



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
August 22, 2013
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
Gail Conrad	Student Services
Ailene Crakes	Mesa Academic Senate
Brian Ellison	Continuing Education
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

GUEST:

Liane DeMeo	Student Services
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1.0 Approval of Minutes

- July 18, 2013
- Approved

2.0 Priority Registration Update

- The Council was provided with a draft outreach plan 2013-2014 for final review.
- The Council agreed and approved the outreach plan timeline.
- The Council reviewed the three draft email notices for Group 1a. These are students that have a degree/transferred goal; 60-90 units (with skill levels and no education plan and without skill levels and no education plan; transcripts on file (evaluated and non-evaluated).
- The Council made minor changes to the draft email notices and will be sent out to students by next week.
- The Council also requested a data update on the identified students in this outreach group. Liane DeMeo will send the updated data and the student names to the Vice Presidents Student Services.

- Ailene Crakes inquired if there is an automatic way for transcripts to be evaluated to expedite the process for Counseling. It was discussed that our current processing system does not have that capability and will be a future consideration with the new system.
- The Council also requested that the *Request for Transcript Evaluation* form be fillable. Gail Conrad will report back at the next meeting
- The Council was provided with a draft priority registration email alert for fall 2014 for all students. The email alert includes the details of new registration priority system that will be in place in the beginning fall 2014.
- The Council made minor changes and the email will be sent out to students at the end of September.
- The Council was provided with a draft campus poster on important priority registration information. It was agreed to increase the size of the poster and minor edits were made. The Council will review the draft poster at a future meeting.
- The Council agreed to have further discussion on an education campaign that promotes "Got an Education Plan."

3.0 Proposed Student Services Council Meeting Schedule (September-December)

- The Council approved the Student Services Council meeting schedule for fall 2013 as follows:
 - September 5th
 - September 12th
 - September 19th
 - September 26th
 - October 3rd
 - October 24th
 - October 31st
 - November 7th
 - November 14th
 - December 5th
 - December 19th
- The Council also agreed to invite the Matriculation Deans to future Student Services meetings: August 29th and September 26th, to include them in discussions on SB 1456.

4.0 Constitution Day (September 17, 2013)

- The Council was notified that Constitution Day will be held on Tuesday, September 17th. The Board agenda item is scheduled for September 12, 2013.
- The Council was provided with the final copies of the colleges/Continuing Education Constitution Day fliers.

5.0 Academic Calendar

- The Council was provided with a draft advertisement promoting summer 2014, it will be included in the spring 2014 class schedule.
- The Council agreed to make changes to the language.

6.0 Counselor Workshop Fall 2013 Planning

- The Council agreed that the fall 2013 Counselor Workshop will be held on November 8, 2013.
- The Counselor Workshop planning details will be discussed at the next meeting.

7.0 Other

- David Navarro expressed his concerns about the need to have college catalogs available early to align with fall advising. Gail Conrad will discuss timelines with Instructional Services.