



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

**Approved**

**Student Services Council  
September 27, 2018  
9:30 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Rick Cassar	Miramamar College Academic Senate
Adrian Gonzales	Miramamar College
Kats Gustafson	Instructional Services Representative
Ashanti Hands	Mesa College
Bernice Lorenzo	City College Academic Senate
Lynn Neault	Student Services
Michelle Madrid Novak	Continuing Education Representative
Cynthia Rico	Mesa College Academic Senate Representative
Denise Whisenhunt	City College

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- 1.0 Approval of Minutes
- September 6, 2018
  - Approved

2.0 DOJ VAWA Grant Training Proposal – Chris May

- Chris May, Title IX Coordinator, provided the Council with an update on the Victim Advocacy grant through the Department of Justice. He reported that there have been many referrals to the District's Victim Advocate from both students and employees. The District team will be attending their second sexual assault prevention training in October, a requirement of the grant, to build a team of individuals on campus who can support prevention and education on sexual assault on college campuses.
- Chris May reported that a key component of the grant is ensuring deeper and broader training that reaches more students. The team is proposing a two-tiered training program that includes:

- 1.) Inserting a brief training video in the colleges' online orientation, as well as on campus orientation programs to the extent possible. Ideally, the team would like to explore the addition of a training module in the various Personal Growth classes.
- 2.) Providing additional student training in situations where students are "captive audiences".

The council supported the plan. Chris will work with the AS Deans on implementation, including outreach to the counseling chairs and Deans.

- Chris May further reported that the lead agency, the Center for Community Solutions, is in the process of searching for a Grant Manager, who they hope to have in place soon. The Council will continue to be provided with regular updates on progress.

### 3.0 Title IX Report – Chris May

- Chris May, Title IX Coordinator, presented the Title IX Compliance Office Annual Report for the 2017-2018 academic year. He highlighted some key areas including the addition of a Victim Advocate to provide support. He also reported that the caseload for 2017-2018 was fairly similar to 2016-2017. The focus of the Title IX Office continues to be on education and training, and updates have been made for the various training materials.

### 4.0 Student Services Policies and Procedures Updates

- The Council reviewed and approved the following policies and procedures:
  - BP 3100 – Student Rights, Responsibilities, Campus Safety and Administrative Due Process
    - Inclusion of the prohibition of students videotaping in the classroom without consent of the instructor except in cases of DSPS students with accommodation
    - Inclusion of a code of conduct violation for providing false information during an investigation
  - AP 3125.2 – Student Travel – Permission, Release and Waiver Form
    - This procedure was part of the six year comprehensive review
    - Inclusion of minor technical edits

- AP 3200 – Associated Students Organizations and Guidelines for Student Clubs and Organizations
  - Inclusion of provisions for club funds balances when a club becomes inactive

#### 5.0 Spring 2019 Service Hours Grids Draft

- The Council reviewed the Service Hours Grids and agreed to send any changes to Lynn Neault.

#### 6.0 Ongoing Form Review and Update

- The Council continued the ongoing review and updates of Student Services forms in accordance with the established guidelines. The following forms were reviewed and updated: Change of Course Level within the Discipline or Section, Consent to Release Confidential Student Information by Faculty, Petition for Schedule Adjustment after Deadline, Statement of Student Grievance, and Student Grievance Hearing Request.
- It was agreed that the forms will be updated and distributed accordingly.

#### 7.0 Campus Solutions Update

- The Council was provided an update on the shift in the go-live schedule for Campus Solutions.
  - The counselor training will be moved to March 2019. Exact training dates will be worked out with the counseling team and brought back to the Council.
  - There will be a multi-tiered approach to training, the first tier focusing on new/change to business processes and the second tier will be hands-on system training.
  - The new schedule is under development and will be brought back.
  - The Council was also advised that beginning in January, some of the team members may be rolled off and return to campus, depending upon testing. The Financial Aid Directors have already returned to campus.

## 8.0 Drop for Non-Payment Update

- The Council was provided with a summary of the suspension of drop for non-payment for fall.
- There are approximately 1,000 students enrolled in classes who have not paid.
- Email reminders have been sent routinely. The last reminder advises students of how much they owe and that a hold has been placed on their account.
- Numerous students have come to the Admissions Office with complaints that they should have been dropped for non-payment and therefore requesting late drops (backdated).
- No students were dropped due to outstanding balances.
- It has been difficult on faculty classroom management. The plan is to resume the normal process in spring, pending stabilization of financial aid disbursement.