



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Approved**

**Student Services Council  
Thursday, September 3, 2020  
10:00 a.m. – 11:30 a.m.  
ZOOM**

**Minutes**

**Present:**

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

**Absent:**

Cat Prindle	Continuing Education Academic Senate
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**1.0 Approval of Minutes**

- August 6, 2020 - Approved

**2.0 Enrollment Update – *Standing Item***

- Ramon Knox provided the Council with an enrollment update.
- The District is 82% towards its target of 14,129, with current FTES at 11,531.
- Enrollment districtwide is down compared to this time last year with some possible causes including:
  - Mental/Emotional Health
  - COVID-19
  - Unemployment
  - Family affected by pandemic
  - Shift in scheduling of courses to online versus on-campus courses

- Ramon Knox shared that there will be an increase in communication to students. Ramon Knox has also asked the Vice Presidents of Instruction to communicate with faculty
- Athletics for Fall 2020 have been shifted to Spring 2021.
- **State Chancellor's Office Memo** - College and Career Access Pathways Partnerships
  - The Council was provided with an overview of the College and Career Access Pathways Partnerships (CCAP) memo from the State Chancellor's Office.
- **State Chancellor's Office Memo** – August Revision to the 2019-20 Second Principal and 2020-21 Advance Apportionment
  - The Council was provided with an overview of the August Revision to the 2019-20 Second Principal and 2020-21 Advance Apportionment memo from the State Chancellor's Office.

### 3.0 UC Requirement: Language Other Than English (LOTE)

- Ramon Knox reported that the University of California requires that if an outside transcript is in another language, it be submitted in English.
- The Council reviewed the LOTE form and recommended the following:
  - Spell out LOTE on the form
  - Cost may incur for the students and shared cost concerns
- The Council agreed that a formal process be in place where they can communicate with faculty.

**Action Item:** *Ramon Knox to engage Vice Presidents of Instructional Services/IT to develop a process.*

**Action Item:** *Find another service that costs less for the student.*

- Transfer Coordinators/International Student Coordinators suggestions:

**Action Item:** *Provide a range of available options for English translation to be reviewed at the next Council meeting.*

- Examples of transcript translation options for students at other colleges:
  - <https://www.pcc.edu/advising/eval-foreign-transcripts/>
  - <https://www.bmcc.cuny.edu/admissions/apply-now/translation-and-evaluation-of-non-u-s-transcripts/>

#### 4.0 Compliance

- Title IX Update
  - The Council was provided with an update on the new Title IX regulations, as well as the new Administrative Procedure (AP) 3434.
  
- 504 Coordinator Proposal – Draft
  - The Council was provided with a draft 504 Coordinator proposal which included the following:
    - Case Management Approach – Maxient
    - Regular Meetings
    - Additional Support
    - Taskforce – Poppy Fitch (Director, DSPS) in communication with current 504 Coordinators

#### 5.0 Districtwide Counselor Retreat (Leroy Johnson)

- Leroy Johnson shared the recommendation for a Districtwide Counselor Retreat to be held in October 2020 with the following suggestions:
  - One retreat per semester (Fall and Spring)
  - Cranium Café Overview

**Action Item:** *District Student Services to coordinate funding and put together a team including Leroy Johnson, Kirk Webley, and Georgina M. Garcia. Ramon Knox will reach out to Catrina Hixon (Director, Student Services) for support.*

- The group agreed to work together to determine the date and potential speakers.
  - Suggested dates include October 23, 2020 or October 30, 2020.
- The group discussed the possibility of scheduling a Spring Retreat.

#### 6.0 Holds on High School Students taking SDCCD Classes (Leroy Johnson)

- Leroy Johnson (Mesa College) discussed the disqualification policy for HS students who take classes with the District and receive a 'D' or 'F' grade. The Council provided the following suggestions:
  - Provide a more student-centered policy
  - Recommend a different business process
  - Spread out services between the campuses

**Action Item:** *Campuses to send Ramon business process by September 18, 2020.*

#### 7.0 “Call to Action” – Equity

- The Council was provided with an update on several initiatives in response to the State Chancellor’s Office “Call to Action” and the focus on how the District is supporting African American students. Several meeting groups have been convened including the following:
  - African American Student Success: Recruitment, Retention, Wrap-around Services
    - Ramon Knox shared that a meeting to discuss African American student success is scheduled on October 9, 2020. The goal of the initial meeting is to gather for brainstorming and sharing of ideas. The meeting group includes representatives from District Student and Instructional Services, Vice Presidents of Student Services, Deans, Coordinators for Promise, Umoja and HUBU, and faculty members.
      - Council member were invited to join the student success meeting.
  - Student Success (Promise) – African American
    - Ramon Knox shared that the Vice Presidents of Student Services and College Promise Coordinators will convene to discuss increasing support for African American students within the Promise program on October 1, 2020.
  - SDCCD/SDUSD Equity Discussions
    - Ramon Knox shared that a joint SDCCD/SDUSD partnership equity discussion group has been formed and will meet on September 14, 2020 to focus on the CCAP and CTE programs. This meeting will include representatives from the campuses, District Student and Instructional Services, Institutional Research and Planning, and San Diego Unified School District.

#### 8.0 Upcoming Board Items

- The Council was provided with the upcoming Board meeting items related to Student Services including the following reports on activities from the campuses:
  - Constitution Day (September 10, 2020)
  - Voter Registration Activities 2020 (September 24, 2020)
  - Veterans Day Activities (October 8, 2020)

#### 9.0 Other

- ADA Accommodations (Requirement of Masks)
  - Development of guidelines for DSPS students

- Next Meeting Agenda:
  - 1.0 Translation Options (LOTE)

**Next SSC Meeting: October 1, 2020**