



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
September 14, 2017
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Ashanti Hands	Mesa College
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Kari Parker	Mesa Academic Senate
Cat Prindle	City College
Gerald Ramsey	Miramar College
Star Rivera-Lacey	Continuing Education
Denise Whisenhunt	City College

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- 1.0 Approval of Minutes
- July 13, 2017

2.0 High School Student Registration

- The Council discussed a proposal to move the enrollment timeline for concurrently enrolled students to two weeks before classes begin instead of the current practice of one week before classes begin. It was explained that the current timeline is based upon previous regulations that specified that college students be given the opportunity to enroll before high school students. The Council reviewed the advantages and disadvantages of both options. After much discussion, the Council agreed to leave the timeline for registration of concurrently enrolled students to one week before class begins.

3.0 Service Hours Grids (Spring 2018, Summer 2018)

- The Council reviewed the student service hours for spring and summer. Miramar reported that the college is adding Saturday hours for Admissions, Counseling and Financial Aid, as a pilot for spring. It was agreed to add the hours to the grids. The Vice Presidents agreed to discuss summer hours and finalize at the next meeting.

4.0 Proposed Petition for Graduation Deadline Dates

- The Council reviewed the draft deadline dates for graduation and approved. The dates will be broadly published.

5.0 Ongoing Student Services Forms Review

- The Council reviewed the next set of proposed revisions to student services forms following the broad parameters established by the Council. It was agreed the revised forms could be finalized and distributed including posting online, as appropriate.

6.0 Student Services Policies and Procedures 6-Year Review

- The Council reviewed minor technical updates to the following Student Services Policies and Procedures.
 - BP 2071 Legal or Assumed Names, Use of by Students
 - BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process
 - AP 5130 Extended Opportunity Programs and Services (EOPS)
- Lynn Neault commended the Council for their work. All Student Services policies and procedures have undergone a comprehensive 6-Year review.

7.0 Guidelines for Addressing Pregnancy as a Temporary Disability

- Chris May, District Title IX Officer, joined the Council to review draft guidelines for addressing pregnancy as a temporary disability, from a Title IX lens. The guidelines refer faculty and students through the DSPS process for requesting an academic accommodation. It was reported that there are a few cases currently pending. Discussion followed. The Council suggested that a brief email be sent to staff and faculty summarizing the guidelines including the referral to DSPS for processing all requests for academic accommodations. Lynn Neault agreed to follow up.

8.0 Proposed Student Services Council Meeting Schedule

The Council requested that the proposed meeting schedule be sent out via Outlook and include the assistants to the Vice Presidents.

Next Meeting: September 21, 2017 @ 9:30 a.m. in District room 110