



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

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

Educational Services

Approved

**Student Services Council
Thursday, December 1, 2022
10:00 a.m. – 11:30 a.m.
Via Zoom**

Minutes

Present:

Shakerra Carter	San Diego Continuing Education
Ailene Crakes	San Diego Mesa College (for Vice President Larry Maxey)
Victor DeVore	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 Reyna	San Diego City College
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office
Amanda Torres	San Diego College of Continuing Education

Absent

Larry Maxey	San Diego Mesa College
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1.0 Approval of Minutes

- November 3, 2022, minutes were approved by consensus with no edits.

2.0 Form Review

- Removed 3-year requirement but will still require 90 days of active service. Effective August 2022, forms needed to be updated.
- Approved by Consensus

- Rico shared there is a new policy to verify students for the VA. This will happen in January. Current process sunsets on January 13, 2023 and the system will be down for two-weeks. They will be unable to verify students for two weeks. The colleges are working to determine how to alert students. Rico will forward the email to SSC.

3.0 Payment Plan Verification

- We do not report students to credit bureaus.
- Drop for non-payment resumes in fall 2023.
- If a student is on a payment plan, they are not qualified for a parking permit. If students sign up for a payment plan for summer and fall, they will have to pay the \$25 fee for each semester, for a total of \$50.
ACTION: Dean DeVore will meet with Parking Services and will report to the Student Services Council at the next meeting.

4.0 Spring Counselor Conference

- The tentative dates are February 23rd and March 10th. Adrian Gonzales shared that Miramar may have a conflict with March 10th but will confirm with Garcia.
- Gonzales shared a potential conference agenda item to discuss the future use of Cranium. Miramar College is not going to use it moving forward. City College and Mesa College confirmed they would not use Cranium moving forward as well.

5.0 Update on Transcript Evaluation Process Software

- The shared drive is working
- Counseling Chairs (or designees) should be available to attend the January 20, 2022 PRT second visit.
- Dean DeVore provided an update on the transcript evaluation process and software:
 - A vendor has been identified for the software imaging system (SoftDocs) and funding has been identified. The goal is to have SoftDocs running by the end of spring 2023. Educational Services will offer training to the colleges in summer 2023 and fall 2023.
 - Educational Services will be working with a consulting group to map out the transcript evaluation process, from the time transcripts are received through the time they are posted. This is two parts: one for the college component and one for the High School component. Ideally, this will move San Diego Community College District (SDCCD) from a 90-day evaluation process to a 30-day evaluation process.

- Educational Services will also be working with an academic advising specialist to evaluate how SDCCD can do certain processes more efficiently to reduce the time it takes to do a complete transcript evaluation process.
 - Instructional Services department is in the process of hiring an additional evaluator (nine evaluator's total).
- Rico shared the website of a company named StraighterLine. They are not accredited but they have a quality review process through ACE credit. Students who take classes through StraighterLine are offered through various educational institutions. Vice Chancellor Topham shared that the policy is that the institutions need to be regionally accredited, which StraighterLine is not.

6.0 Enrollment Management

- Vice Chancellor Topham shared an update on enrollment management
 - The Educational Services team is working with the college on 2-year targets (2023-24 and 2024-25).
 - SDCCD was able to work with Physics curriculum changes to meet San Diego State University's (SDSU) requirements. They are hopeful this can also be done with University of California, San Diego (UCSD).
 - Bringing forward a proposal to Cabinet have a way for all San Diego Unified School District (SDUSD) high school seniors to complete the San Diego Promise application and Free Application for Federal Student Aid (FAFSA).
 - SDCCD is working on opening up the San Diego Promise to everyone.
 - Discussion is needed on the number of Educational Plans that are in the system. The system cannot handle 25 educational plans per student. A process with clear guidelines needs to be in place regarding what can be deleted versus what cannot be deleted.
- Vice Chancellor Topham discussed upcoming work with the AdAstra room scheduling system. Vice Chancellor Topham's team will be going to the colleges to count chairs to determine the seating capacity for the classrooms.

ACTION: Vice Chancellor Topham will ask Facilities to assist with the chair counting.

7.0 Other

- A question was raised about the process for a student to rescind an approved academic renewal. Dean DeVore shared that the student would need to submit a petition, which will go to the Vice President of Student Services (VPSS) for approval.

Next meeting: February 2, 2023