



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**APPROVED**

**Student Services Council  
January 14, 2016  
9:00-11:00 a.m.  
District Office, Room 145  
Minutes**

Rick Cassar  
Ailene Crakes  
Cathi Lopez  
Esther Matthew  
Lynn Neault  
Denise Whisenhunt

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

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1.0 Approval of Minutes

- December 3, 2015
- Approved

2.0 2016-2017 Registration Timeline

- The Council discussed the registration timeline in comparison to last year's timeline. It was reported that there was feedback from the campuses that the spring 2016 registration appointments timeline was shorten that it impacted the campuses on servicing the students.
- The Council agreed to reevaluate the 2016-2017 registration timeline at the next meeting and provide feedback from the campuses. Lynn Neault will bring registration dates from the other institutions in the region.

3.0 SDCCD Board of Governors Fee Waiver (BOGW) Reactivation Plan

- The Council reviewed a draft of SDCCD BOGW Reactivation Plan that was recommended by the Financial Aid Officers. Students will be permitted to file for a BOGW without completing the *Free Application for Federal Student Aid* (FAFSA) during the following window to facilitate enrollment: three weeks prior to the start of the semester through the add deadline (census).

#### 4.0 Student Voter Registration Campaign Plan

- The Council was provided with the Student Voter Registration Campaign plan which was reviewed at the previous Chancellor's Cabinet. The plan will be brought forward to District Governance Council.
- The Council agreed to share the plan with their academic senates and to encourage involvement at the campuses.

#### 5.0 Draft Student Services Policies and Procedures

- The Council was provided with draft revision to BP 3100 *Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, and revised procedure AP 3100.1 *Student Grievance*. The changes were due to recommendation from the Office of Civil Rights (OCR) to clarify language and the grievance process. The policy will be brought forward to the Board meeting in January.
- Due to the recent changes in policies and procedures pertaining to providing services to students with disabilities, an email will be sent to faculty and staff highlighting the changes.

#### 6.0 Spring Counselor Workshop

- The Council discussed the Spring Counselor workshop. It was agreed to move the next Counselor workshop to fall 2016 due to competing priorities.
- The Council agreed to continue planning the agenda at a future meeting.

#### 7.0 Counseling Business Process Review

- The Council was provided with an update on the pending decision items from the committee convened to provide changes to business processes with the new system (Campus Solutions).
- The Council was informed of the discussion and decisions on the following:
  - Catalog Year
    - Decision: Retain current business practice.
    - Students can petition the counselor to graduate under a different catalog year as long as they maintain continuous enrollment as defined below:
      - The counselor will make the final determination of the exception and post the approval on the comment screen.

- Continuous Enrollment
  - Decision: Continuous enrollment will commence when the student began their studies at a regionally accredited higher education institution in California or SDCCD Continuing Education.
- Graduation GPA
  - Decision: Retain current business practice.
  - All units, including transfer units will be computed into the graduation GPA.

#### 8.0 Common Assessment Workshop

- The Council was provided with information on a Common Assessment Initiative workshop that will be held in Los Angeles in February.
- The District researchers will be attending the workshop.
- The Council agreed to inform their campus and inquire if anyone is interested in attending.

#### 9.0 Associate Degree Initiative Campaign

- The Council reviewed the Associate Degree Initiative campaign materials (i.e. posters, flyers, and tent cards).
- The campaign materials were delivered to the Public Information Officer at each campus.
- The Vice Presidents will follow up to ensure the materials receive broad distribution.

#### *Standing Items:*

#### 10.0 ERP Update

- Cathi Lopez inquired on the Finance and Human Capital Management (HCM) training. Ailene Crakes reported that new system has a feature that populates all employees requested time off.
- Lynn Neault reported on the summer implementation date. She indicated that additional testers will be needed in late spring. She will report back on the progress.

11.0 Accreditation Follow Up

- The Vice Presidents were reminded to review accreditation standard II.C. and determine any district input that is needed.
- It was agreed to provide feedback at the next meeting.

12.0 Other

- Denise Whisenhunt provided an update on the Campus Civility Project. She reported that she has been working with departments in promoting civility and constructive conflict.
- It was reported that Miramar will have campus civility training on one of their Flex days. The Human Resources Director of Employee Relations will be in attendance to observe the training for future planning.