



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

**Approved**

**Student Services Council  
Thursday, February 4, 2021  
10:00 a.m. – 11:30 a.m.  
Via Zoom**

## **Minutes**

### **Present:**

Antonio Alarcón  
Adrian Gonzales  
Georgina Garcia  
Ashanti Hands  
Leroy Johnson  
Cat Prindle  
Star Rivera-Lacey  
Susan Topham  
Kirk Webley  
Denise Whisenhunt

Instructional Services Representative  
Miramar College  
City College Academic Senate  
Mesa College  
Mesa College Academic Senate  
Continuing Education Academic Senate  
Continuing Education  
District Office  
Miramar College Academic Senate  
City College

### **Absent:**

None.

#### **1.0 Approval of Minutes**

- The January 7, 2021 minutes were approved by consensus.

#### **2.0 Educational Services Updates**

- Effective February 1, 2021, Dean Shelly Hess is overseeing the Evaluators. She is working with Director Catrina Hixon during the transition. This was a natural transition as evaluations works closely with curriculum. If any issues arise during the transition they should be brought forward to Topham, so they can be addressed.
- Working on a reorganizational chart for Educational Services. One of the major changes is separating research out as its own entity, no longer under Student Services. It will be renamed to the Office of Institutional Effectiveness and Research. The draft chart will be sent to Chancellor's Cabinet next Tuesday and then shared out after it is finalized.

- The current Student Services Analyst over Student Financials and CS Modules has resigned, effective February 19, 2021. The position has been approved to fill and the recruitment process has begun.
- The Business Systems Analyst position over Admissions has been posted. The goal is to have the position filled within one month.
- Topham is working with staff to determine how to expedite the evaluations process to alleviate some of the work. Student Services is planning to hire a special recruitment NANC to assist with the process.
- Gonzales asked if there are still plans to move evaluations back to the campuses. Topham responded that it is not a plan at this time. She wants to allow time for the new manager, Hess, to work out the functional piece of transitioning evaluations to the department. In the meantime, work is continuing on entering information into Campus Solutions to help automate some of the work. Information from Southwest has been entered and we are now working on entering information from Grossmont/Cuyamacca.

### 3.0 Calendars

- Topham shared that there is a correction to the Colleges and College of Continuing Education 2021-2022 Academic Calendars. There is a one-day adjustment due to moving the New Year holiday to 12/31/2021 to match the State Chancellor's Office mandated holiday dates. The revised calendar was sent to and approved by the calendar committee, and was approved at DGC on February 3, 2021. It will be included in the February 11, 2021 Board meeting.

### 4.0 Enrollment Timeline

- Topham shared that the team is working on moving the registration dates up in the timeline. For next year, the registration timeline will be moved up by one week. The goal is to have registration moved up one month, to June 1<sup>st</sup>, within a year. This will require a lot of coordination with curriculum and the Vice Presidents of Instruction to determine how to move the timeline and processes.
- The topic will go to the Curriculum and Instructional Council to have conversations about how to streamline and shorten the time it takes for different areas of the curriculum approval process.
- These small changes will hopefully lead to building a two-year schedule.

5.0 HBCU Transfer Grant

- Alarcón shared that the grant is for \$3M over the course of five years. The outcome is to create transfer agreements with HBCUs and increase transfer opportunities and pathways from community colleges to HBCUs.
- The grant deadline is February 26, 2021.
- The colleges would like to approach this districtwide, including pathways from the College of Continuing Education to the Colleges and to the HBCUs. They will incorporate a regional standpoint by including information about the SDICCCA alliance.
- Alarcón will put the grant together and requested leads from each institution.

*ACTION – The VPSS will send Alarcón the name of their lead. Alarcón will convene a meeting to begin planning.*

*ACTION – Topham will inform Chancellor's Cabinet that the SDCCD will be applying for the grant.*

6.0 Coding of Formerly Incarcerated Students (Whisenhunt)

- City College has a need to track formerly incarcerated students as part of a grant.
- Topham confirmed that there is the ability to track students; however, it is a manual process that will need to be completed at the campus.
- The Council expressed the need to determine
  - who will have access to the information
  - how will the students be tracked
  - what will the data be used for
  - will the information become part of the students permanent record
  - when and how will the information be collected
  - will students need to self-identify
  - will justice impacted student be included
  - are we separating misdemeanor from felony

*ACTION – the Council will discuss at their colleges and the topic will be included in the next meeting agenda.*

*ACTION – Whisenhunt will send additional information to the Council prior to the next meeting.*

7.0 High School Grade Notice (Johnson)

- Johnson shared the High School Grade Notice letter that was sent to students. The purpose of the letter is to help students know where they're at and what they can do. The letter is helpful but direct contact from a counselor works even better.

- City College does temporary disqualifications that require the student to meet with a counselor. This is effective, but has an impact on the availability of counselors.
- There were interventions in place when students received holds. Without the holds, the students have to be manually tracked.
  - Topham shared that holds were removed due to the current pandemic situation. If the new process is not working, it can be revisited.
- CCAP is successful and enrollment does increase. There is a need to evaluate why there are so many students in this situation. Can more work be done to ensure students are screened and are aware of the increased workload and demand of college classes? What supports are currently in place for students and what additional supports are needed?

*ACTION – Topham will get the data and breakdown to share with the Council.*

*ACTION – Topham will get a list for each college of the students who received the letters.*

*ACTION – Topham will ask staff about sending additional letters to the students throughout the semester.*

*ACTION – the topic will be brought back for the next meeting and colleges will share their best practices.*

*ACTION – the topic will be included at a future Joint Partnership meeting, after the work is completed for the Joint Board presentation.*

#### 8.0 Other

- LogMeIn Issues
  - There have been issues at City College with access to remote desktops through LogMeIn. Topham recommended working with their campus IT to address the issues.
- Student Emails Workgroup
  - Gonzales asked for an update on the Student Emails workgroup. Topham shared that the workgroup is not meeting anymore due to budget constraints. Options are being explored with texting, social media, apps, as well as looking into sending shorter emails that provide links to additional information.
- CARES Act (round 1)

*ACTION – Topham will add this topic to the next VPSS meeting.*

*ACTION – Alarcón and Topham will follow up with Michael Ledesma to determine whether CE and District funds were included in City's number.*

*ACTION – Topham will convene a meeting to discuss CARES reporting. The first meeting will be with Alarcón and Victor DeVore, and subsequent meetings will include additional people to incorporate timelines and processes.*

- Distribution of Money to Students
  - Colleges are planning to roll out the money after the add/drop deadline of February 16, 2021.

*ACTION: Topham will ask Victor DeVore if he can provide timelines using the February 16, 2021 date.*