



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
September 8, 2016
9:00-11:00 a.m.
District Office, Room 110
Minutes**

Ailene Crakes	Mesa Academic Senate
Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Bernice Lorenzo	City College
Lynn Neault	Student Services
Cat Prindle	Continuing Education
Gerald Ramsey	Miramar College
Star Rivera-Lacy	Continuing Education

-
- 1.0 Approval of Minutes
 - August 25, 2016
 - Approved

 - 2.0 Policy and Procedure Review Session
 - Lynn Neault provided the Council with an update on the Student Services policies and procedures currently under review. The group of Board policies that the Council agreed could move forward have been reviewed by the Chancellor's Cabinet and District Governance Council and will move forward to the Board for a first reading at the September 22, 2016, Board meeting.
 - Those that needed further consultation (Transfer Center, EOPS, Associated Students, Counseling, etc.) have been sent to the stakeholders for review.

 - 3.0 College Promise Planning
 - The Council debriefed on the College Promise Program. It was agreed to put together frequently asked questions for the faculty and staff who are working with the College Promise students. Ashanti Hands agreed to put something together for the group to review. The Council recommended the following for 2017-2018:

- Have all College Promise students apply for available scholarships for year 2;
- Require students to file a FAFSA while in high school prior to applying for the program;
- Involve the Outreach team to visit all of the high schools to promote the program, especially those schools with few applicants this year;
- Move the application process earlier to allow students more time to complete their SSSP services.

4.0 Counselor Workshop

- The Council discussed the tentative agenda and schedule for the November 4, 2016, Counselor Workshop. It was agreed that the workshop would be planned for a full day, 8:30-3:00 and be held at Mesa College. The workshop will focus on the Campus Solutions implementation, with a specific focus on the Counseling/SSSP components. The following tentative agenda was agreed to:
 - Brief introduction of new faculty
 - Introduction of the Campus Solutions Counseling Team
 - Overview of Implementation Timeline
 - Review of Student Portal
 - Overview of Student Self Service
 - Key features for counselors
 - Highlights of Business Process changes

5.0 Special Part-time Admission

- Home School Students
 - Lynn Neault reported that the Admissions Supervisors are seeing more challenges with the admission of Home School Students. It was recommended that detailed guidelines be developed. The Council agreed to invite the Admissions Supervisors to a future meeting to discuss the challenges and develop guidelines.

6.0 Campus Solutions Implementation Update

- The Vice Presidents were reminded of the request for additional support for the Advising team.

7.0 Other

SSC Meeting Minutes

Page 3

September 8, 2016

- Conversion of SAT scores – Ailene Crakes requested that the District create a conversion table for the old and new SAT scores and post the table online for counselors and students. Lynn Neault agreed to follow up.
- Approval/AP 3200
 - Gerald Ramsey requested a discussion at the next Vice Presidents meeting on Manual/AP3200. It was agreed that the AS Deans would be invited to the next Vice Presidents meeting. Once the issue has been visited a revised draft would be brought to Student Services Council.

8.0 Next meeting

- September 15, 2016