



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
September 12, 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
Stephen Flores	Continuing Education Senate
Cathi Lopez	City Academic Senate
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
 - August 29, 2013
 - Approved

- 2.0 Priority Registration Update
 - At the August 22, 2013, Student Services Council meeting, the Council was provided with a draft campus poster on important priority registration information and minor changes were made.
 - The Council was provided with a revised draft campus poster. There were minor edits to the language and format.
 - The final campus poster will be printed and distributed next week to the colleges and Continuing Education.
 - It was agreed to deliver 100 copies to each college and 70 copies to Continuing Education. They will be sent to the Vice President's office.
 - The Council requested data on student assessed (SAT/EAP/ELP) within the last two years. Liane DeMeo will provide data at the next meeting.
 - The Council had questions and concerns if other measures (alternate tests) besides EAP will be approved by the state.

- It was agreed to bring these concerns to the upcoming *Student Success and Support Program Implementation Summit* on September 23-24, 2013, including one-year extension of other measures or validation of others locally.
- Julie Barnes reported that there may be a legislation change to Foster Youth and any updates will be discussed at a future meeting.
- The Council discussed the development of a student success website link that faculty could include in their syllabus. It was agreed to further discuss this at a future meeting.
- The Council provided feedback on the two October email notices to students.
- The two groups are:
 - Group 2: Students that have a degree/transfer goal; 30-59 units; and transcripts on file. The email notice will be sent out on October 1, 2013.
 - Group 3: Students that have a degree/transfer goal; 24-30 units; and degree applicable. The email notice will be sent out on October 20, 2013.
- The Council also requested data update on the identified students in both outreach groups. The updated data will be sent to the Vice Presidents of Student Services.

3.0 Outreach Publications Update (Larry Maxey)

- The Associate Dean of Outreach, Larry Maxey provided the Council with two outreach publications that have been recently revised: *Start Something Amazing* and *Endless Possibilities 2013-2014*.
- *Start Something Amazing* is a brochure for outreaching to high school students that showcase San Diego Community College degrees/programs, as well as how the community college is accessible and affordable.
- *Endless Possibilities 2013-2014* is a guide to San Diego Community College District majors and programs of interest.
- The Council provided feedback on the brochures. There were concerns that Continuing Education was not included in the *Start Something Amazing* brochure.
- The Council agreed that Continuing Education inclusion in district publications, such as *Start Something Amazing*, will be discussed at a future Student Services Council meeting.

4.0 Disqualification Timeline

- The Council was provided with City, Mesa, Miramar Colleges, and Continuing Education probation disqualification statistics for fall 2012, spring 2013, and summer 2013.
- The Council was also provided a draft of the Academic Standards policy and a readmission timeline for fall 2014 and spring 2015. The Council approved the draft policy and readmission timeline dates.

5.0 Service Animals Procedure

- The Council was provided with a draft of AP 3105.2 *Service Animals* procedure that reflects current legal standards.
- It was agreed to send out the draft procedure electronically to review and report feedback at the next Student Services Council meeting.

6.0 Counselor Workshop Fall 2013 Planning

- The Council continued their discussion on the upcoming Districtwide Counselor Workshop for November 8, 2013.
- A draft of the working agenda is still pending and will be discussed at a future meeting.

7.0 Other

- The Council was informed that the Emergency Alert System was utilized for Miramar College's power outage on September 11, 2013. The Emergency Alert System sent out text messages to 8,000 students.
- The Council inquired if Continuing Education students taking classes at Miramar College were included in the Emergency Alert System. Gail Conrad will consult with Information Technology and report back at the next meeting.