



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South  
San Diego, California 92108-3883  
619-388-6500

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

**Student Services Council  
May 5, 2011  
9:00 – 10:30 a.m.  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Adela Jacobson	Miramamar College (Acting)
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Acting)
Peter White	City College

---

1.0 Approval of Minutes

- April 28, 2011
- Approved

2.0 Enrollment Management Strategies for Fall 2011 (Revisited)

- The Council has been discussing enrollment strategies for 2011-12 to help balance student demand and access. At the previous meeting the Council discussed setting an application deadline for Fall 2011 of August 1<sup>st</sup> to ensure students can receive important support services prior to the start of classes, including financial aid.
- Peter White stated that he attended the City Academic Senate meeting and discussed the following items; reducing the number of times a student can “take” a non-repeatable course from 4 to 3, shortening the add deadline from 2 weeks to 1 week, a tighter approach with disqualifications and an application deadline of August 1<sup>st</sup>. He stated overall the meeting went well with much support and a few expressing concern.
- Cathi Lopez voiced that Peter White did a terrific job presenting the information and she did not feel there was any opposition to any of the four items.

- Cynthia Rico Bravo reported on all of the above to the Mesa Academic Senate except shortening the add deadline. She stated that the faculty did not have issues with tightening the disqualification process, as long as there was good intervention. She stated they felt the same way about allowing only 3 repeatable courses, as they are mainly concerned with proper intervention and adequate notification to students.
- Cynthia Rico Bravo shared that the faculty are not in complete agreement with an application deadline for Fall; however, if the compromise date (August 1<sup>st</sup>) is passed via consensus, Mesa will live with it. She also questioned how open entry/open exit and short-term classes will be handled if a firm deadline is set.
- The Council had much discussion. Peter White would like to hold firm to the August 1<sup>st</sup> deadline and encourage the students that missed the deadline to get ready for Spring.
- Cynthia Rico Bravo is concerned that the information will not get to the high schools. She would like confirmation that there will be massive advertising of the change, as this is a major change in practice for the colleges. Peter White also suggested sending emails to students who have applied in the past but whose application is no longer valid.
- Lynn Neault agreed that a change like this must be carefully and strategically structured.
- Adela Jacobson shared that at Miramar the faculty understand the intent. She added that some of the faculty feel that this is somewhat changing the mission of the community colleges and understand why it is happening.
- Peter White would like to stand firm on the deadline and not allow students to apply after the August 1<sup>st</sup> deadline. He added that City is short staffed and not adhering to the deadline puts added stress on the staff. Cathi Lopez agreed with Peter White.
- Adela Jacobson agrees with Peter White and added that this is a transition for students and they will soon learn that they will need to plan accordingly.
- Brian Stockert voiced that Mesa is okay with a firm August 1<sup>st</sup> deadline.

- After much discussion, Lynn Neault proposed a compromise. Students that apply after August 1<sup>st</sup> will not receive a registration appointment and can only enroll during open enrollment beginning August 15<sup>th</sup>. It will be a pilot for Fall and can be reevaluated in the Spring.
- The Council agreed on the compromise for Fall:
  - August 1<sup>st</sup> deadline to apply and receive a registration appointment date and time. Students who apply after August 1<sup>st</sup> will register during open enrollment.
- The proposed December 1<sup>st</sup> deadline for Spring will be revisited after an evaluation of the impact on Fall.
- The Council discussed and agreed to reduce the number of times a student can “take” a non-repeatable course from 4 to 3, effective Spring 2012. This will align with pending changes to Title 5, which will soon regulate this limit.
- The Council agreed that the recommendation to shorten the add deadline from 2 weeks to 1 week is still out for discussion with the Academic Senates. It will be revisited in the Fall.
- The Council reaffirmed the policy of no late adds. This practice is currently in place.
- The Council agreed to suspend concurrent high school enrollment for 2011-2012, with the exception of special MOU programs as determined by the Presidents.
- The Council agreed to make adjustments to priority enrollment, effective Spring 2012. The following students will be moved to the bottom of the priority status:
  - Students with prior BA or higher degree
  - Students with two or more associate degrees
  - Concurrently enrolled university students
  - Students who have completed 100 or more units (students with 72-99 units will also be moved lower in priority)
- The Council agreed to tighten the academic disqualification process. Lynn Neault agreed to prepare a draft plan for Spring implementation.

- The Council further confirmed that a stricter financial aid appeal decision will be in effect for Fall.
- It was agreed that the above recommendations would be shared with Chancellor's Cabinet.

### 3.0 Student Success Task Force Update (Cynthia Rico Bravo)

- Cynthia Rico Bravo provided the Council with an update on her work with the Student Success Task Force. Cynthia expressed concern of what she believed to be a general lack of progress of the group.
- The Council had much discussion.

### 4.0 University Link (Revisited)

- Action Plan
- At a previous meeting the Council discussed the status of the University Links program at the campuses and agreed that University Links is not very active right now and there needs to be a plan to revive the program in light of changes to the UCSD TAG.
- Peter White shared that he has not heard back from Mae Brown on University Links. He further shared that he understood a meeting has been scheduled with UCSD next week. Cynthia Rico Bravo confirmed the meeting and stated she would be attending.
- Lynn Neault asked Cynthia Rico Bravo if she could take the University Links brochure to the meeting and find out the status. Peter White agrees that getting the brochure updated is step one; however, he wants to know where UCSD is going with this program.
- It was agreed that Peter White would construct an email to Mae Brown regarding the University Links program.

### 5.0 Summer 2011 Update

- The Council was provided with an update on summer enrollment as of May 4, 2011. It was shared that 250 pending summer graduate students are enrolled. There are still hundreds of students that have yet to respond.
- Student Services will continue to closely monitor.

## 6.0 Creating an Alumni Association Database

- Lynn Neault shared with the Council that the Presidents approached her requesting student record email access for the college foundations. Lynn reminded the Council that the district has a no directory information policy that pre-dates her. She further added that back in 2008, the Council had discussed building an alumni association database; however, there was no action taken at the time.
- Lynn Neault proposed developing an alumni database postcard for each campus that can be handed out at graduation when the graduate checks in and will be asked to fill out the card. Further, district Student Services will provide students the postcard and a link will also be added to Web Services and the online transcript request page.
- The postcards will be provided to the Vice Presidents to follow up during graduation.

## 7.0 CE Math & English Sequencing for Basic Skills

- Next meeting