



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Approved

District Student Services Council

Thursday, June 5, 2025 | 10:00 – 11:30 a.m. | District Office, Room 110

Minutes

Present:

Jennifer Aase	San Diego Miramar College
Victor Devore	District Office
Allison Douglas-Chicoye	San Diego Miramar College
Poppy Fitch	District Office
Georgina Garcia	San Diego City College
Lillian Garcia	District Office
Adrian Gonzales	San Diego Miramar College
Carolina Gonzalez	San Diego College of Continuing Education
Roberta Krauss	San Diego College of Continuing Education
Bernice Lorenzo	San Diego City College
Andrew “Luke” Menchaca	District Office
Amber Alatorre Marrujo	San Diego City College
Guillermo Marrujo	San Diego Mesa College
Larry Maxey	San Diego Mesa College
Cynthia Rico	San Diego Mesa College
Susan Topham	District Office

Absent:

Shakerra Carter	San Diego College of Continuing Education
Marciano Perez	San Diego City College

- 1.0 Vice Chancellor Topham welcomed everyone to the meeting. Introductions were made.
- 2.0 Approval of Minutes*
 - May 1, 2025, meeting minutes were approved by consensus.
- 3.0 Student Reporting Identity Theft Process*
 - DeVore shared the draft policy. Due to the increase in fraud, we are formalizing a policy for students reporting identity theft.
 - Flex activities are being developed to help faculty identify fraud. Additionally, Dean Brian Weston has shared tools and tips for identifying fraud in online classes.

- Faculty are informed of the fraud drops in advance by the deans. Information is provided by Educational Services to the Vice Presidents of Instruction (VPI). They share with the deans, who then inform the faculty.

Action: An updated fraud report is going to the Chancellor's Cabinet on June 10, 2025, and then will be shared out. Update 2.A.2 to add "or SSA" to the language. The process was approved by consensus.

4.0 New Transcript Legend and CalGETC*

- DeVore shared the updated transcript legend, including the CalGETC area.
- The transfer codes at the bottom of the transcript will still be there.
- Anything under prior to 2020 and prior to 2016 may still be seen on transcripts because they existed prior to those years.
- Common Course Numbering (CCN) will be added as well, now that it has been approved. Language will be added to note that there will be additional CCNs added as they are approved.
- Will be creating a general education grid at the very bottom. Students will not need to do the paper form anymore; they can use the transcript. The group would like the general education designation to still be shown in the column on unofficial transcripts for both students and counselors to view.

Action: Further discussion will be held at the Academic Advising meeting regarding the unofficial transcript.

5.0 Maxient Update

- Moving in Summer 2025: Title 5, EEO, and 504 ADA complaints.
- Piloting in Summer 2025, go-live in Fall 2025: Academic-related complaints will be moved to Maxient and will be referred to the appropriate instructional dean.
- Eventually, the grade-challenge process will be added to Maxient, and the BP will be updated accordingly. Faculty removal of disruptive students and Academic Dishonesty will also be referenced in Maxient.
- Moving the complaint processes to Maxient will provide the colleges with a mechanism to have a holistic view of the student to better provide student support services. It also meets an accreditation requirement.

6.0 District General Education GPA for Areas 1A, 1B, 1C, and Title V Guidance and Catalog Clarity (Marrujo)

- There is a requirement for students to receive a C in English, Communications, and Mathematics.
- Additionally, the college catalog mentions requiring 2.0 or better, not a "C" or better.

Action: Curriculum items are approved through the Curriculum Review Council (CRC) meetings at the colleges and the District Curriculum Instructional Council (CIC) meeting. Topham's recommendation is to have Mesa College bring the topic to the next CIC meeting. The note made about the college catalog will be shared with Dean Shelly Hess, and if needed, will be added to the catalog errata. Dean Hess will send an email to the counselors letting them know they can remove "draft" from the plans now that the Common Course Numbering (CCN) is approved.

7.0 Other

- There is an open call for a new Black Student Success faculty lead. Dean Lillian Garcia is working with the college VPIs and Academic Senates.

Standing Item

1.0 San Diego Advance

- Menchaca shared that they have started a San Diego Advance Outreach committee and will be expanding the group if anyone is interested in attending.

(*) See Handout