



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

APPROVED

**Student Services Council
February 4, 2016
9:30-11:00 a.m.
District Office, Room 110
Minutes**

Rick Cassar
Ailene Crakes
Ashanti Hands
Cathi Lopez
Esther Matthew
Lynn Neault
Gerald Ramsey

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

GUESTS:

Star Rivera-Lacey
Susan Topham

Continuing Education
Mesa College

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- 1.0 Approval of Minutes
 - January 14, 2016
 - Approved

 - 2.0 Student Success and Student Equity Planning – Update
 - The Deans of Student Development were invited to attend the meeting to focus on Student Success and Equity planning, programs and services.
 - The Council was provided with an overview on the 2015-2016 Student Success and Equity Strategic Focus. The strategic focus includes the following:
 - Basic Skills completion and movement through the curriculum:
 - Improve student assessment and placement in English and math.
 - Begin to plan to consider transitioning lowest level basic skills courses from credit to noncredit.
 - Identify and fund needed support services (i.e. tutoring) for success in basic skills classes.
 - Identify and eliminate barriers to completion.

- Target sufficient FTEF for personal growth classes to improve student success and retention.
- Provide wrap-around services for students by creating a student “success team.”
- Create student need-driven process by using metrics to focus on achieving key momentum points.
- Begin districtwide effort to examine possible curriculum shifts to align course offerings to student education plans (multi-year project).
- The Council was also provided with the plan elements for the 2015-2016 Associate Degree Initiative. The group reviewed and discussed the associate degree targets and strategic focus.
- The Council also discussed the barriers that students encounter and agreed that education plans should be the focus for completion. The Council was informed that the analyses on the barriers are included in the Associate Degree Initiative status report. The Council requested an electronic copy of the report.
- The Council was reminded that the Associate Degree campaign materials (i.e. flyers and posters) are on campus.

3.0 2016-2017 Registration Timeline Options

- At the January 14, 2016, Student Services Council meeting, the Council agreed to reevaluate the 2016-2017 registration timeline and provide feedback from the campuses. The Council was informed that one of the Presidents expressed concern that the spring 2016 registration appointment timeline was shortened, thus impacting the students.
- The Council reviewed the new proposed registration timeline for fall 2016, spring 2017, and summer 2017.
- The Council agreed to the following fall 2016, spring 2017, and summer 2017 registration timeline:

Fall 2016 – Classes begin August 22, 2016

- Fall applications Available Feb 3
- Class Schedule on Web Jun 20
- Priority Registration Application Deadline Jun 30
 - *Students filing an application after this date register during open registration*
- Generate Appointments (close of business) Jun 30
- E-mail Appointments Jul 1
- Mail Appointments (students w/o email) Jul 6
- **Priority Registration** (Special populations) Jul 11
- Registration by Appointment Jul 12 - 29
- Freshman Experience Registration Jul 14
- **Open Registration** Aug 1 - 19
- Opening Day – Fall 2016 Aug 22

Spring 2017 – Classes begin January 30, 2017

- Applications Available Jul 5
- Class Schedule on Web Nov 7
- Priority Registration Application Deadline Nov 3
 - *Students filing an application after this date register during open registration*
- Generate Appointments (close of business) Nov 3
- E-mail Appointments Nov 4
- Mail Appointments (students w/o email) Nov 8
- **Priority Registration** (Special populations) Nov 14
- Registration by Appointment Nov 15 - Dec 9
- Freshman Experience Registration Nov 16
- **Open Registration for Intersession** Dec 12 - 29
- Intersession Opening Day Jan 3
- **Open Registration for Primary Term Spring** Dec 12 - Jan 27
- Opening Day Spring 2017 Jan 30

Summer 2017 – Classes begin June 5, 2017

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| • Applications Available | Feb 1 |
| • Class Schedule on Web | April 17 |
| • Priority Registration Application Deadline | May 3 |
| ○ <i>Students filing an application after this date register during open registration</i> | |
| • Generate Appointments | May 4 |
| • E-mail Appointments | May 6 |
| • Mail Appointments (students w/o email) | May 8 |
| • Priority Registration (Special populations) | May 15 |
| • Registration by Appointment | May 16 - 26 |
| • Open Registration | May 30 - Jun 2 |
| • Opening Day – Summer 2017 | Jun 5 |

Note: Semester dates are tentative due to campus solutions implementation.

- The Council was provided with registration dates from the other community colleges in the region which were similar to San Diego Community College District except for Palomar College. Discussion followed.
- The Council agreed to reevaluate the 2017-2018 registration timeline at the next meeting.
- The Council discussed the service hours for Thanksgiving week 2016 and December 2016. The Council agreed and approved that the core services (Admissions/Records, Accounting, Counseling, Financial Aid, and DSPS) were to remain open for the following dates and times:
 - Thanksgiving Week 2016
 - Monday, November 21st and Tuesday, November 22nd
 - 8:00 a.m. – 4:30 p.m.
 - December 2016 (To support Intersession)
 - Monday, December 19 to Wednesday, December 22nd
 - 8:00 a.m. – 4:30 p.m.

4.0 Data on Disqualified Students

- The Council reviewed the Fall 2012 – Fall 2015 probation/disqualification counts by campus and the 2014 – 2015 students on probation or disqualified who have a BOGW. Discussion followed.

- It was highlighted that there has been a noticeable decline in the number of students on probation due to our intervention strategies. However, the number of students being disqualified has not declined as much.

5.0 Board of Governors Fee Waiver (BOGW)

- The Council was provided a plan for loss of BOGW/enrollment priority and/or appeal process and proposed a student appeals committee composition.
- It was clarified that: the appeal committee for loss of BOGW and enrollment priority would be comprised of the Dean of Student Development and Financial Aid Officer.
- The process would be separate from other financial aid appeals.
- If a student regains BOGW due to extenuating circumstances, they will also regain their enrollment priority.
- A schedule for review of appeal would be established.

6.0 Enrollment Priority – Transfer Units

- The Council was provided with data on the number of students whose SDCCD and transfer units give them a higher priority by registration unit category, and the number of students whose SDCCD and transfer units put them over the 100 plus marker and lost priority.
- The data show that including transfer units in registration priority is greatly benefiting more students than those exceeding 100 units.

7.0 Title IX Online Training Student Outcomes Report

- The Council was provided with the Title IX Online Training Student Outcomes report which was previously sent electronically.
- The Council reviewed and discussed the outcomes of the report.
- The Council agreed that the training overall is having positive outcomes for students.

8.0 Voter Registration Campaign

- The Council was provided with a copy of the student email reminder on voter registration which will be sent out this week.

- The Council was also provided with the voter registration campaign poster that will be mailed out to the campuses next week.
- The Council requested an electronic copy of the voter registration poster so it can be posted on the campus websites.

9.0 Fall Counselor Workshop Follow Up and Action Planning – Next Steps

- The Council discussed the action planning from the previous fall counselor workshop. It was agreed that Gerald Ramsey and Denise Whisenhunt will bring an action plan to the March 24th Student Services Council meeting for discussion.