



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
November 3, 2011
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

PRESENT:

Gail Conrad	Miramar College (Interim)
Brian Ellison	Continuing Education
Stephen Flores	CE Academic Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Acting)
Peter White	City College

GUEST:

Ailene Crakes	Mesa College
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- 1.0 Approval of Minutes
 - October 6, 2011
 - Approved

 - 2.0 Process and Timeline for Readmission after Disqualification (Revisited)
 - The Council reviewed the draft “Petition for Readmission after Disqualification” form. The conditions for readmission after **three or more** disqualifications are stated on the form as follows:
 - Student is required to sit out for one full academic year: No exceptions.
 - After a one year sit out, student may initiate a petition for readmission including documentation to support their request.

- If the petition is accepted for further consideration, the student will be invited to a hearing panel to present his/her case for readmission.
- If petition is approved, student will enter into a *last chance agreement*.
- The Council discussed the documentation to support a request for readmission after three or more disqualifications, as supporting evidence of change in the condition(s) that lead to the initial academic progress problem(s).
- The Council discussed and agreed upon dates to petition for readmission, after being academically disqualified 3 or more times, for fall 2012 and spring 2013.
- The Council agreed to discuss referring students that have to sit out to Continuing Education. This item will be added to a future agenda.

3.0 Catalog Production Timeline

- The Council was reminded about the major revisions and changes to the “district” sections of the college catalog.
- The Council reviewed and discussed the 2012-2013 catalog production timeline.
- The deadline to deliver final additions, changes, and corrections is March 9, 2012. The Council agreed to discuss and review catalog changes in the beginning of February.

4.0 Evaluations Update

- The Council was provided with some updated information regarding the district’s Evaluations department business processes. This includes the evaluators’ alpha assignments, contact telephone numbers, office email address, website and processing calendar.
- The Council discussed the active degree processing project. The evaluators have currently identified 900 students who have completed 80-90 degree applicable units to review for possible degree completion. A report will be brought back to the Council at a future meeting.

5.0 Priority Registration Plan

- The Council reviewed and discussed a draft timeline for implementation of the new legislation for veterans priority registration. The new law extends eligibility for veterans priority registration from a 2 year discharge date to 4 years, effective January 1, 2012. The Council supported the plan.
- The Council reviewed a draft process for Priority Registration for Current and Emancipated Foster Youth Students. The purpose of the proposed process is to define the business process and provide priority registration appointments to eligible foster youth students, effective January 1, 2012. Minor changes were made and the Council agreed.

6.0 Student Discount Bus Passes

- The Council was informed about the SANDAG contract changes, effective January 1, 2012.
- The San Diego Community College agreement with SANDAG is as follows:
 - Order a “base” amount of bus passes based on prior sales history so as to attempt to keep the overage to a minimum.
 - They will give us a one year grace period to get the numbers we request to stabilize.
 - After one year, we will build in an allowable “overage” to be determined.
- The Council discussed and agreed to monthly and semester bus passes.

7.0 Draft Student Services Policies and Procedures

- The Council was provided drafts of the following policies and procedures:
 - BP 3102 Student Publications
 - AP 3102.2 Student Publications
 - AP 3200.2 Student Election Code
- The Council reviewed and minor edits were suggested. The Council will share the above policies and procedures with their academic senates and the item will be returned to the next meeting.

8.0 San Diego Legal Secretaries Association Scholarship Program and Information

- The Council was provided with information about scholarship opportunities offered by the Legal Secretaries Association to distribute on campus.

9.0 Student Success Task Force Status

- Peter White discussed the recommendations from the Student Success Task Force.
- The Council discussed the recommendations and identified concerns about the implementation impact, 50% law, basic skills instruction, and impact on the categorical program.