



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**APPROVED**

**Student Services Council  
December 4, 2014  
9:00 – 11:00 a.m.  
District Office, Room 110  
Minutes**

Julie Barnes	Mesa College
Ailene Crakes	Mesa Academic Senate
Brian Ellison	Continuing Education
Stephen Flores	Continuing Education Academic Senate
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

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- 1.0 Approval of Minutes
  - November 6, 2014
  - Approved
  
- 2.0 Point-of-Service Surveys for Accreditation
  - The Council discussed the Point-of-Service Surveys implementation timeline plan at each of the colleges.
  
  - The Council agreed that each college will coordinate with their Campus-Based Researcher and will present the survey plan to their President's cabinet.
  
- 3.0 Proactive Degrees Communication and Process Review
  - The Council reviewed and discussed the concerns from the Counselor Workshop regarding proactive awarding of degrees.
  
  - The Council reviewed the selection criteria:
    - Valid application on file;
    - Completed at least 60 degree-applicable units;
    - Education plan on file (excluding CSUGE and IGETC);
    - Transcripts received and evaluated; and
    - No prior degree awarded (AA/AS or BA/BS).

- The Council reviewed the communication timeline as follows:
  - Initial letter to student with education plan;
  - Timeline for declining degree (typically 30-60 days); and
  - Date the diploma will be mailed to the student's home address.
- The Council discussed the pros and cons of the "opt-out" option of receiving and/or declining the degree, and confirmed the current practice of having students "opt-out."
- The Council discussed the concerns counselors are having about informing students about proactive degrees. It was agreed to develop a fact sheet on proactive degrees and post on student web services.
- The Council reviewed a draft letter for students and made minor changes.
- It was agreed to revisit the revise letter at the next meeting.
- The Council also discussed the issue concerning the ADT degree. It was agreed that students who earn a degree in a discipline that also has an ADT degree would be sent a separate letter advising of the ADT option.
- The Council also discussed the outreach efforts in promoting transfer and graduation. It was agreed to conduct a districtwide outreach campaign on the value and importance of the associate degree. Lynn Neault agreed to come back with a plan at a future meeting.

#### 4.0 Student Success Planning – Status

- The Council reviewed the following two email notices for students:
  - Students without an education plan or with an abbreviated education plan, for two or more semesters (It was proposed to have a hold placed on their record if they do not receive a comprehensive education plan).
  - Students without an education plan or with an abbreviated education plan for three or more semesters.
- It was reported that there are approximately 4,300 students without an education plan or with an abbreviated education plan who must have an education plan by spring 2015.
- The Council agreed to delay the registration hold until fall 2015, to allow more time to inform students. It was proposed that rather than placing a hold on their record, to have students lose their registration priority, which is also permissible in Title 5.

- After further discussion, the Council agreed that this semester students who have had an abbreviated education plan for more than three semesters will lose their registration priority. The Council will revisit the registration hold for this group fall 2015.
- The Council agreed to send the email notice on December 12, 2014.

#### 5.0 Counselor Workshop – Debriefing

- The Council discussed feedback on the Fall Counselor Workshop.
- It was reported that the counselors found the discussion on the practice and processes of the education plan at each campus truly informative and would like to revisit at the next counselor workshop.

#### 6.0 Draft Readmission Timeline 2015-2016 for Disqualified Students

- The Council was provided with a draft of the Academic Standards policy and a readmission timeline for fall 2015 and spring 2016. The Council approved the readmission timeline dates.
- The Council was also provided a draft letter for students disqualified three or more times. The Council made minor edits and approved the letter.

#### 7.0 Concurrent High School Enrollment

- At the June 12, 2014, Student Services Council meeting, it was agreed to revisit the language on the high school application to allow students to take two courses instead of one. It was agreed to revisit it at a future meeting.
- At today's meeting, the Council agreed that the high school application should remain the same and to only allow one course.

#### 8.0 Draft Student Services Council Meeting Schedule (January-May 2015)

- The Council approved the Student Services Council meeting schedule for spring 2015, as follows:
  - January 8<sup>th</sup>
  - February 5<sup>th</sup>
  - February 19<sup>th</sup>
  - February 26<sup>th</sup>
  - March 5<sup>th</sup>
  - March 19<sup>th</sup>
  - March 26<sup>th</sup>

- April 9<sup>th</sup>
- April 16<sup>th</sup>
- April 23<sup>rd</sup>
- April 30<sup>th</sup>
- May 7<sup>th</sup>

9.0 Attendance Accounting Relative to Veterans (Gerald Ramsey) – Carry Over

- Gerald Ramsey reported that there are concerns from some faculty about attendance and participation issues in the classroom and requested recommended changes to the policy.
- He reported that there were financial aid and veteran (FED) students not attending nor participating in the classroom. There have also been students using their cell phones during class.
- The Council recommended stating the attendance policy on the syllabus. The Council was reminded that *SDCCD Important Information for Syllabi* is on faculty web services and includes attendance. It is also recommended that class participation should also be included in the syllabus.

10.0 I-20s Processed at Multiple Campuses (Gerald Ramsey) – Carry Over

- The Vice Presidents agreed to remove the item from the agenda and there will be no further discussion.

11.0 Late Adds (Julie Barnes) – Carry Over

- The Vice Presidents agreed to discuss this item at the next joint VPI/VPSS meeting.

12.0 Students Dropped for Non-Payment (Julie Barnes) – Carry Over

- The Vice Presidents agreed to discuss this item at the next Vice Presidents meeting.