 since Title 5 changes are pending.
- Peter White shared that he agrees with stricter approval of petitions for 3<sup>rd</sup> repeats of substandard grades, however, he stated that there will be implications.
- Peter White shared that President Burgess made the recommendation to have no late adds. The Council also discussed a shortened add deadline.
- The Council discussed moving students with 78 or more units to the lowest priority and having a stricter policy. After much discussion, it was agreed to 70 degree applicable units.
- The Council agreed that students with a 1<sup>st</sup> disqual will have to sit out a full year. They will no longer be able to get reinstated by a counselor. The early readmit will be discontinued.
- The Council agreed to start a conversation on moving the withdrawal deadline to earlier in the semester. The faculty agreed to start the discussion with the Academic Senates.
- The Council discussed an alternate plan for students with 3 W's in the same course.

#### 4.0 Associate Degree Efforts

- It was shared with the Council that the district is aggressively working to award degrees to students since it is a strategic priority for the Cabinet. This will also provide access for students who are entering college for the first time.
- Lynn Neault shared that the district office has gone through and identified students with over 100 units who have an education plan on file and have satisfied the requirements for an associate degree. There are 200 students in this category. They will be sent a letter advising them to contact the college to be cleared for graduation and to participate in the program. The draft letter was shared with the Council for their feedback.
- It was further shared with the Council that a different letter will go out to students with over 100 units that have completed their requirements but have not petitioned to graduate. The Council reviewed the draft letter for feedback. Both letters will be emailed out the first week in April.

#### 5.0 UCSD Transfer Admits

- The Council was provided with a handout of UCSD's transfer admits for City, Mesa and Miramar for the past three years. The Council discussed UCSD's GPA change and notifying our students. An email blast will be sent out to students notifying of the pending change.

#### 6.0 Statute of Limitations for Repetition Petitions

- The Council discussed the current practice for processing repetition petitions. Currently, there is no statute of limitations once the petition is approved. The issue is that students do not enroll in the semester the petition is approved.
- The Council discussed and agreed to a two semester limit (not in summer).

#### 7.0 Financial Aid

- e-BOGW Applicant Business Process
  - It was shared with the Council that there is concern from the state legislature that students are not taking advantage of all the aid that is available to them. Legislation has been introduced to implement a pilot for schools to increase student participation in federal and state financial aid programs.

- The Financial Aid Officers are recommending that students be allowed to do a paper and/or online BOG during registration periods (beginning 2 weeks prior to the start of registration and ending at census). Otherwise, students would be required to process a FAFSA during non-registration periods.
- The Council discussed and agreed that this pilot should help increase student participation in the federal and state financial aid programs.
- Student Record Creation
  - It was shared with the Council that the Financial Aid Officers are proposing a new process to reduce multiple ID's and student records. With the current process multiple ID's/student records are being created for students whose ISIRs are uploaded prior to filing an application for admission or who did not use their SSN to apply.
  - If the student currently exists in ISIS but did not use an SSN to apply, then an ISIR is uploaded using their SSN and a double record is created. Or if the ISIR is loaded into the system prior to the student applying, the application for admission creates a second record/ID if student does not use his/her SSN when filling the application.
  - The current system is creating a backload of processing issues and increased workload.
  - The proposal suspends loading the ISIRs from the Central Processing Service until students submit an application for admission or change their current ID number in ISIS to correspond with the SSN on their ISIR.
  - The Council approved the new process.

#### 8.0 Draft Manual 3200

- The Council reviewed and approved Manual 3200. The draft manual will be added to the District Governance Council agenda in May.

#### 9.0 SB1440 (Cynthia Rico Bravo)

- Cynthia Rico Bravo reported that the two new SB 1440 degrees are moving through the process.

10.0 Fall 2011 – Fee Increase

- Lynn Neault presented the Council with a draft of the preliminary action plan for Fall 2011 fee increase. The Council reviewed and made minor changes.

11.0 Pre-Req Clearance for Work in Progress from Other Institutions (Revisited)

- At the December 9, 2010, SSC meeting, the Council discussed how to handle students attempting to clear prerequisites with work in progress at another institution (outside the district) to align with the practice for students who have work in progress in the district. At the meeting, the Council came up with a process for Spring 2011, however, there was major confusion at the campuses, as well as inconsistencies. This confusion created a labor intensive process with duplication.
- After much discussion, the Council agreed to discontinue the practice to allow work in progress from other institutions to clear prerequisites beginning Fall 2011. All work has to be completed similar to what is required for work in progress at the district.

12.0 University Link (Revisited)

- Deferred

13.0 Assessment/Accuplacer (3 Year Waiting Period)

- David Navarro shared that the Miramar Chair has raised the issue as to why the student has to wait three years. He feels that students come in unprepared and perhaps three years is too long of a wait to retake the test.
- The Council was reminded that the decision of waiting the three years came from the English and Math Chairs not from the Student Services Council. David Navarro will work with the faculty on the next steps for addressing a change to the current practice.