



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION

Educational Services

Approved

**Student Services Council
Thursday, April 7, 2022
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
Marc Hollman	San Diego Miramar College (Replaced Kirk Webley)
Marciano Perez	San Diego City College
Cat Prindle	San Diego City College
Edith Quintero	San Diego College of Continuing Education for (VPSS Carter)
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office

Absent:

Shakerra Carter	San Diego College of Continuing Education
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1.0 Approval of Minutes*

- The March 3, 2022 minutes were approved by consensus.

2.0 Summer and Fall Service Hours*

- Group will have grids done by next week.
- Group went over the Day Before Thanksgiving and Winter Break
 - Group expressed concerns on scheduling
- Based on student needs – Group agreed that light staffing and flexibility in each area would be considered.

ACTION: Jovi to follow up with Danya on Academic Calendars and send to SSC.

3.0 Update on 3rd Disqualification Suggested Language/Process Change

- Disqualification form was updated – change in progress probation standards:
 - Removed the requirement of college of readmission

- Readmission timeline concerns; 3rd disqualification timeline should be different from 1st/2nd disqualification due to the seriousness of “final chance” but will still assist students to be able to return – group agreed to provide students information and assistance the best we can.
- Group agreed to review registration to move the dates back
- Most students come back in the summer
- Students out for 1 academic year are still active; 1 year and a semester they need to reapply

ACTION: Group to work on a draft timeline

- Student Services to work with Instruction to finalize dates to move registration for Fall 2023; Summer 2023 around the same time (End of May before semester ends so when they finish Spring they can figure out their next education plan for Fall)

4.0 Update on Payment Fees Messaging for Students

- Cabinet has decided that we are not doing drop for non-payment (Fall 2022)
- Add/Drop Deadline to be discussed in Advising group's next meeting
 - Suggestion was made to run every 5 days
 - 5th day is when the hold is placed
 - Add message to students on next steps to apply for Financial Aid to assist them with their enrollment

ACTION: DeVore to take Add/Drop Deadline to the next Advising meeting

5.0 Update on Imaging of Transcripts (Cynthia Rico)

- Group went over the Transcription Automation Process
 - 1) Smart Panda – Take transcript, OCR, loads units, courses into CS
 - 2) Document Imaging – will go into Webextender, digital does not go in Webextender – only paper transcripts (Group expressed concerns to move from data center to the cloud)
 - 3) Parchment – receives and submits electronic transcripts
- Adding each college is a manual process
- Raptor – Official Character Recognition
- This project is our highest priority

ACTION: Keep this on the agenda as a standing item for each meeting; DeVore to send group job aide for paper transcript to help access via Webextender and who to contact for electronic transcripts

6.0 Policies and Procedures (2nd Reading)

- AP 3200.1 (to delete, duplicate of AP 2015)*
- AP 5040 (Former 3001.1)*
- AP 5520 (Former 3100.2*)
- AP 5070 (Former 3110.1)*

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- AP 5020 (Former 3301.1)*
- BP 5500 (Former 3100)*
- BP 5070 (Former 3110)*
- BP 5030 (Former 3300)*
- BP 3900 (Former 3925)*

ACTION: Electronic vote by April 18th

7.0 Course Auditor (Standing Item)

- 2 Projects: Campus Logic (Priority right now) and Course Auditor (Simulation in the Fall and live in Spring 2023)

8.0 Other

- CurricUnet agreement signed
 - Fall 2024 expected electronic calendar roll out
- Catalogs will be more user friendly
- We will no longer be printing class schedules – Not printing Summer and Fall
 - Communication/Marketing plan in the works for new format on online class schedules
- Petitions received in paper from students:
 - Students can scan and staff can drop it as an attachment in Jira
 - Jira process helps to manage workload
- Counseling are offering Saturday online appointments (8 a.m.-1 p.m.)
 - Currently not on service hour grids (piloting for now for City College)
 - Communication via social media
 - Voluntary and overload for the counselors

(*) See attachment

Next SSC Meeting: Thursday, May 5, 2022