



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Approved

**Student Services Council
February 6, 2020
10:15 a.m. – 11:45 a.m.
District Office, Room 145
Minutes**

Antonio Alarcon	Instructional Services Representative
Rick Cassar	Miramar College Academic Senate
Gail Conrad	Student Services
Georgina M. Garcia	City College Academic Senate
Ashanti Hands	Mesa College
Leroy Johnson	Mesa College Academic Senate
Cat Prindle	Continuing Education Academic Senate
Star River-Lacey	Continuing Education
Denise Whisenhunt	City College

1.0 Approval of Minutes

- November 7, 2019
 - Approved

2.0 Transcript Processing

- Catrina Hixon, Director Student Services, joined the Council to propose a new business process for evaluations in 2020.
- The Council reviewed the proposed business process and work with the Counseling offices regarding some of the suggested changes.
 - Transcript Evaluation process
 - Bachelor Degree admissions processing
 - Incoming transcript processing
- The Council agreed that evaluators are to meet quarterly with campus evaluation staff.

3.0 Readmission Timeline for Disqualified Students (Catrina Hixon)

- The Council received the Academic Standards Policy and reviewed the readmission timeline for disqualified students.
- The Council discussed the following:
 - The current language for a second disqualification requires the student to sit out one full academic year. At the last SSC meeting on November 7, 2019, 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.
- The Council, joined by Catrina Hixon, discussed programming in Campus Solutions and Hixon agreed it could be completed in time for spring 2020 grades processing.
- The Council agreed that the Dean of Student Development approves exceptions rather than the Vice President.

4.0 SB 316: Domestic Violence Hotline on Student ID Cards

- The Council received the Senate Bill (SB) 316: Domestic Violence Hotline on Student ID Cards. The Legislature enacted SB 316, which will require public institutions of higher education to provide the telephone number for the National Domestic Violence Hotline on student ID cards.
- The Council agreed to include the National Domestic Violence Hotline telephone number on all new student ID cards.
- Star Rivera-Lacey, CE Vice President, Student Services, discussed the need for Continuing Education student ID cards.
- Gail Conrad, Acting Vice Chancellor Student Services, agreed to follow-up and report back to the Council regarding this matter.

5.0 AB 1504: Student Representation Fee

- The Council reviewed Assembly Bill (AB) 1504: Student Representation Fee.

- Gail Conrad shared that the Board of Trustees received an amendment to the student fee schedule on January 30, 2020.
- The bill requires an increase from \$1 to \$2 for students.

6.0 District Ban on Receiving Electronic Transcripts (Leroy Johnson)

- Leroy Johnson, Mesa College Counseling Chair, proposed a request to consider Credential Solutions as a service to assist the SDCCD with electronic transcripts.
- The Council discussed the option of providing this service to our District.
- Gail Conrad offered to investigate the issue and respond to the Council before she ends her service as Acting Vice Chancellor, Student Services.

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:
 - Supplemental Application and Certification of Special Part-Time Joint High School Diploma Student
- The Council agreed to review the form at the next SSC meeting for discussion and approval with a clarification needed that this is only the blue form and that it does not replace the yellow form.

8.0 Service Hours Grids – Summer 2020 Draft

- The Council reviewed the Draft Service Hour Grids for summer 2020.
- The Council agreed to review the grids at a future SSC meeting.

9.0 Other

- Districtwide Counselor Workshop
 - Date: April 10, 2020
 - Proposed time: 8:30 a.m. – 2:00 p.m.
 - Propose location: City College
- The Council discussed the need for a cross-functional Campus Solutions training workshop as part of the counselor workshop.