



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

**APPROVED-
Updated 9/26/17**

**Student Services Council
May 18, 2017
9:00 a.m. – 11:00 a.m.
District Office, Room 375
Minutes**

Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Kari Parker	Mesa Academic Senate
Gerald Ramsey	Miramamar College
Star Rivera-Lacey	Continuing Education
Susan Topham	City College

1.0 Approval of Minutes

- May 4, 2017

2.0 SSSP, Basic Skills, Student Equity, Integration Plan

- Timeline
 - The Council described the integration plans for Student Success, Student Equity and Basic Skills. The campuses are well along in preparing their plans. The following timeline was established:
 - October 23, 2017 ~~November 27, 2017~~ – Due to Lynn Neault
 - November 9, 2017 ~~December 14, 2017~~ – Board Approval
 - The plans are due to the State Chancellor's office by December 1, 2017.
- Coordinated Responses
 - It was agreed that there would be a District response to question 8.
 - Question 8: For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity, and BSI with other colleges in your district to achieve your student success goals? (100 words max)

3.0 Counselor Retreat Planning

- The Council began to plan for the Fall Counselor Retreat. The following dates were proposed: October 13, 2017; October 20, 2017; and October 27, 2017. [Note: October 20, 2017 has been agreed upon]
- It was agreed the retreat would be an all-day event and the focus would be on Campus Solution Updates, and CTE Pathways.

4.0 Comprehensive Review of Student Services Forms

- The groups reviewed the plan for a comprehensive review of all Student Services and districtwide forms. The following principles will be applied to the review:
 - If mailed, capture mailing address
 - Include distribution on the bottom of each form
 - Do not ask for gender
 - Do not use CSID, rather replace with “Student Identification Number”
- The following forms were reviewed and approved – same principle should be applied:
 - Petition for Academic Renewal without Course Repetition
 - Request for Verification
 - Petition for Academic Renewal by Course Repetition
 - Request for Transcript Evaluation

5.0 San Diego Promise Update

- The Council has provided an update on the 2017-2018 College Promise Cohort, and reviewed the upcoming communication (emails) that are being sent to students.
- More than 400 students have continued participation and 100 students on the wait list have been invited to participate. The Council will receive another update in July once students have completed their SSSP Services.

6.0 Campus Solutions – Standing Item

- The Council was polled on the proposed names for the student portal. The group agreed to solicit other ideas and send them to Lynn Neault.
- The Council was also informed about a forthcoming email from IT soliciting information about shadow databases that are using student information. The information about these databases is being requested to ensure that users are informed of changes to database elements and structures.

7.0 Summer Meeting Schedule

- The Council reviewed and updated the summer meeting schedule. The group requested that future meeting requests be sent via Outlook.