



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
Thursday, October 5, 2023  
10:00 a.m. – 11:30 a.m.  
District Office, Room 245**

## **Minutes**

### Present:

Jennifer Aase	San Diego Miramar College
Ailene Cua Crakes	San Diego Mesa College
Victor DeVore	District Office
Georgina Garcia	San Diego City College
Carolina Gonzales	San Diego Coll
Larry Maxey	San Diego Mesa College
Cynthia Rico	San Diego Mesa College

### Absent:

Shakerra Carter	San Diego College of Continuing Education
Alison Douglas Chicoye	San Diego Miramar College
Adrian Gonzales	San Diego Miramar College
Roberta Krauss	San Diego College of Continuing Education
Marciano Perez	San Diego City College
Juan Reyna	San Diego City College
Susan Topham	District Office

*The meeting began at 10:00 a.m. and adjourned at 11:24 a.m.*

### 1.0 Approval of Minutes

- The September 7, 2023, DSSC meeting minutes were approved by consensus.

### 2.0 Disqualifications

- Dean of District Student Services, Victor DeVore, reminded the council that, at the end of this fall semester, it will be the first time in a while that students will be dropped for disqualification. The process runs the second week in January. Students will be dropped from spring 2023 classes if they have not started.
- DeVore will send a reminder to all students on probation and advise them to contact the Counseling Department and special programs offices.
- A memo will be sent out about the disqualification process and what the steps in the process are.
- For the second disqualification, students are sitting out for one semester. If they were disqualified in the Spring and did not enroll in the Summer, they

can enroll in the Fall. Counselors feel it is best to continue to include the Summer.

- DQ3 and higher need to go through the official readmission process.
  - The council discussed whether there can be a reset in certain cases. DeVore shared that Ed Code considers a returning student a new student if they sit out six semesters (2 years). The student would still be on probation but would not need to undergo the official readmission process. The counselors would be allowed to remove the student's hold. They would still go through the petition process if they did not want to sit out for two years.

*ACTION: DeVore will bring the topic of DQ3+ and remove holds if students sit out for 2+ years to Academic Advising, then VPSS, then back to DSSC to formalize the change to the Administrative Procedure.*

*DeVore will draft an email to all currently enrolled students on probation to inform them that they are at risk of disqualification (DQ) and should contact their campus Counseling Office and Special Programs. He will send the draft email to DSSC for input.*

*ACTION: DeVore will draft a counseling memo regarding the drop for disqualification and the disqualification process. He will send the draft memo to DSSC for input.*

### 3.0 Policies and Procedures (Batch 8)

- The council reviewed the policies and procedures.
  - Ch. 2 – No changes
  - Ch. 3 – Minor formatting changes
  - Ch. 5 – Minor formatting changes

*ACTION: Batch 8 was approved by consensus to move forward to the Chancellor's Cabinet, DGC, and Board.*

*DeVore will look into the Continuing Education requirement for AP 5220 (formerly 5310) – Student Access to Shower Facilities; the AP refers to a unit requirement.*

### 4.0 Fall District Counselor Workshop Agenda (October 20, 2023)

- DeVore shared the draft workshop agenda. DSSC discussed the items under Educational Services Updates.

*ACTION: After discussion, the council decided to change the lunch to a working lunch with the topic "CTE Transitions – Non-credit to Credit. They will move the "AB 928 and You" topic to follow the "Educational Services Updates" topic. AB 1111 will be removed from the Educational Services Updates list of topics.*

5.0 Student Services Council Member List

- DeVore shared the updated DSSC member list. There is one update to change Ailene Crakes assistant to Angie Avila.

6.0 2023 Counselor Conference

- The registration flyer for the San Diego and Imperial Regional Consortium (SDI RC) 2023 Counselor Conference was shared with the council.

7.0 Academic Senate President/VCES meeting (Discussion RE: Add Code Resolution)

- Georgina Garcia and Jennifer Aase are available to attend the October 12, 2023 meeting. Cynthia Rico is not available, but she will send someone to attend in her place.

*ACTION: Jessica Lee will add Garcia, Aase, and Rico to the meeting invitation.*

8.0 Other

- CCAP and Dual Enrollment
  - The council briefly discussed CCAP and Dual Enrollment. There have been incidents involving calls from parents regarding class content or videos shown in class. DeVore shared that FERPA rights start for students when they enroll in a class, even as minors.
  - DeVore and Dean of Outreach and Student Affairs, Andrew "Luke" Menchaca, are revisiting the Parent Guide. DeVore will share it with the DSSC when a draft is ready. The colleges requested to inform the counselors that the parents are receiving the guide so they can refer to it as needed.
- Student Emails
  - The colleges shared that there is an issue with SARS appointment reminders and the .edu student emails. The appointment reminders are not being received by the students who use the .edu email as their preferred email address.

*ACTION: DeVore will look into the SARS/student email issue with IT.*

- Canvas Access Prior to Enrollment
  - DeVore shared that his team is still working on this with IT.
- Priority of Registration
  - DeVore shared that they will be adding potentially 3,000 students to the priority registration list as they are introducing students who are parents to the list.

**Next SSC Meeting (In-Person): Thursday, November 2, 2023 (District Office, Room 245)**