



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
April 17, 2014
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 Academic Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

GUEST:

Liane DeMeo Student Services

1.0 Approval of Minutes

- March 20, 2014
- Approved

2.0 Assessment Re-Test Repeatability

- The Council discussed the assessment retest repeatability. It was confirmed by the English department chairs that a student can retake English after one year. It was also confirmed by the math department chairs that a student can retake math after three years.
- The Council had concerns about the assessment retest repeatability and feels that the decision should be shared with the Counseling office since students are referred to Counseling for assessment testing. Discussion followed.
- The Council suggested including Accuplacer testing in the Student Success and Support Program (SSSP) plan at each college. It was recommended to also include Accuplacer testing in the Student Equity Plan.

- It was agreed that the main focus for student success is assessment re-test repeatability within a year and students being placed at a higher skill level.
- It was recommended to develop an Accuplacer Preparation Pilot. This will allow students to be well-prepared for the Accuplacer Placement test and obtain a higher skill level score.
- The Council discussed the possibility of Accuplacer preparatory classes being offered at Continuing Education. Continuing Education will refer to their constituent groups and report back at the next meeting.

3.0 Maximum Allowable Units Confirmation

- At the February 20, 2014, Student Services Council meeting, the Council discussed changing the maximum unit load per semester and it was agreed to have a decision on the fall maximum unit load at this meeting.
- The Council agreed to the 20 maximum unit load for fall 2014.

4.0 Office Services Hours 2014-2015

- At the March 6, 2014, Student Services Council meeting, the Council agreed to submit their fall 2014 and spring 2015 office hours to District Student Service by Friday, April 11th. There were concerns about the office hours and the Council requested additional time to discuss at their campus.
- The Council agreed to extend the deadline to May 1, 2014.

5.0 Student Equity Plans

- The Council discussed the Student Equity Plans. It was clarified that there were no Student Equity Data Reports in the past, but colleges used the Program Review data. The Institutional Research and Planning office will provide data in a couple of weeks and the Campus-Based Researcher at each campus will assist with writing the analysis in their plan.
- Continuing Education reported that they requested data from the Institutional Research and Planning office.
- Mesa College reported that they have data for their Student Equity plan.
- Gail Conrad shared that the Student Equity data (i.e. access and transfer) was also reviewed at the Deans Summit on April 11, 2014.

6.0 Update on SS Screen Testing

- At the March 6, 2014, Student Services Council meeting, the Council was provided with a screen shot and overview of the new Student Success and Support Program (SS) screen on ISIS which is currently in the testing process.
- The Council was provided with an update on the testing process. It was reported that testing is in good progress and will continue the test plan.
- It was clarified the testers from each campus will assist with the SS screen training which is scheduled for mid-May.
- Gail Conrad shared with the Council that an upcoming Enterprise Resource Planning (ERP) vendor meeting will be held on April 21, 2014. Gail will provide an update on the status of the implementation on PeopleSoft at the next Student Services Council meeting.

7.0 SSC Meeting Schedule (June-August 2014)

- The Council approved the Student Services Council meeting schedule for summer 2014 as follows:
 - June 12th
 - June 19th
 - July 10th
 - August 7th
 - August 28th

8.0 Spring Counselor Workshop Follow Up

- The Council discussed last week's spring Counselor Workshop.
- Ailene Crakes commended Miramar College for hosting the workshop.
- Gail Conrad shared with the Council that a survey on the fall 2013 and spring 2014 Counselor Workshops will be sent to the attendees for feedback.

9.0 Other

- The Council was provided with an update on the education plan scanners. The scanners at City, Mesa, and Miramar colleges have been ordered and training is expected mid-May.
- Education plan scanners for Continuing Education will be ordered in the future. Stephen Flores will attend the Mesa College training on scanners and SS screen.