



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 5, 2015
9:30 – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
John Bromma	Continuing Education Academic Senate
Rick Cassar	Miramar Academic Senate
Ailene Crakes	Mesa Academic Senate
Brian Ellison	Continuing Education
Howard Irvin	Miramar College (for Gerald Ramsey)
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Denise Whisenhunt	City College

GUEST:

Victor DeVore Student Services

- 1.0 Approval of Minutes
 - February 19, 2015
 - Approved

- 2.0 Student Sexual Assault Online Training Demo – Victor DeVore
 - The Council reviewed an online sexual assault training for students.
 - The purpose and focus of the training module is to educate all students on the issues associated with sexual assault, relationship violence, and being a responsible bystander, which is required under the Violence Against Women Act (VAWA) and Title IV.
 - The online training provides key definitions, statistics, reflective and personalized content, bystander skills and confidence-building strategies. It also allows customization for campus-specific policies, procedures, and resources.

- The Title IX Coordinators have been working as a team to implement the new requirements of VAWA, which focus on the victim, including a strong education program. The team proposed that the online training should be a requirement for student athletes, student club advisors, mentors, coaches, and all students that travel. Each session must be completed before continuing to the next. The online program does not allow students to skip sections and there is required post-test. The system allows users to have the ability to access course progress and results of course completion.
- The Council agreed that the online training program presented a balanced perspective, is culturally sensitive and professional. It was agreed that Council members would provide additional feedback at the next meeting.
- The Council reviewed a draft of the districtwide Title IX website. It contains information on notice of nondiscrimination, sexual harassment and assault prevention, district policies, student training, how to file a Title IX complaint and additional resources. It also includes the national media campaign "It's On Us" video clip and allows users to take a pledge to help keep women and men safe from sexual assault.

3.0 Draft Policy and Procedure: Student Success and Equity Update

- At the February 19, 2015, Student Services Council meeting, the Council agreed to review the draft of a new Board Policy 3050 *Student Success and Support Program; and Student Equity* and Administrative Procedure 3050.1 *Student Success and Support Program; and Student Equity* with their constituents and bring back at this meeting. Discussion followed.
- The Council agreed to provide further feedback at the next meeting.

4.0 Finalized Summer 2015 Service Hours

- At the February 19, 2015, Student Services Council meeting, the Council agreed to provide their final office service hours for summer at this meeting.
- The Council had some discrepancies on the hours submitted and agreed to provide the correct hours.
- The Council agreed to finalize the schedule at the next meeting.

5.0 Extended Fall Services Hours

- At the January 8, 2015, Student Services Council meeting, the Council agreed to revisit extending service hours for fall 2015, to include evening hours. Discussion followed.

- The Council agreed to extended services for core services. The core services are admission/records, accounting, counseling, financial aid and DSPS.
- The Council also agreed to the following hours of operation beginning August 10th:
 - Monday –Thursday, 8:00 a.m. – 7:00 p.m.
 - Friday, 8:00 a.m. – 3:00 p.m.
- It was agreed that the proposal would go forward to the next Chancellor's Cabinet meeting and that the Vice Presidents would brief their Presidents.

6.0 Financial Standards of Academic Progress

- The Financial Aid Officers (FAOs) proposed revisions on the following Satisfactory Academic Progress (SAP) calculation and appeal process.
 - To remove the attainment of an Associate's Degree as a disqualifying factor.
 - To require students who have completed under 24 units to maintain a 2.0 GPA; the current requirement is 1.75 GPA.
 - Deadline date to submit appeal must be verified with the Financial Aid Officer's office at the campus where the appeal is being requested.
- The Council agreed to the first two recommendations and asked that the appeal process be aligned with each campus business process, districtwide.
- Lynn Neault will provide the Council's feedback at the next FAOs meeting.

7.0 Proposed International Student Budget Increase Revisited (Denise Whisenhunt)

- At the February 19, 2015, Student Services Council meeting, the Council revisited the discussion on the proposed increase to the international student budget to align with the financial aid budget each year. The increase for 2015-2016 would be from \$18,000 to \$24,000. The recommendation was based upon the need to provide a more realistic estimate of the cost of attendance. It was agreed to gather more data and revisit the item at this meeting.

- There were concerns about the large increase in one year along with the district colleges being significant higher than other colleges in the region. It was agreed that the Vice Presidents would examine the following:
 - The extent to which their budget has been an issue for international students in the past.
 - The typical living situation for international students to get a better idea of expenses.
 - The budget from other institutions in the region.
- The Council agreed to defer the proposed increase to the international student budget until next year to allow time to gather data to support the recommendations.

8.0 ERP Update (Standing Item)

- Lynn Neault reported that the Campus Solutions team is continuing the gap analysis on financials and financial aid and resuming implementation fewer days/weeks.

9.0 Accreditation (Standing Item)

- Lynn Neault reported that the district accreditation website is available online. It includes the following information: accreditation standards, timeline, delineation of functions, district audits, and the district administrative department assessments. The district integrated planning process is currently being updated.

10.0 SSSP Planning (Standing Item)

- Deferred

11.0 Other

- Lynn Neault reported that the *Associate Degree Outreach campaign* has been actively launched. The district office will be printing and distributing posters to the colleges.
- Ailene Crakes inquired about the new policy that all students seeking financial aid must file a Free Application for Federal Student Aid (FAFSA) including a Board of Governors Waiver (BOGW). Ailene inquired how these students are captured. Lynn Neault reported it is currently on the website and she is working with the Financial Aid Officers (FAOs) on special considerations for students that come in at the last minute, so that they can enroll pending their aid.
- Lynn Neault reported that the math retake policy guidelines will be provided at the next meeting.