



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Approved

**Student Services Council
Thursday, December 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
Adrian Gonzales	Miramamar College
Ashanti Hands	Mesa College
Catrina Hixon	District Student Services
Leroy Johnson	Mesa College Academic Senate
Maureen Rubalcaba	Continuing Education (on behalf of Star Rivera-Lacey)
Cat Prindle	Continuing Education Academic Senate
Susan Topham	District Student Services
Kirk Webley	Miramamar College Academic Senate
Denise S. Whisenhunt	City College

Absent:

Star Rivera-Lacey	Continuing Education
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1.0 Approval of Minutes

- November 5, 2020 - Approved

2.0 2021 Service Hour Grids: Spring/Intersession/Spring Break (Final Draft)

- The Council reviewed the 2021 service hour grids final draft. City and Mesa Colleges and Continuing Education had no changes. Miramar College discussed the grids but did not have a final conclusion. VPSS Gonzales will follow up with Susan to confirm the grids.
- Staff must be notified within 15 days if there are changes to the schedule so it may be too late to make changes to the grids at this time.
- The grids were approved to be posted online.

3.0 Cranium Café Implementation

- Catrina Hixon scheduled a team meeting to discuss an implementation timeline. The team will meet again in January. The Counseling Supervisor's

will serve as the leads and the District Office will provide support. Each institution will handle their own campus work.

- Maureen Rubalcaba will meet with VPSS Rivera-Lacey to determine how Continuing Ed will proceed.
- The Council discussed challenges and opportunities for growth related to purchasing new software/platforms. It was recommended to create a checklist to ensure support for the software is in place prior to purchasing. Items to include are:

- Prioritization
- Ease of interface with Campus Solutions; minimal programming
- Include Continuing Education in the conversation
- Maintain an inventory and collaborate between Instructional Services and Student Services

4.0 Late Drop (Catrina Hixon)

- Students who dropped after the deadline and receive a “W” and students who did not drop and receive an “F” also owe money to the SDCCD. Unable to drop students from a year ago because they were already claimed for apportionment.
- The Council discussed what is already in place and new ideas to ensure students drop on time, including:
 - Student Services sends reminders to students and faculty
 - Code students out for academic probation and change grade to “W” if approved
 - Students used to be dropped for non-payment but this does not happen anymore
 - Ensure the SDCCD policy and communication is the same and not contradictory.
- The Council discussed a campaign to help get the word out about the importance of dropping students, and to help students and faculty understand their roles.

Action: VC Topham will add the topic to the next VPI/VPSS meeting agenda.

Action: Catrina Hixon will get the actual numbers of students and disaggregate to include:

- *Last semester of attendance*
- *Ethnicity*
- *First generation students*
- *Total units completed*
- *Degree applicable units*
- *Typical success metrics*

Action: Council members will send their list of data needs to Catrina Hixon by the end of the work day.

5.0 Student's with 3rd Disqualification (Catrina Hixon)

- This topic was brought forward by Evaluations, Counseling Chairs, and Counseling Supervisors.
- Kirk Webley shared a situation in which a Mesa College student took a class at Miramar and was disqualified for the third time. The student petitioned at Mesa but was redirected back to Miramar. This situation brought up many questions, including:
 - How is the Home Campus defined?
 - Does a change of major or time lapse change the process of sending 3rd disqualification petitions to the campus that readmitted last?
 - At which point was the student redirected?
- The Council discussed the need to step back to the campuses and learn what their processes are. Then, standardize the process and bring it back to a future SSC for discussion.

6.0 Academic Standards Policy (Catrina Hixon)

- Readmission Timeline (2021-2022)
 - Catrina Hixon shared the readmission timeline for 2021-2022.
 - City, Mesa, and Miramar Colleges approved including their web links to contact.

7.0 Commencement 2021

- VC Topham shared that the Chancellor's Cabinet confirmed moving forward with Marching Order.

8.0 Evaluations Update – Fall 2020

- VC Topham and Catrina Hixon shared information about the current status and backlog of evaluations. They are proposing a request for assistance from the colleges.
- The Council has requested additional information as well as time to discuss this with their colleagues and to ensure there is budget and staff support in place to accommodate the request.

Action: Catrina Hixon will provide information about how many applications there are, and how much time each application typically takes an individual to complete.

Action: The VPSSs will give their Deans a heads up about the request.

Next SSC Meeting: January 7, 2021