



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
September 26, 2013
9:00 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
Gerald Ramsey	Miramamar College
Denise Whisenhunt	City College

GUESTS:

Liane DeMeo	Student Services
Helen Elias	City College
Brian Stockert	Continuing Education
Susan Topham	Mesa College

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- 1.0 Approval of Minutes
 - September 12, 2013
 - Approved

 - 2.0 Student Success and Support Program Implementation Summit Update
 - The Matric Deans were invited to attend SSC to continue discussions on SB 1456, Student Success Planning.
 - The Council had a discussion on the *Student Success and Support Program Implementation Summit* that was held on September 23-24, 2013, in Sacramento. The summit was held as a result of SB 1456, California Community Colleges, Student Success Act of 2012. The bill provides critical support services to students on the front-end of their educational experience to increase student success.
 - The summit was well attended by San Diego Community College District staff, including Vice Presidents, Deans and other administrative staff.

- The Council discussed both the abbreviated and comprehensive education plans. The state has distributed the Student Success and Program Allocations for 2013-2014. It was shared that the state will provide more funding for the comprehensive education plan than for the abbreviated. The comprehensive is required; however, students will be able to obtain an abbreviated education plan (two semester plan) and have an allotted period of time to obtain the comprehensive plan. There was concern that students will not return to meet with the counselor for the comprehensive education plan and will lose their priority.
- The state allocation formula breaks down new students and continuing students for 2012-2013. The Council agreed that the goal is to prepare as many education plans for continuing students, as well as new students by fall 2014 and had discussions on how best to achieve the goal.
- The Council discussed requiring a personal growth class as part of the education planning process for new students.
- The Council also briefly discussed the MIS reporting changes and the need for the MT screen to convert to a new Student Success (SS) screen for fall 2014.
- Julie Barnes shared that it is critical that the Council start looking at the business processes for Spring, as our institutional practices need to align with Title 5 regulations. She would like to heighten our outreach efforts in the spring.
- Gail Conrad shared that there is a lot of work to do on a broad scale; however, we need to identify those things that we can take action on and move on them. She shared that the Deans' and Vice Presidents' workshop will be held on September 27th and there will be much discussion on this topic.
- Denise Whisenhunt shared that the goal is to have the colleges work together collectively, on how to best use the resources and deliver services to students.
- Cathi Lopez agreed and feels strongly that there should be consistency among the colleges, as well as uniform standards. Helen Elias agreed.

- Ailene Crakes does not feel that we should be using Blackboard for everything. She said it was added to meet minimum requirements for accreditation, but she feels there could be something else that would be more useful to serve our needs. She suggested having an online chat for students. Cathi Lopez shared this is already being done at City with the program they are using.
- David Navarro shared that Naomi Grisham is working on an application that students can download as an application (app) on their I-phones called "Pathway to Success." The application works as a checklist for the student. Helen Elias stated that work is being duplicated as City is also working on something similar.
- The Council agreed that there needs to be more discussions on working collaboratively with the colleges, as well as with Continuing Education, in order to meet state guidelines and student needs. It was agreed to continue the discussion at the Deans/VPs workshop on Friday, 9/27/13.
- Gail Conrad provided the Council with a brief overview on the RFP process. It was shared that the RFP went out in early September. Responses are due by mid-October and the final two vendors selected will be asked to return for a scheduled demonstration. The complete process should be finalized by December and the final vendor selected.
- The Council requested additional information on the process and it was agreed that the website link that was previously provided by Vice Chancellor Bonnie Dowd would be emailed to them. [The following website was emailed after the meeting: www.sdccd.edu/erp/]

3.0 Priority Registration Update

- At the previous SSC meeting, the Council reviewed the draft email notices that were sent to Group 1 students (students that have a degree/transfer goal; 60-90 units; no transcripts; no education plan; and not assessed), notifying them of the new priority registration changes that will be in effect beginning fall 2014.
- At today's meeting, the Council reviewed draft email notices that will be sent to Group 2 students (students that have a degree/transfer goal; 30-59 units; no transcripts/transcripts; no education plan; and not assessed/assessed).
- The draft email is very clear to students that they must get in to see a counselor in order to receive priority registration for fall 2014.

- Gail Conrad shared that the notices are being sent to students as part of the S1456 outreach efforts for student success.
- Julie Barnes had concerns as she was under the impression that 30,000 students would be notified that they need to see a counselor before fall 2014. It was clarified that not all 30,000 students will be contacted at the onset of the outreach project. Only students with transfer goals will be targeted in this first phase.
- Gerald Ramsey inquired if it was possible to revisit the language on the student application as high school students consistently seem to fill it out incorrectly. Gail Conrad shared that the colleges may be moving towards CCCApply.

➤ Spring 2014 CalWORKs Students Draft Plan

- The Council was provided with a draft of the CalWORKs priority registration plan for spring 2014. As this is the first time CalWORKs students have been added to the priority registration system, it will be a manual update to ISIS.
- It was agreed that CalWORKs coordinators at the campus must have the list of students to Liane DeMeo at the district office by November 5th in order to have I.T. assign priority. [Update: I.T. has determined that they do not need a list of CalWORKs students, as they will pull them off the SQCW screen.]
- All eligible CalWORKs students will be assigned a priority registration date of November 18, 2013.

➤ Alternative Test Data

- The Council discussed the current issue with the state that they will no longer accept other measures (alternate tests) other than the EAP for assessing students.
- It was shared that it will be allowed to use the alternate test for priority enrollment, but not for MIS purposes.
- Gail Conrad shared that the state will allow us to continue using alternate measures as long as they are validated. She shared that she would like to have SAT and ACT validated. She agreed to follow up with Research and Planning.

- It was agreed that we would continue using the alternate tests (ACT/SAT/EPT/ELM/AP) for 2013-2014 to assess students; however, only EAP will be used for MIS reporting.

4.0 Service Animals Procedure Follow Up

- At the last Student Services Council meeting, the Council was provided with a draft of *AP 3105.2 Service Animals* to share with their academic senates and finalize at the next meeting.
- The procedure had no major changes and was updated to reflect current legal standards.
- City and Mesa shared that their academic senates are in agreement with the procedure; however, Miramar requested additional time to review with their senate. [Update: Since the meeting, Miramar has agreed to move forward with the procedure.]

5.0 Finalize Thanksgiving 2013 Office Service Hours

- The Council was provided with the draft Thanksgiving service hours grid for fall 2013. The Council agreed to review and finalize by October 3, 2013.

6.0 Counselor Workshop Fall 2013 Planning

- November 8, 2013
- The Council discussed the draft agenda for the districtwide Counselor Workshop that will be held on November 8th. Gail Conrad reviewed the agenda items.

Other

- Brian Ellison shared that the accountability and funding piece of the Student Success Act will move us toward a more business driven model. He feels that if we want to be ahead the colleges must work collaboratively (including Continuing Education as a partner) and provide consistency for students. He would like to see a more customer driven operation.
- Stephen Flores shared his concern with the information that is going out to students regarding priority registration and getting in to see a counselor. He is concerned about the massive numbers of students that will be coming to the Counseling office.

- The Council all agreed that the three colleges and Continuing Education need to come together and have consistent processes in place so that the same information is provided to all the students.
- David Navarro gave kudos to the district student services staff as he shared that they are always very helpful and attentive to the needs of the campus and are doing a tremendous job.