



# 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*

**APPROVED**

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

**PRESENT:**

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

**GUESTS:**

Gabriel Adona	Mesa College
Ailene Crakes	Mesa College
Helen Elias	City College
Ysenia Gonzales	City College
Bonnie Peters	City College
Kirk Webley	Miramamar College

- 
- 1.0 Approval of Minutes
- January 26, 2012
  - Approved

2.0 Freshman Year Experience

- The Freshman Year Experience (FYE) counselors/coordinators were invited to attend Student Services Council to review the program components and processes of the FYE program since there has been some deviation from the original structure of the program.

- The Council discussed the program structures for FYE at the three colleges. The Council also reviewed the original goals of the FYE program to improve student retention, completion and success.
- Bonnie Peters stated that City is not using the established contract as they have a modified version. Ailene Crakes expressed that Mesa is also using a modified version of the original contract. Kirk Webley stated that they are using a similar version of the contract.
- David Navarro stated that City's FYE program is completely different and he understands that they are not doing the same program; he feels that City is basing the program on varying criteria. Bonnie Peters clarified that they are doing the same program with a few modifications due to an augmentation of funding from a Title V grant.
- Discussion followed. Peter White suggested looking at all of the versions of the student contract agreement and coming up with a consistent version. It was agreed to bring the FYE counselors/coordinators back to another meeting to develop one consistent agreement with the same principles/criteria across all three, including a section for campus specific requirements.
- Gabriel Adona shared that over the years the initial design of FYE has changed due to the type of student the colleges are servicing. He also agrees that one common agreement can be used with modifications specific to each campus.
- David Navarro inquired if City waives the EOPS requirements. Peter White stated that they are not waived, they are met. Peter further added that these students are getting services through other means/services.
- Helen Elias questioned if the enrollment hold is for both semesters (spring and fall)? It was clarified that the hold is placed for both.
- Bonnie Peters stated that City's contract does not include a requirement to enroll in personal growth classes, as they may not be able to get the student in a PG class due to limited offerings. The question was raised if it should remain a requirement if the counselor is unable to enroll the student in a PG class? Peter White stated that the counselor could modify the contract based upon course availability, but the requirement should remain on the contract.

- Bonnie Peters raised her concern of priority registration in the 2<sup>nd</sup> semester. She shared that in the first semester priority registration works well; however, in the second semester students also have a priority but they are running into waitlist issues, as well as competing with continuing students and the continuing student has a better priority date. She was hoping that the FYE student would have a higher priority than the continuing student. She is suggesting maybe an earlier time on the same date.
- Peter White inquired if an earlier time on the same date really makes much difference? Bonnie Peters stated that it does make a difference. She stated that at City they hold a lab for students to come in on their registration appointment date and meet with a counselor. The student is assisted with their registration and a hold is placed on their record immediately after registration.
- The Council discussed modifications to the registration process to include the student processing their own online registration. The changes will be summarized for review at the March 8<sup>th</sup> meeting.
- The Council agreed to have a follow-up meeting on March 8<sup>th</sup> with the FYE counselors/coordinators. Each campus will send their current FYE contract to Lynn Neault who will develop a districtwide student agreement that encompasses all of the criteria/requirements for each campus.

### 3.0 Summer Proposal 2012

- At the previous meeting, it was shared with the Council that the colleges will not be offering a summer session for 2012 with a few exceptions. It was agreed that a detailed procedures list would be shared with the Council.
- The draft summer procedures plan has been reviewed by the Vice Presidents of Student Services and Instruction. The Council reviewed the plan. It was shared that the plan will also be reviewed with the Admission Supervisors at their next meeting.

### 4.0 Application Deadline for Fall 2012/Spring 2013 - Revisited

- At the last meeting the Council discussed the fall 2012 and spring 2013 application deadline. There was much discussion at that meeting and it was agreed to bring the item back at the next meeting.
- The Council was provided with a draft registration timeline for fall 2012 and spring 2013 with proposed application deadlines for review and approval.

- The following timelines were agreed upon by the Council:

Fall 2012:

- Application deadline: July 27<sup>th</sup>
- Begin registration: July 9 (DSPS/EOPS/Military/Foster Youth)
- Registration by appointment: July 10 – August 3 (19 days)
- Open registration: August 6 – 16 (9 days)

Spring 2013:

- Application deadline: November 30<sup>th</sup>
  - Begin registration: November 26<sup>th</sup> (DSPS/EOPS/Military/Foster Youth)
  - Registration by appointment: November 27 – December 20 (18 days)
  - Open registration: January 7-17 (9 days)
- The Council agreed to adhere to the application deadlines. David Navarro stated that he shared the proposal with the academic senates and they support an application deadline.
  - It was agreed that students that apply after the application deadline will have open registration starting August 6<sup>th</sup> for fall and will not receive priority for access to services.
  - Cynthia Rico Bravo suggested that Mesa put up signs on campus advising students that if they do not apply by the deadline, they may not get served.

#### 5.0 Counselor Workshop/Retreat/In-Service (Cynthia Rico Bravo)

- The Council confirmed that the Counselor Workshop will be held on Friday, April 20<sup>th</sup> from 8:00 to noon at Mesa College. The tentative agenda is as follows:
  - Priority Registration Criteria (fall 2012)
  - Repetition/Withdrawal
  - Financial Aid Changes
  - SB1440 Degrees
  - DD214 –Area E
  - Application Deadline
    - Impact on Services & Marketing to Students

#### 6.0 Disqualification Statistics

- Hearing Panel Process

- It was shared with the Council that students that have been academically disqualified three or more times and have been sitting out for one year will be ready to return in fall 2012. The Council previously discussed a new process for readmission, which will include having the student petition for readmission for consideration by a hearing panel.
- The Council was provided with a draft of the readmission timeline for fall 2012. The following dates were agreed to:
  - March 30<sup>th</sup>: Student to petition the VP of Student Services for readmission
  - April 16<sup>th</sup>: Student notified of petition action
  - Late May/June: Panel hearings scheduled
  - June 13<sup>th</sup>: Deadline for hearing decision to be sent to student
  - June 14<sup>th</sup>: Students that are readmitted must file updated application for admission
  - June 15<sup>th</sup>: Fall 2012 registration appointments generated
- The Council agreed to the following process:
  - Petition has to be submitted to the Vice President of Student Services before it goes to the hearing panel.
  - Students must petition at the college that readmitted them last.
  - The decision of the hearing panel is final and there is no appeal.
- Peter White would like to have the student notifications come out of District Student Services. It was further agreed that the campuses will have common dates for the hearing panel interviews; therefore students can go to any college for the hearing.
- The Council agreed to move forward with the proposal.

#### 7.0 Joint CIC/SSC Meeting

- It was shared that several Student Services Council members will not be able to attend the February 23<sup>rd</sup> CIC meeting; therefore, the Council agreed to cancel.