



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, October 6, 2022
10:00 a.m. – 11:30 a.m.
Via Zoom**

Minutes

Present:

Cheryl Barnard	San Diego Miramar College
Ailene Crakes	San Diego Mesa College
Victor DeVore	District Office
Poppy Fitch	District Office
Georgina Garcia	San Diego City College
Adrian Gonzales	San Diego Miramar College
MaryAnn Guevarra	San Diego Miramar College
Roberta Krauss	San Diego College of Continuing Education
Larry Maxey	San Diego Mesa College
Marciano Perez	San Diego City College
Cat Prindle	San Diego College of Continuing Education
Juan Carlos Reyna	San Diego City College
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office
Amanda Torres	San Diego College of Continuing Education

1.0 Approval of Minutes

- September 1, 2022, minutes were approved by consensus with no edits.

2.0 BP Batch 6

- Vice Chancellor Topham walked the group through batch 6 of the Board Policies (BP) and Administrative Procedures (AP). Director Poppy Fitch will speak to the Title IX-related BPs and APs at District Governance Council (DGC) and the Board (BP 3540, AP 3434, and appendix, AP 3540).
 - **BP 3540, Sexual and Other Assaults on Campus**
Outlines responding to sexual assault and physical abuse; student Sexual Assault investigated under AP 3100.2; employee Sexual Assault investigated under AP 3435
 - Added stalking as required under Violence Against Women Act (VAWA) and the Clery Act. Addressed consistency of language between regulatory requirements, BP and AP

- Added reference to AP 3434: Responding to Harassment Based on Sex Under Title IX: Outlines conduct and investigations per Department of Education (DOE) regulations
- **AP 3540, Sexual and Other Assaults on Campus**
Addressed consistency of language between regulatory requirements, BP and AP
 - Added reference to AP 3434: Responding to Harassment Based on Sex Under Title IX: Outlines conduct and investigations per DOE regulations
 - Added a provision allowing complainant or witness to be free from disciplinary sanction unless such violation is egregious or puts others at risk. (encourages reporting)
 - Added detail about affirmative consent.
 - Added detail about required Clery Act safety reporting.
 - Added detail about confidentiality, reporting rights, victim advocacy, legal assistance, and accommodations/interim measures.
 - Added detail about required training for employees involved in the process.
 - Added detail about outcomes notification.
- **AP 3434 – Responding to Harassment Based on Sex Under Title IX**
Reorganized AP to be more consistent with process flow.
 - Added required definitions of a student, employee, reporting party, and “revocable and mutual” to the definition of consent.
 - Added detail about incapacitation.
 - Added adoption of definitions as required: California (CA) sexual harassment and Title IX sexual harassment, confidential resources, the preponderance of evidence standard, responsible employee, pregnant, parenting, gender, gender identity, gender expression, sex stereotype, and transgender.
 - Added an alternative process for those complaints which do not meet the jurisdictional definition of Title IX.
- **AP 3434 – Appendix A**
Updates the CA sexual harassment definition to include language about affirmative consent.

3.0 BP/AP 3560 Alcoholic Beverages

- Vice Chancellor Topham shared that there has been a discussion at Cabinet about the AP and BP.
- Topham will take both items to the following Deans of Student Affairs meeting for review.

4.0 Legislative Updates

- Vice Chancellor Topham shared that the Governor has recently signed new legislation. It will impact service to students and compliance. In some cases, it will be tied to timelines.
- Dean DeVore walked through the Legislative and Regulatory Update document shared at the 10/4/22 Cabinet meeting. It was also shared at the 9/30/22 Counselor Conference.

5.0 Priority Registration

- Dean Devore shared that there have been difficulties for students in the apprenticeship programs to register for required courses outside the apprenticeship program. Dean DeVore has proposed offering Priority Registration to the apprenticeship program students so they can complete their program on time. They would be added at the end, similar to the student-athletes. Vice Chancellor Topham added that completion of the program immediately affects their pay.
 - The council approved adding priority registration for the apprenticeship program students by consensus.

6.0 Summer and Fall 2023 Registration Cycle

- Counseling Chair Cynthia Rico reported that they are working with SDUSD to be able to code incoming high school graduates correctly due to the earlier registration timeline.
- Explore clearing prerequisites with in-progress documentation
 - Suppose a student provides documentation that they are in the prerequisite class, and the counselor feels they will complete it successfully. In that case, they could be allowed in the new class, with the caveat that they will be dropped if they do not successfully pass the prerequisite class. This will be discussed at Academic Advising.
- Drop for non-payment
 - The Educational Services Division (ESD) has been communicating with students about completing the Free Application for Federal Student Aid (FAFSA).
- San Diego Promise
 - There will be an earlier registration campaign for the San Diego Promise students.
- Parking Permits
 - If a student is part of a payment plan, they cannot purchase a parking permit. This is an equity issue. Dean DeVore will check with the student Financial Aid team and share the information.

- Dean DeVore is meeting with his team on November 3, 2022, to discuss the implications of the new registration life cycle process. They will share updates on any processes with the colleges.

7.0 Spring 2023 Counselor Conference

- The Counseling Chairs met to begin planning the spring conference. It was agreed a while back that the district office would plan the fall conferences, and the counselors would plan the spring conferences.
- The conference is tentatively scheduled for March 3, 2023, at San Diego City College.

8.0 Student-Centered Funding Formula (SCFF) – *Standing Item*

- Vice Chancellor Topham is working on targets for the next year, to be completed by next month. She is also working on a District Strategic Enrollment Management plan with key indicators tied to the SCFF. San Diego Community College District (SDCCD) needs to do the heavy lifting to keep the current funding rate.
- Institutional Research has shared dashboards (by college). The dashboards are accessible here:
<https://www.sdccd.edu/about/departments-and-offices/student-services-department/institutional-effectiveness-and-research/enrollment-ftes/index.aspx>

Next meeting: Thursday, November 3, 2022