



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Approved**

**Student Services Council  
Thursday, February 2, 2023  
10:00 a.m. – 11:30 a.m.  
Via Zoom**

## **Minutes**

### Present:

Shakerra Carter	San Diego College of Continuing Education
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 Reyna	San Diego City College
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office

### 1.0 Approval of Minutes\*

- The December 1, 2022 minutes were approved by consensus.

### 2.0 New process for San Diego Community College District (SDCCD) Gender Equity, Sexual Harassment and Violence Prevention Training for Students (Fitch)

- [AB-2683 Postsecondary Education: Sexual Violence and Harrassment – Training and Resources](#)
- Dean Poppy Fitch shared important information regarding training requirement. Community College Districts have the ability to allow their students to self-certify the completion of their training. SDCCD has an internal product that allows students to self-enroll.
- The requirement is effective and must be fully implemented on 9/1/2024. Dean Fitch will work with Information Technology (IT) to find a way to automate the process before the requirement is signed into law. The hope is that once the training is completed it will be flagged in Campus Solutions, to make it as seamless as possible.
- The training is designed to allow students to complete within one hour. Students will have unlimited access to the training. Each administrator over the students will determine their timeline. Students have six-months within the academic year to complete the training.

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- The self-directed training course is housed in Canvas and can easily be completed in under an hour. It's organized into 3 modules:
  - Key Concepts
  - Reporting and Response
  - Awareness and Prevention.
- Students will find a series of fully accessible short videos (about 2 minutes each) and supplemental handouts for review.
- At the conclusion of each module, students will answer two straightforward quiz questions to demonstrate learning. To document completion for a program or course, students will be able to print grades to PDF and send via email to the point of contact for the course, program, or activity (Work Experience Coordinator, Instructor, Dean, Travel Studies Coordinator, Coach, etc.).

### 3.0 Confirm 504 Office Contacts for the Colleges (Fitch)

- San Diego City College: City is currently recruiting for their position. Dean Fitch is filling in during the transition.
- San Diego Mesa College: Claudia Perkins
- San Diego Miramar College: New Dean of Student Development (start date is 2/6/2023, Allison Douglas-Chicoye).
- San Diego College of Continuing Education: Michelle Madrid Novak

### 4.0 Travel Manual\* (DeVore)

- Dean Victor DeVore walked the council through the changes.
- The updated Travel Manual was approved by consensus.

### 5.0 Repeating In-Progress Classes (DeVore)

- The topic was discussed at an Academic Advising meeting. It mostly affects classes that occur within the same semester. If a student is enrolled in a class during the first 8-week session and there is a sense that they will not pass the class, they are not allowed to re-register for the class again.
- Educational Services has proposed to allow students, with letter from their teacher that states the student will not pass the class, to register in the same course. These would be manual registrations during the open enrollment period. The colleges agree to the proposed process by consensus.

*ACTION: Dean DeVore will put a memo together to make this change official. It will be distributed from the Vice Chancellor of Educational Services (VCES). It will also be shared with the Academic Senate Presidents via their monthly meeting.*

### 6.0 Disqualification Process Beyond Spring 2023 (Rico)

- Clarification was requested on whether students who are on disqualification, who are enrolled in a course and are doing very well and can receive over a 2.0 GPA, can still be disqualified.

*ACTION: Dean DeVore and team will draw out the process. They will share it with Academic Advising, and then will bring it back to Student Services Council (SSC).*

7.0 Counselor Security to View Ethnicity on Campus Solutions (Rico)

- The Council requested confirmation on the accuracy of ethnicity information that is pulled from SARS.

*ACTION: Dean DeVore will check to see if SARS only allows for one ethnicity. He will find a way to address it through SARS.*

8.0 Purchasing of Parking Permits Online (Rico)

- TouchNet has fixed their internal issues, Megan Soto from Educational Services is looking into alternative vendors since this is a recurring issue.

9.0 District Counselor Retreat (Rico)

- Update on March 10, 2023
- Received proposals for Counselor breakout sessions.
- Dean DeVore and Dean Shelly Hess will be the first hour of the retreat to provide an Educational Services update. Vice Chancellor of Educational Services, Susan Topham, will provide a Welcome.

10.0 San Diego College of Continuing Education Mesa Day (Prindle)

- The event is scheduled for March 15, 2023.
- It's a wonderful event for Continuing Education students to learn more about transferring to Mesa College.
- There will be an additional track for Clairemont High School students.

*ACTION: Cat Prindle will share the event flyer with Vice Chancellor Topham so that she can have District Outreach support promoting.*

11.0 Student Centered Funding Formula (SCFF) – *Standing Item*

- Promoting students to complete/submit FAFSA (Rico)
  - Dean DeVore confirmed that it is permissible to offer students extra credit for completing their FAFSA.
- The Office of Institutional Effectiveness and Research (OIER) is presenting information about SCFF to the Presidents and Vice Presidents. SSC would be interested in hearing a similar presentation.

12.0 Other

- Michelle Fischthal, Vice Chancellor, Institutional Effectiveness and Research, began her new role on February 1, 2023. The Office of Institutional Effectiveness and Research has moved to the new department, along with Accreditation and Strategic Planning.
- Grant writing will be moving to the new Vice Chancellor, Advancement and Entrepreneurship. Categorical program funding will remain under Educational Services, under Lillian Garcia – Dean, Equity and Special Funded Programs.

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- Kelly Hall, Executive Vice Chancellor, Business Services, began her assignment on February 1, 2023.
- Blue Icon Financial Aid policies and practices.
  - A staffing study will be completed for the credit colleges and the district office.
- There is new legislation to allow Priority of Registration for parents. This will be effective July 1, 2023. This may extend tier two to five days. Victor and the Educational Services team are working on a timeline.

*ACTION: Educational Services will send out reports to the colleges to inform them of who is in their priority registration.*

- Dean DeVore and Dean Hess will be attending an upcoming AB 1705 workshop.
- Dean DeVore sent out an email regarding a new drop reasons feature. It's a requirement for students to answer in order to drop the class. SDCCE will have a different set of reasons.

(\*) See attachment

**Next SSC Meeting (In-Person): March 9, 2023 (District Office, Room 245)**