



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

**Student Services Council
Thursday, December 2, 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

1.0 Approval of Minutes

- The November 4, 2021 minutes were approved by consensus.

2.0 First Semester College Student Distinction

- Kearny Early Grads are considered High School graduates by January. They are enrolled as early matriculation.

3.0 Communication

- Probationary Status and Notices
 - San Diego Community College District (SDCCD) is still following the pandemic process. It's a good idea to start working on updating the process now in preparation for when we stop following the pandemic process. Victor DeVore will bring this topic to the advising group.

4.0 Other

- Transcript Project
 - The project is moving along very nicely. Educational Services is working with IT on the WebExtender piece, which is how the colleges (Counselors and Financial Aide) get access to see the transcripts. IT is looking at a new tool named PageCenterX which operates like a shared drive. The transcripts come in through Panda and then will go to PageCenterX.
 - Vice Chancellor Susan Topham submitted a request for a Partnership Resource Team (PRT) from California Community Colleges Chancellor's Office (CCCCO) to look at SDCCDs transcript process. It will begin in the spring.
- Electronic Catalog and CurricuNet Update
 - Educational Services brought the cost of the electronic catalog and CurricuNet update down. Vice Chancellor Topham sent the information to the colleges. She will bring it to Cabinet next week. She will be able to cover the annual maintenance, with the recommendation that the class schedule be changed to a flyer or small brochure instead of the large class schedule that is mailed out.
- Early Alert
 - One of the Presidents was under the impression that we don't have early alert. Reminding the colleges and faculty that there is an early alert process. Student Services will also be updating the early alert process. Victor shared the current process and proposed new process. VICTOR HAS DOC.
 - Plan to include contact information for services included in the email.
 - One area will be better off being directed to instruction.
 - Is there a way to indicate the faculty has already talked to the student?
 - Can there be a section included for the faculty to state why they are being referred for services.
 - This is an enrollment management issue that will need to be discussed by instruction and student services.
 - It's important to include kudos for students and to keep this as a consideration for possibly purchasing Starfish in the future. Alternatively, a future version could include another button for kudos to be sent to the students.

- It would be great to get to a point to be able to send benchmark notifications to students to give kudos and let them know that they have completed x amount of units.
- The form will be modified for SDCCE to ensure they are only including services that are available.
- Tutoring
 - Vice Chancellor Topham and Dean Shelly Hess have been working with the Tutoring Centers with the goal of receiving apportionment beginning Spring 2022.
- Spring 2022 Service Hours
 - Vice President of Student Services (VPSS) will work out a few items with the colleges. They will share updated information with the Student Services Council (SSC).