



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**APPROVED**

**Student Services Council  
April 6, 2017  
9:00 a.m. – 11:00 a.m.  
District Office, Room 375  
Minutes**

Rick Cassar	Miramar College
Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Bernice Lorenzo	City College
Lynn Neault	Student Services
Kari Parker	Mesa Academic Senate
Gerald Ramsey	Miramar College
Maureen Rubalcaba	Continuing Education
Cat Prindle	Continuing Education

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1.0 Approval of Minutes

- February 2, 2017

2.0 Assessment – Placement Test Scores

- The Council discussed an update on recent changes to the SAT test resulting in new minimum score requirements to clear prerequisites for transfer level English and Math. All information has been sent to the Counseling Chairs and Admission Supervisors.

3.0 2017/2018 Academic Year – Registration Timelines

- The Council reviewed the proposed registration timeline for the 2017-2018 Academic year (Fall, Spring, Summer). It was recommended that the summer registration appointment schedule time be reduced and the window for open enrollment be increased. An updated timeline will be brought to the next meeting.

#### 4.0 Loss of BOGW Report

- The Council received a report of the number of students, by college who lost their BOG eligibility for spring as a result of their fall grades. Ashanti Hands requested the data by ethnicity. Lynn Neault will follow-up.

#### 5.0 Service Hours Grids – Summer 2017

- The Council reviewed the proposed hours of operation for the various services for Summer 2017. A few changes were made. The Council agreed to finalize the hours of operation by the end of the week so that the information could be posted on Student Web Services for students.

#### 6.0 SDSU Admissions Concerns (Ashanti Hands)

- Ashanti Hands shared the concerns from the Transfer Center Directors related to SDSU Fall 2017 transfer students.
  - The need for a report of the minimum GPA by major for those students who were admitted.
  - The time of the “Explore SDSU” day which is before all transfer students have received their admission notification.
- Lynn Neault agreed to follow up with Sandra Cook at SDSU.

#### 7.0 DSPS Allocations (Gerald Ramsey)

- Gerald Ramsey expressed concerns about the timing and process for notifying the college about changes to the DSPS allocations. Lynn Neault agreed to follow-up and recommended that the DSPS Coordinators and Directors join the VP meeting periodically to discuss the DSPS budget and program needs/outcomes (formerly the DSPS Council).

#### 8.0 Protocols for Staff in Response to Subpoenas and Court Orders

- Lynn Neault reported that she received a request for written protocols for staff on the process if ICE agents come to campus demanding records or to see a student. Lynn reported that she has prepared a draft that is being reviewed by the District’s Immigration Counsel.

#### 9.0 Campus Solutions Update

- The Council was provided an update on the status of the implementation including the importance of not pulling team members from the project for other needs on campus. A new project plan reflecting the Fall 2018 “Go Live” date is being developed and refined. Lynn Neault reported that additional resources are needed and she is working on a plan with the project leadership. Ashanti Hands inquired about requests for additional resources. All requests for additional resources will come from Lynn to the respective College/CE Vice President and President.

#### 10.0 Committee Representatives

- The Council approved the following members to the following committees.
  - CIC: Lynn Neault
  - Strategic Planning Committee: Susan Topham for Denise Whisenhunt

Next Meeting: May 18, 2017