



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

**Student Services Council
Thursday, October 7, 2021
10:00 a.m. – 11:30 a.m.
Via Zoom**

Minutes

Present:

Victor DeVore	District Office
Georgina Garcia	San Diego College of Continuing Education
Adrian Gonzales	San Diego Miramar College
Ashanti Hands	San Diego Mesa College
Marciano Perez	San Diego City College
Cat Prindle	San Diego College of Continuing Education
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office
Kirk Webley	San Diego Miramar College

Absent:

Shakerra Carter	San Diego College of Continuing Education
-----------------	---

Guest:

Poppy Fitch	District Office
Krystal Henderson	District Office

1.0 Approval of Minutes*

- September 2, 2021 minutes were approved by consensus.

2.0 Application for Graduation Deadline Dates

- Topham shared document
- Before JIRA, students had to see a counselor to determine whether it was time to apply for graduation. Now, many students are applying too soon.
- Topham shared that we consider adding criteria to the programming (i.e. number of units, certain Math and English). A question was raised about what happens next – should an email be generated to direct students to their counselor? When it comes to that step in the process, Topham will bring this topic back to Student Services Council (SSC).

- We will begin using the banner available in Campus Solutions (CS) to give reminders to students about upcoming deadlines.
- The SSC supports the dates, but work will be done on the back end, with the intent to move towards helping the students to navigate the graduation process.
- The council asked whether proactive degree awarding is still happening. Topham shared it is not at this time. It is not programmed into CS yet, and there are financial aid implications.

3.0 High School Disqualification Process*

- The advising group has looked over this draft process and is onboard with moving it forward. This is for CCAP and non-CCAP students.
- Counselors are onboard with this, but it's the communication piece with the high school counselors. Recommend discussing the Early Withdrawal (EW) process with the high school group to clarify the process and limitations.
- Topham shared that we are trying to be more strategic with our communication with the high school counselors.

ACTION – Approved by consensus.

4.0 Forms Review*

- Application for Credit by Examination (Draft form)
 - There was confusion about the form because it is for credit colleges, but San Diego College of Continuing Education also has a Credit by Examination process.

ACTION – Topham will take the form back to her team to see if the forms and processes could be streamlined. She will bring the form and process back to a future Student Services Council meeting.

5.0 Latin Honors for Baccalaureate Degrees

- Topham shared the Latin Honors for Baccalaureate Degrees, approved by Chancellor's Cabinet on October 5, 2021.
- It will mirror the Associate Degree and will appear on student transcripts.

6.0 Campus Solutions Permission Security (Rico)

- Is it possible to set up a sandbox or something similar to enhance the training for the SDICCCA Interns.

7.0 Clearing Unit Override Process (Rico)

- We need to have a form or documentation to limit the possibility of fraud.
- DeVore is thinking of a process.
- The timeline and turnaround time will be reviewed. Many times this comes up as an emergency situation for students.

ACTION: Topham will follow up on the process with DeVore.

8.0 Crashing Courses for Spring 2022 (Rico)

- Auto-enrollment the first week of school to enroll the waitlist students into the class.
- There is concern about students possibly ending up in a class that they were on the waitlist for without realizing they were going to be added.
- Instructors will need to be more diligent about dropping students from the class they know are not attending.
- Topham suggests bringing the topic to the Academic Senate to ensure faculty are on board with this type of change to the process. It will need support across the three colleges. Then bring it back to SSC for discussion.
- Due to vaccination requirements, the crashing/adding will continue to be online regardless of whether the class is online or on-campus.

9.0 Other

- Topham shared information about the COVID-19 Town Hall.

ACTION: Jess will send out the flyer for the Town Hall meeting to the Student Services Council.

(*) See attachment

Next SSC Meeting: Thursday, November 4, 2021