



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

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

APPROVED

**Student Services Council
March 20, 2014
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes
Gail Conrad
Ailene Crakes
Brian Ellison
Stephen Flores
Cathi Lopez
David Navarro
Gerald Ramsey
Denise Whisenhunt

Mesa College
Student Services
Mesa Academic Senate
Continuing Education
Continuing Education Academic Senate
City Academic Senate
Miramar Academic Senate
Miramar College
City College

GUEST:

Liane DeMeo Student Services

1.0 Approval of Minutes

- March 6, 2014
- Approved

2.0 Summer 2014 Welcome Letter

- The Council was provided with a draft of the summer 2014 *Welcome Letter* that will be mailed to students on May 20, 2014, and June 4, 2014.
- The Council reviewed and no edits were made to the letter.

3.0 Fall 2014 Priority Registration Email

- The Council was provided with a draft email notice to students for services required to maintain their fall 2014 registration priority. The services required are completion of an assessment test or have English and math skill levels and have an education plan on file.

- The Council reviewed and made minor edits to the notice.
- The Council agreed to finalize the notice and will be sent out to students next week.

4.0 Fall 2014 Online Application Welcome Page

- The Council was provided with the new *Student Services Online Application Welcome Page* for admission to City, Mesa, and Miramar Colleges, and Continuing Education.
- The welcome page includes important deadline and priority registration information for fall 2014.
- The Council reviewed and made minor edits.

5.0 Evaluation Model Summary Update

- The Council was provided with a draft *Evaluation Model Summary*. The summary includes background information on the transition to a districtwide evaluation model that moved all of the campus evaluators to the District Records office.
- It also includes accomplishments of the districtwide evaluation model, survey distribution and response, recommendations, and districtwide student services plans for improvement.
- The Council reviewed and made minor edits.
- It was agreed to take the *Evaluation Model Summary* to Chancellor's Cabinet in April.

6.0 Spring Counselor Workshop

- The Council finalized the details for the upcoming districtwide Counselor Workshop.
- It will be held on Friday, April 11, 2014, from 8:00 to noon at Miramar College, L-105 (Library Auditorium).
- The Council agreed to submit their number of attendees to District Student Services by Monday, April 7th.

7.0 SB 1456 Update

- Cathi Lopez expressed her concerns on the comprehensive education planning form. She is requesting for extra space for a comment section.
- The Council agreed to add a comment section on the back page for all education plan template forms.
- Gail Conrad provided an update on the education plan form templates. The header will remain consistent for City, Mesa, Miramar Colleges, and Continuing Education. It was agreed that District Student Services will insert the header for all campuses education plan forms.
- It was agreed that City, Mesa and Miramar Colleges will submit their portrait (vertically) education plan templates to District Student Services by March 28, 2014.
- It was agreed that Continuing Education submit their landscape (horizontally) education plan template to District Student Services by March 28, 2014.
- The Council agreed that all forms will be scanned front to back. The comments will be on the back page. It was also agreed that the header will be placed on the front page only.