



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South

San Diego, California 92108-3883

619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Approved

Student Services Council

Thursday, August 6, 2020

10:00 a.m. – 11:30 a.m.

Zoom Meeting

Minutes

Present:

| | |
|-----------------------|---|
| Antonio Alarcon | Instructional Services Representative |
| Georgina M. Garcia | City College Academic Senate |
| Adrian Gonzales | Miramar College |
| Victoria Kerba-Miller | Mesa College (on behalf of Ashanti Hands) |
| Ramon L. Knox | District Student Services |
| Leroy Johnson | Mesa College Academic Senate |
| Cat Prindle | Continuing Education Academic Senate |
| Star Rivera-Lacey | Continuing Education |
| Kirk Webley | Miramar College Academic Senate |
| Denise S. Whisenhunt | City College |

Absent:

| | |
|---------------|--------------|
| Ashanti Hands | Mesa College |
|---------------|--------------|

1.0 Approval of Minutes

- June 4, 2020
 - Approved

2.0 Enrollment Update – *Standing Item*

- Dual Enrollment
 - The Council received an update on requests to shift dual enrollment to a lower grade-level. Campuses currently allow for exceptions and students in lower grade levels are approved by the Vice Presidents of Student Services on a case-by-case basis.
 - The Council was informed that campuses will continue to use the current procedure for dual enrollment.
- SDCCD/SDUSD Memorandum of Understanding (MOU)
 - Ramon Knox shared that SDUSD is in the process of updating the general master agreement with SDCCD.

- The agreement will include a five year term agreement and expiration.
- The District will be adding facilities usage language to the agreement.

3.0 BP 3100 Student Code of Conduct Guidelines for Online Classes

- The Council received an update on the guidelines for student removal from online classes.
- For Fall 2020, all courses are classified as Distance Education and will use the BP 3100 Student Code of Conduct Guidelines for Online Classes.
- A workgroup has been formed and is in the process of brainstorming options to remove a student from a course via Canvas and Campus Solutions now that all classes are online.

4.0 CARES Act – Summer and Fall Disbursements

- Ramon Knox provided the Council with the most recent CARES Act award numbers as of July 21, 2020, which includes a total of 4,900 applications for City, Mesa, and Miramar colleges and Continuing Education for Summer 2020. A total of \$2,431,950 has been awarded in direct aid to students as of July 14, 2020.
- Awards have ranged from \$200 to \$500.
- The Vice Presidents of Student Services will be meeting to discuss and determine the Fall 2020 application launch.

5.0 United Way Partnership

- Ramon Knox provided the Council with the most recent United Way of San Diego grant numbers as of July 21, 2020, which includes a total of 558 applications for City, Mesa, and Miramar colleges and Continuing Education.
- The purpose of the grant was to provide gap coverage for students who were not originally eligible to receive CARES Act funding, and who did not complete a 1040 form.
- Funds must be disbursed by December 31, 2020.
- The Vice Presidents of Student Services will be meeting to create a Fall 2020 application timeline.

6.0 Crashing Courses in the Remote Setting

- Fall Opening Day Email for Faculty
 - Ramon Knox reported that there is a request for language to be included in the faculty opening day email regarding instructions on 'crashing courses' in the remote setting.

- Instructions on how to crash courses for students will also be included in a separate student communication.
- The Council approved the language for the student email.
 - Kirk Webley (Miramar College) requested to include the process for students who are on a waitlist, and not officially added to the course.
- Ramon Knox shared that any language suggestions for the faculty email will need to be sent to District Student Services by Friday, August 7, 2020.

7.0 “Call to Action”

- Student Complaint Procedure Communication
 - The Council reviewed a student communication drafted in response to the CCCCCO “Call to Action” from June 2020 and the Black Lives Matter movement, police brutality, and anti-racist movement.
 - Part of the “Call to Action” included the campus review of equity plans, as well as the review of training and curriculum for police officers.
 - The Board of Trustees requested information on how students submit complaints about the Police Department.
 - The complaint report form will be updated and the communication will be sent to students.
 - The Council supports the communication with the following suggestion:
 - Underrepresented students may be hesitant to file complaints or to voice/articulate struggles. Inform faculty that the updated complaint processes will be communicated to students to create awareness.

Action Item: Suggest future agenda item for police/student interaction and building a different kind of experience with policing for SDCCD students.

8.0 Ongoing Form Updates, Review and Approval

- DSPS Full Time Waiver for Student Success Programs
 - The Council reviewed a new form for DSPS. The Full Time Waiver for Student Success Programs will be used throughout District and will be completed by a DSPS Counselor.
 - A student must be enrolled with DSPS to qualify and can waive the 12-unit minimum enrollment requirement for EOPS, San Diego Promise, or STAR TRIO programs.
 - The Council approved the form with the following follow-up questions:
 - Does the International Students population need to be added to the form?
 - Check Federal requirement for TRIO programs to ensure there is no conflict (in terms of waivers).

- Was the student athlete population considered for those who require accommodations?
- Where will the form be housed?

9.0 Other

- SD Foundation Grant
 - Ramon Knox shared that the District has received a grant from the San Diego Foundation for \$70,000. This grant is to serve students in District 4.
- Cranium Café
 - The Council requested an update on the status of Cranium Café for the District.
 - Ramon Knox shared that the District is in the process of identifying software platforms to support students (Cranium Café, electronic file sharing system, phone system) and using the institutional funds portion of the CARE Act for these purposes.
 - Each campus submitted requests to VC Instructional Services and assessed what needs are immediate and which are identified as long-term needs.
 - The campuses informed the Council that they are moving forward as a District with the purchase of Cranium Café.
- Districtwide Counseling Workshop
 - Georgina M. Garcia (City College) and Cat Prindle (Continuing education) inquired regarding the Districtwide Counselor Workshop.
 - There is a request to use a portion of the time at this workshop for a training session for Cranium Café.
 - Leroy Johnson (Mesa College) to take the districtwide counselor workshop back to Mesa counselors for feedback.

Next Agenda:

- Update on Title IX

Next SSC Meeting: September 3, 2020