



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

**Student Services Council
Thursday, May 4, 2023
10:00 a.m. – 11:30 a.m.
District Office, Room 245**

Meeting Minutes

Present:

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

Absent:

Cat Prindle	San Diego College of Continuing Education
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1.0 Approval of Minutes

- The April 27, 2023, minutes were approved as revised by consensus.
Revision: remove Ailene Crakes from the list of attendees.

2.0 Policies and Procedures (Batch 7) (2nd Reading)

- Susan Topham reviewed the Board Policies and Administrative Procedures changes listed below. After discussion, the SSC approved the changes by consensus.
 - Chapter 3 General Institution
 - BP 3725 (formerly BP 3108) *Information and Communications Technology Accessibility and Acceptable Use*
 - AP 3440 (formerly AP 3105.2) *Service Animals*
 - AP 3725 (formerly AP 3108.1) *Information and Communications Technology Accessibility & Acceptance Use*
 - Chapter 5 Student Services

- BP 3002 *Student Enrollment*
- BP 5052 *Open Enrollment*
- BP 5055 *Enrollment Priorities*
- BP 5110 *Counseling*
- BP 5140 (formerly BP 3105) *Support Services, Programs, and Disability Discrimination Procedures for Students with Disabilities*
- BP 5150 *Extended Opportunity Programs and Services (EOPS)*
- BP 5200 *Student Health Services*
- BP 5205 *Student Accident Insurance*
- AP 5075 (formerly AP 3002.2) *Course Adds and Drops*
 - SSC discussed the importance of clearing the rosters before the census to remove potentially fraudulent enrollments. Faculty can reinstitute students as needed.
- AP 5110 *Counseling*
- AP 5140 *Support Services, Programs, and Disability Discrimination Procedures for Students with Disabilities*
- AP 5520 (formerly AP 3100.2) *Student Disciplinary Procedures*

3.0 Enrollment Registration Process Review

- Topham met with the Academic Senate Presidents last Friday. They would like to be involved with the process. Topham stressed the importance of having this process across the colleges. Topham asked the Associated Student Government Presidents to discuss the implications and work on getting all colleges on board.
- Shelly Hess will take the topic to the Academic Advising Board.
- Once there is a complete picture of what the process will look like and entail, the instructional side will be added to the conversation. Representation from each department area at each college is needed to flush out the process and bring forward a recommendation to share with instruction.
- Reviewing the process is an opportunity to determine where there are areas of improvement. Having a district policy regarding a deadline to petition to add a class late may be beneficial.

4.0 Repeating In-Progress Course Memo and Form* (DeVore)

- DeVore shared the form and process for repeating an in-progress course. The form would be available via PDF and JIRA.
- It would be effective in Fall 2023. Documentation can be an email from faculty confirming the student is not passing.

5.0 Provisional Enrolling Using Coursework Outside SDCCD (DeVore)

- DeVore expressed concerns that someone would need to confirm that the student completed the outside coursework, received a passing grade, and submitted transcripts.
- San Diego Community College District (SDCCD) has checks and balances to allow this for SDCCD students, but there are no checks and balances for external students.
- DeVore will email to re-emphasize that SDCCD is not allowing provisional enrollment using coursework outside SDCCD. The language will be updated to state that the process is only for SDCCD students.

6.0 Disqualification 3 (DQ3) Reinstatement (DeVore)

- If a student is DQ3 and is currently enrolled in a class, they would still need to go through the reinstatement process even if they do better in the currently enrolled class.

7.0 Drop for Nonpayment (Rico)

- There will be one drop for nonpayment for each semester.
 - June 4th Summer classes
 - August 6th Fall classes
- Colleges cannot drop students due to nonpayment if a class has already started. If a class has already started, students can only be dropped due to non-attendance.
- The registration hold is on pause until August 6 for both the Summer and Fall semesters.
- Communication will be shared from Educational Services via email and social media.

8.0 Parking Permits (Rico)

- Parking permits are required for summer 2023. Parking permits are not required for intersession. Day-use parking permits are recommended for students who occasionally come to campus for testing, etc.

9.0 VA Certifying Officials Regarding X Courses Forms (Rico)

- Cynthia Rico is looking for a parallel at the campuses to say that the X classes are open for students at any milestone level. On page five of the memo communicated from District Educational Services, a suggestion was made that language should be added so there is something in writing to aid the Veterans Office.
- A catalog addendum is needed to aid in the VA certifying the X courses form. Some type of documentation needs to be shared with the Veterans Offices.

Topham confirmed a college addendum could be done. Educational Services will need agreed-upon language to include in the addendum.

- Adrian Gonzales will work with the VPSSs to determine whether this is an issue at all three credit colleges. If one college is not having an issue, he will determine their process and share the information with District Educational Services and Student Services Council (SSC).
- Previously, students could not enroll in the next-level course until the split happened. The colleges expressed concern about students being unable to enroll in the next level course. The question was raised if there is a way to move the split sooner. SDCCD is moving towards linked classes instead of X courses, which will resolve the issue. In the meantime, if Admissions wants to do the split earlier, they can do so.

10.0 AB 1705 Student Courses P116/P141 (Rico)

- DeVore shared the correct prerequisite codes for MATH 116 and MATH 141, listed below.
 - MATH 116 prerequisite code is P708
 - MATH 141 prerequisite code is P456.

11.0 Other

- MATH 92/ MATH 96 prerequisites
 - The MATH 92/MATH 96 prerequisites are in the process of being removed. It needs to go through the curriculum process.
- Update to the Calendar Invitation
 - Add Alison Douglas Chicoye to the calendar invites. She is the new Dean of Student Development at Miramar College.