



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

**Student Services Council
Thursday, November 2, 2023
10:00 a.m. – 11:30 a.m.
District Office, Room 220**

Minutes

Present:

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| Allison Douglas-Chicoye | San Diego Miramar College |
| Victor DeVore | District Office |
| Poppy Fitch | District Office |
| Roberta Krauss | San Diego College of Continuing Education |
| Larry Maxey | San Diego Mesa College |
| Guillermo Marrujo | San Diego Mesa College |
| Susan Topham | District Office |

Absent:

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| Jennifer Aase | San Diego Miramar College |
| Shakerra Carter | San Diego College of Continuing Education |
| Ailene Cua Crakes | San Diego Mesa College |
| Kevin Gallagher | San Diego Miramar College |
| Adrian Gonzales | San Diego Miramar College |
| Georgina Garcia | San Diego City College |
| Carolina Gonzalez | San Diego College of Continuing Education |
| Marciano Perez | San Diego City College |
| Juan Reyna | San Diego City College |
| Cynthia Rico | San Diego Mesa College |

The meeting began at 10:00 a.m. and adjourned at 11:30 a.m.

1. Approval of Minutes
 - The October 5, 2023, meeting minutes were approved by consensus.
2. Disqualification Memo (DeVore)
 - Dean of Student Services, Victor DeVore, shared the October 12, 2023 memo to ensure there were no issues.

- DeVore will be sharing a proposal with Student Services Council at a future meeting to address the action items regarding language, DQ2, DQ3, and DQ3+. The proposal includes being intentional about the process and changing the narrative around dismissal and notice to make it more about helping students meet their educational goals.

3. Linked Classes

- The new process will display the classes correctly as a linked class, which will be less confusion for students, less work for admissions and records, and less work for the schedulers.
- Q&A from Student Services Council:
 - If a student drops a class, will the system automatically drop the student from both classes? Yes.
 - Can this also be put in place for lecture and lab classes that both need to be enrolled in by the student? That would be a more involved change to programming.
 - How will students know it's a linked class and how would Counselors know which classes to put into the planner? Currently they add to the planner to look for the X class. When students add the course to their shopping cart, and both courses are not present in the cart, they will receive a message that they need to add the second course.
 1. Alternative Plan: Allow students to enroll in the 3-unit course and then have an error pop up to say they need to enroll in the two corresponding courses. Three courses in total – 101X, 101, and support class.
 2. DeVore will take this as an action item to his team and will share with the Academic Advising group.
 - Educational Services will need to ensure that additional communication goes out to the students and is shared with the colleges.

ACTION: DeVore will take this agenda item to his team and will troubleshoot the process with input from the Academic Advising group. A memo will be emailed out regarding the changes.

4. AB 91 (Rico/Marrujo)

- Educational Services has questions they are asking the CCCCCO to clarify regarding distance, financial aid, and the 150 FTES per year per district limit.
- The information regarding how students will be identified and how everything will work out is to be determined.

5. Student Attendance (Rico/Marrujo)

- The Education Code states that if a student is no longer attending for two semesters, then they must be discontinued. Anything they do to register for a class is considered an activity and would prevent the student from being discontinued.
- A discontinued deadline date will be added to the deadlines calendar so counselors and Educational Services can notify students who are at risk of being discontinued.

6. Other

- Mental Health
 - Dean of Wellness, Safety, and Disability Support Programs and Services, Poppy Fitch, shared information about the Mental Health and Crisis Response Collaboration workgroup. She shared the draft Mental Health and Crisis Response Collaboration Purpose Statement.
 - The workgroup is also looking into drafting a mental health crisis response job description.
 - Student Services Council will be receiving regular updates on this topic. This will also be added as a topic for the Spring 2024 Counselor Conference.

ACTION: Fitch will fine-tune the document and process. Vice Chancellor of Educational Services, Susan Topham, will move this forward to the Chancellor's Cabinet and District Governance Council.

- FAFSA
 - All three colleges automatically award CCPG to students if they submit a FAFSA with all information entered correctly if they qualify.
- CVC OEI
 - The implementation is starting. A meeting with the college leads will take place next week to share the checklist and requirements. There is a lot of work to do at the district level and Susan will be relying on the college leads to communicate the information to their colleges. As a teaching college, we would be required to provide the same level of support to the CVC OEI students that our SDCCD students receive.
 - Additional meetings will need to be scheduled with college leads and various department leads. SDCCD courses that are 100% online with no in-person testing requirement are already on the state website.