



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

Student Services Council

Thursday, June 1, 2023

10:00 a.m. – 11:30 a.m.

District Office, Room 245

Meeting Minutes

Present:

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| Shakerra Carter | San Diego College of Continuing Education |
| Alison Douglas Chicoye | San Diego Miramar College |
| 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 |
| Marciano Perez | San Diego City College |
| Cat Prindle | San Diego College of Continuing Education |
| Susan Topham | District Office |

Absent:

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|--------------|------------------------|
| Larry Maxey | San Diego Mesa College |
| Juan Reyna | San Diego City College |
| Cynthia Rico | San Diego Mesa College |

1.0 Approval of Minutes*

- The May 4, 2023 minutes were approved by consensus.

2.0 Financial Aid Satisfactory Academic Progress (DeVore)

- Dean of Student Services Victor DeVore shared the document with the Student Services Council via email. The policy was cleaned up and the transcript policy was updated to refer to the college catalog. Students can receive Financial Aid without submitting transcripts and language was added to reflect this information. High School students will self-declare via CCCApply. Exception would be transcript or letter from the high school for students who enrolled as High School students and then continued after graduation.
- Satisfactory Academic Progress (SAP) counts towards the 150% of attempted units. The language was removed and updated to refer to the college catalog. It is only ran if the transcripts have been fully evaluated. It will be a discussion between the student and their counselor. Transcripts only need to be submitted to work on an Educational Plan.

- The leads for Financial Aid were included in the development of the process. Topham requested the Council share this information with their colleges as a reminder.
- Blue Icon is a consulting group that works with NAFSA: Association of International Educators. They will be work with each of the colleges and district office in separate groups to look at policies and procedures (P&P), and operations to see how functions are working. They will come forward with a set of recommendations. They will complete an audit-like visit instead of an assessment.
- Update on Free Application for Federal Student Aid (FAFSA) Changes and Course Auditor
 - Dean DeVore shared an update on the upcoming FAFSA changes. The 2024-25 ISERs will be different than previous versions. They are condensing 60 questions down to 30 questions and have changed terminology. Training will be required for Outreach, Financial Aid, Counseling, and San Diego Unified School District (SDUSD) partners. This will delay the FAFSA to be released in December instead of September.
 - The Department of Education (DOE) will hold webinars. The information has been shared with the college Financial Aid offices. Educational Services recommends the offices shut down for the training. Additionally, Educational Services will reach out to request a training at SDCCD for all four colleges.
 - These changes affect the current plan for Course Auditor. Course Auditor takes a look at student classes and informs if it is part of their Educational Plan and whether it qualifies for Financial Aid. Move Course Auditor into production mode, and give the Financial Aid offices opportunity to run it in simulation.
 - It will be a big shift for current students so communication is instrumental.

3.0 Form Review (DeVore)*

- DeVore walked the council through the forms changes. The final forms will be available in the forms depot.
 - Nonresident Tuition Exemption Request (AB 540)
 - Added reference to Education Code and AB 540 and clarified language.
 - CH. 33/CH. 31 Deferment Contract
 - Added a field for birthdate.
 - Semester Worksheet
 - Added fields for birthdate, work-home-cell phone numbers, and summer term.

ACTION: DeVore will look into whether language can be updated regarding the California GED in column B of the Nonresident Tuition Exemption Request (AB 540) form.

ACTION: Form changes were approved by consensus.

4.0 Printed Application (Outside Partnerships)* (DeVore)

- Changes include

ACTION: Approved by consensus.

5.0 Early Alert Process Update* (Rico)

- Counseling used to be able to access the report in the shared drive. They would use it to reach out to the students to connect and schedule an appointment.
- Dean DeVore will work with San Diego College of Continuing Education (SDCCE) on the available tool and provide training. SDCCE will provide the reason codes to District Educational Services.
- Dean DeVore walked through the function map. It is still on the list to add a component to close the loop and report to Student Aid Reports (SARs) that the student was referred and assisted.

ACTION: Dean DeVore will look into it and determine whether the report is running properly.

6.0 Math 92 or 96 Prerequisite Clearance/Removal (Garcia)

- On May 11, 2023, Topham sent an AB 1705 update via email to the colleges, seeking permission to proceed with Option 1, which involved updating and automatically clearing the MATH 96 and/or MATH 92 prerequisite in Campus Solutions. Disciplines that responded to the email were able to have the prerequisite cleared in Campus Solutions. The Chemistry faculty requested to enforce the M50 if the MATH 92 and MATH 96 are removed. The three deans will meet with the Chemistry faculty to discuss.
- Students who are enrolled in MATH 116 but want to enroll in CHEM for the fall. Generally they would be able to enroll. Since MATH 116 is not necessarily a prerequisite to the course it is not working that way. Dean DeVore shared a short term and long term solutions. Long term is to work with Smart Panda to build rules without needing substantial Information Technology (IT) support to allow the students to register. In the short term, if a student has M30 and is enrolled in MATH 116 then they can clear the prerequisite for the CHEM class.
- This became a workload issue for Counselors. Shelly Hess, Dean of Instructional Services, recommends not removing the language from the course descriptions in Campus Solutions (CS) since the topic has not been worked out with the university partners. It will be updated in the catalog and curriculum for the 2024-25 academic year.

7.0 Petition Process (Garcia)

- Students who lose their catalog rights

- Counselors have met with students who have lost their catalog rights due to stepping away due to COVID or other circumstances. Student Services Council (SSC) is requesting a petition or process for exception to catalog rights.
- To be equitable and transparent, it should have its own petition and process. Dean DeVore and Dean Hess are working on developing the petition. It will be shared at a future SSC meeting.
- Dean Hess noted that if a student is in a California General Education Transfer Curriculum (CalGETC) or similar agreement they may not be able to regain their catalog rights. Their petition would need to be denied.

ACTION: Take to Academic Advising and bring back a bare-bones process.

- 3rd Disqualification (Guevarra)
 - Readmission Process
 - Dean DeVore confirmed the students would follow the same readmission process and timeline. By the end of fall 2023, SDCCD will resume the process of dropping students from classes that have not started.
 - SSC was curious as to whether the DQ3 process has been evaluated to determine whether the process is effective.

ACTION: Dean DeVore will put information together using data from pre-COVID and will share it at a future SSC meeting.

ACTION: Dean DeVore will work with the Vice President of Student Services (VPSS) offices to add clarifying language that the petition(s) need to be submitted to the last college of attendance and to work with their Administrative Assistants on the process of forwarding the form to the appropriate college when needed rather than cancelling and having the student resubmit the form.

8.0 AB 928 (Reyna)

- Implementation of the law in regards to Associate Degree Transfer (ADT) and advising students. There were questions around including the counseling faculty in the discussions of the process and implementation.
- Dean Hess shared that there was a planning meeting held with the Vice Presidents of Instruction (VPs) and Articulation Officers to discuss a to-do list and timeline. SSC requested to include the counseling chairs in future meetings for discussion.
- Dean Hess will look into the implications with Mapper.

9.0 Revised Student Fee Schedule – Community Education*

- The new language is to ensure a higher fee can be charged for future classes and for current classes as needed. The cost will only exceed the \$20 fee unless the fees do not cover the full cost of instruction.
- SDCCE will review and provide update language.
- SSC requested to add clarifying language to section 1C to add the total cost of the Baccalaureate Degree Program fee plus the enrollment fee.

ACTION: BP 5030 – Student Fee Schedule was approved by consensus pending the changes to section 1C and 1G.

10.0 Other

- Course Repetition
 - An alternative would be to have the student take a class outside of the district. The colleges would be interested in seeing the data of how many students pass their course on the final attempt.
- Online Electronic Catalog
 - Dean Hess shared that there will be one more year will be printed before the catalog moves to being completely online.

(*) See Handout

Next SSC Meeting (In-Person): Thursday, July 6, 2023 (District Office, Room 245)