



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Approved

**Student Services Council
Thursday, April 4, 2024
10:00 a.m. – 11:30 a.m.
District Office, Room 245**

Minutes

Present:

Jennifer Aase	San Diego Miramar College
Victor DeVore	District Office
Allison Douglas-Chicoye	San Diego Miramar College
Bernice Lorenzo	San Diego City College
Poppy Fitch	District Office
Georgina Garcia	San Diego City College
Adrian Gonzales	San Diego Miramar College
Carolina Gonzalez	San Diego College of Continuing Education
Roberta Krauss	San Diego College of Continuing Education
Larry Maxey	San Diego Mesa College
Marciano Perez	San Diego City College
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office

Absent:

Shakerra Carter	San Diego College of Continuing Education
Ailene Cua Crakes	San Diego Mesa College
Kevin Gallagher	San Diego Miramar College
Bernice Lorenzo	San Diego City College
Reem Putrus	San Diego College of Continuing Education

1.0 Welcome

- Vice Chancellor Susan Topham welcomed everyone to the meeting.

2.0 Approval of Minutes

- The March 7, 2024, minutes were approved by consensus with one minor edit.

3.0 Student Services Form (DeVore)

- Class Adjustment*
 - The form is used for students who use GI benefits and informs the certifying official that the student is adjusting their schedule.

- Added sections for benefit type and date of birth.

ACTION: The colleges will take the updated form back to the college Veterans Offices. Dean Victor DeVore will add language to the form to indicate the purpose and will rename it to Veterans Class Adjustment Form. The form will be added to the May Student Services Council (SSC) meeting for adoption.

4.0 Dismissal and Academic Notice Process (Rico)

- San Diego Community College District (SDCCD) Student Academic Contract Review*
 - AP 4250 – Student Academic Standing was delayed to allow additional review at the colleges. It will be moving forward to the April 17, 2024, District Governance Council (DGC) meeting for approval.
 - Cynthia Rico shared a contract that provides additional language about the steps the student is agreeing to follow.
 - Topham reminded the group to include the Categorical Program Counselors
 - The form can be a paper form or a PDF form, scanned into Etrieve.

Action: DeVore will take the recommended language to Academic Advising and ask that group to take the updated form to their colleges for review. After review and final draft, DeVore will bring the form back to SSC for review and approval.

5.0 Registration Cycle (Rico)

- Summer/Fall 2024
 - Topham shared that SDCCD will not have a summer drop for nonpayment due to the FAFSA delays.
 - Educational Services plans to begin packaging Financial Aid for Fall beginning in June if there are no more delays and testing goes well.
 - There will still be registration holds for nonpayment. Drop for nonpayment for Fall would not occur until August. Topham shared that there is a need to find a balance since the holds are part of the tools to deter student fraud.

ACTION: Educational Services will have a conversation about pausing or changing the frequency of the summer registration holds for nonpayment.

6.0 CCC Apply Updates (Rico)

- There is a webinar scheduled for April 10, 2024 (12:00 p.m. – 1:00 p.m.) that will cover changes made to CCC Apply. DeVore shared that once there is access, his team will be able to put together screenshots and guidance to share with the colleges.

- San Diego College of Continuing Education's CCC Apply will not change.

7.0 Summer/Fall 2024 Student Applications – FAFSA Issues (Rico)

- Educational Services plans to begin packaging Financial Aid for Fall beginning in June if there are no more delays and testing goes well.
- DeVore updated the SDCCD Financial Aid website.

8.0 California Virtual College (Lorenzo)

- Topham shared the two components of CVC OEI, being a home college and being a teaching college.
 - All three credit colleges are home colleges, meaning SDCCD credit college students can take classes on the exchange. If the students plan to transfer, they do need to request transcripts from all the colleges. It does count towards their Financial Aid but does not count towards the 12-units for residency.
 - Regarding financial aid, the student checks a box on the exchange if they want to use their financial aid to pay for their course on the exchange. The exchange automatically notified the college Financial Aid Office.
 - SDCCD credit colleges are becoming teaching colleges, meaning students from other colleges can register for SDCCD classes via the exchange. Faculty will not be able to tell which students are through the exchange. Students will pay through the exchange, but refunds will be handled through our offices. Clearing prerequisites will also be handled through the SDCCD process.
- Once Educational Services has a full grasp of the process they will provide training to the colleges.

9.0 Review of Student Services Council Charge*

- Topham shared that this agenda item is a carryover from a Fall 2024 meeting. The purpose is to give everyone the opportunity to review the SSC charge and consider expanding representation and participation.
- Considerations discussed by the group include:
 - There are various workgroups that should be considered as subcommittees of the SSC.
 - Another consideration is to open the meeting up for others to attend, possibly via Zoom, to listen to the discussions.
 - Rotation of representation based on topics.
 - Invite student representation as listed in item six of the functions and responsibilities.

ACTION: Keep on the agenda for feedback and conversation to take it back to the colleges.

10.0 Other

- Update on Educational Services Positions
 - Topham shared that she has put in a request for two additional Evaluator positions and two additional Pre-Requisite Evaluator positions.
 - There is new legislation that includes language that all transcripts must be evaluated. Additional concerns are Allied Health programs, Veterans Affairs students, Credit for Prior Learning (CPL), Military CPL, and Baccalaureate.
- Update on Auto-Enroll Process
 - Topham shared that this option cannot move forward unless all colleges and programs are on board. It is an all or nothing type of change.
- Topham announced the following:
 - Educational Services is transitioning to Teams phones beginning April 9, 2024.
 - Educational Services will be closed on Friday, April 12th, from 1:30 p.m. – 5:00 p.m., for a division teambuilding event.

(*) See Handout