



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Approved

Student Services Council

November 7, 2019

10:15 a.m. – 11:45 a.m.

District Office, Room 110

Minutes

Rick Cassar	Miramar College Academic Senate
Adrian Gonzales	Miramar College
Kats Gustafson	Instructional Services Representative
Ashanti Hands	Mesa College
Leroy Johnson	Mesa College Academic Senate
Lynn Neault	Student Services
Cat Prindle	Continuing Education Academic Senate
Star River-Lacey	Continuing Education
Denise Whisenhunt	City College

1.0 Approval of Minutes

- October 3, 2019
 - Approved

2.0 Cross-functional Training Workshops

- The Council discussed feedback from the cross-functional training workshops held at City College, and Miramar College.
- As part of the District's effort to further support the colleges' transition to Campus Solutions, Student Services has been conducting a comprehensive basic business process cross-training workshop at each of the campuses.
 - The workshop is in preparation for the start of the Spring semester registration cycle.
 - City College and Miramar College held their trainings on October 25, 2019 and November 1, 2019, respectively.
 - Mesa College will hold their training on November 8, 2019, and Continuing Education will hold their training on November 15, 2019.

- Staff from Admissions, Financial Aid, Counseling and Student Accounting attended.
- The purpose of the trainings is to provide users with an overall picture of how the system works together.
- The Council was provided with system and business process suggestions from the trainings held so far.

3.0 Changes to Password Self-Service

- The Council was provided with the proposed changes to Password Self-Service (PSS) based on the PSS Committee meeting from October, 2019.
- The following options for changes were discussed:
 - Security Question Changes
 - Simplify and reduce the number of security questions
 - Change the password reset process to include a temporary code provided to the user that will allow the user to create a new password
 - User supplied phone number for password reset
 - Allow students to create custom security questions
- The Password Self-Service Committee will work on the proposed changes.

4.0 New Business Process for CCAP

- The Council was presented with the new business process for College and Career Access Pathways (CCAP). The new process will be a pilot for Spring 2020. Three high schools, one per college campus, will participate in the pilot: SCPA (City College); Mission Bay (Mesa College); and Mira Mesa (Miramar College).
- In coordination with the participating high schools, the students will now be completing the mandatory supplemental application/consent form via DocuSign. This electronic form will be securely routed from the student's email, to the parent/guardian, and finalized copies will be sent to both the respective high school and college.

- College CCAP liaison will work directly with the high school campuses to distribute the DocuSign link to all students participating in the program. Once the DocuSign form is complete, the college staff will ensure accuracy and enroll students into CCAP courses based on the rosters provided by the high school counselors.
- Assembly Bill 30 was passed into law on October 4, 2019. Under this new bill, the protocol shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupils' participation in the CCAP partnership. Previously, students had to submit a new parental consent/ principal recommendation form each semester.

5.0 Readmission Timeline for Disqualified Students (Draft)

- The Council reviewed the proposed timeline for students petitioning to be readmitted after a second disqualification.
- The current language for a 2nd disqualification requires the student to sit out one full academic year. The Council proposed changing the sit out period to a "semester." This would be a major change that would require further consultation and programming in Campus Solutions, as well as language change in the catalog. It was agreed to add the item to a future agenda.
- The Council agreed to the following changes:
 - Remove bullet on 2nd and 3rd disqualification - NO EXCEPTIONS
 - Add bullet on 2nd disqualification to read – Exceptions must be approved by the dean.
 - Add footnote - "Submission deadlines are flexible."
- The Council did not make any edits to the proposed timeline. The timeline will be posted on the web.

6.0 Proposed Meeting Schedule Spring 2020

- The Council reviewed the proposed meeting schedule for Spring 2020 and agreed to the proposed meeting dates. Meeting invitations will be sent via Outlook to the Council.

7.0 Ongoing Forms Review and Update

- The Council continued ongoing review and updates of Student Services forms in accordance with the established guidelines.
- The following forms were reviewed and updated: Application for Independent Study, Assignment of Incomplete ("I"), Change of Course Level within a Discipline or Section, Consent to Release Confidential Student Information by Faculty, Faculty Academic Sanction Form, Student Code of Conduct Violation: Faculty Removal of Disruptive Student from Class, Grade Assignment/Change Form, Grade Challenge Petition, Petition for Schedule Adjustment after Deadline, Petition to Challenge, Processing Fees for Credit by Examination, Processing Fees for Reissuing Diplomas, Proof of Prerequisite/Co-requisite, Request/Authorization to Conduct Off-Campus Student Activity, Student Petition, Supplemental Application and Certification of Special Part-Time High School Student.
- It was agreed that the forms will be updated and distributed accordingly.

8.0 Other