



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

APPROVED

**Student Services Council
December 6, 2012
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Brian Ellison
Cathi Lopez
David Navarro
Lynn Neault
Cat Prindle
Gerald Ramsey
Cynthia Rico
Denise Whisenhunt

Continuing Education
City Academic Senate
Miramar Academic Senate
Student Services
Continuing Education Academic Senate
Miramar College
Mesa Academic Senate
Mesa College (Interim)

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- 1.0 Approval of Minutes
 - November 1, 2012
 - Approved
 - 2.0 Spring 2013 Service Hours (Draft)
 - The Council reviewed the spring 2013 student services office hours. It was agreed that the service hours will be finalized at the end of the week and posted on the district student services website.
 - 3.0 Fall 2013 Readmission Timeline
 - The Council was provided with a draft timeline for students to petition for readmission after dismissal for fall 2013 and spring 2014. The Council made minor changes to the dates.
 - An updated version of the changes will be posted on the student services website.

4.0 Defining Education Plan for Enrollment Priority

- It was proposed at a previous Deans of Student Development meeting to develop a planning group to define an education plan for enrollment priorities. The main question came from DSPS.
- The plan is to assist Continuing Education counselors with education plans.
- Denise Whisenhunt suggested convening a small planning group which will involve DSPS, EOPS and counselors.
- Cat Prindle requested to include Stephen Flores of Continuing Education to the planning group.
- Gerald Ramsey suggested that defining an education plan within Student Services Council.
- The Council was reminded that all students must be fully matriculated by June 2014.
- The Council agreed to the following participants to the planning group:
 - Counseling Chairs
 - DSPS (1)
 - EOPS (1)
 - Matric Deans
- The Council agreed to invite the Deans of Student Development to a future Student Services Council (SSC) meeting to discuss the parameters of an education plan and begin discussions on the elements of an education plan for registration purposes.

5.0 UCSD Outreach Event

- The Council was provided with information/details on an Outreach event at UC San Diego on December 8, 2012.
- The Council agreed to notify their campuses of the upcoming event.

6.0 2013-2014 Catalog Production Timeline and Process

- The Council was provided with the 2013-2014 catalog production timeline and process for the student services sections.

- The Council was reminded that any student services changes to the college catalogs should be submitted to the Vice President of Student Services at each campus.
- The deadline to submit catalog changes to district student services is January 31, 2013.
- Denise Whisenhunt suggested adding the process of college catalog changes to a future joint Vice President of Instruction /Vice President of Student Services for discussion. The Council agreed.

7.0 Student Services Policies and Procedures

- The Council was provided drafts of the following policies and procedures:
 - AP 3002.1 – *Enrollment Priority and Appointment*
 - BP 3000 – *Admission of College Students*
 - AP 3000.2 – *Student Admission Status*
 - BP 3306 – *Course Materials Adoption and Procurement*
- The Council reviewed and minor edits were suggested. The Council will review the draft policies and procedures and report their feedback at the next Student Services Council meeting.
- Board Policy, BP 3306 *Course Materials Adoption and Procurement* will be presented to District Governance Council (DGC) and the Board meeting in January 2013.

8.0 Transfer Work Completed at International Institutions

- The Council discussed transfer credits completed at international institutions. Lynn Neault reported that the district's Records office has been monitoring the credits over the past years. For most students, very few credits are accepted, yet the unit totals can negatively impact registration priorities. Therefore, it is recommended that students with foreign transcripts will initiate a request for their international coursework to be evaluated to include in their total units.
- The Council agreed to share the recommended changes to the process with their academic senates.
- The Council was also notified that San Diego Community College District is temporarily not accepting Excelsior College units since the articulation agreement has been terminated.

9.0 Spring 2013 Counselor Workshop Planning (Cynthia Rico)

- At the previous meeting, the Council developed a working agenda for the upcoming spring 2013 Counselor Workshop. Agenda items to date:
 - Priority Registration
 - Repetition Regulations Changes
 - Associate Degrees for Transfer (SB 1440) Update
 - SB 1456 – Student Success Act of 2012 Planning
 - Defining Education Plan for Enrollment Priority Purposes
 - State Update (Cynthia Rico)
 - MIS Reporting and Funding
 - Scorecard
 - Enrollment and Budget Implementation for 2013-2014 (Post Budget)
 - International Transcript Program Changes
 - Tours of Student Services Building