



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South  
San Diego, California 92108-3883  
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*  
**619-388-6922**

**Student Services Council**  
**February 15, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

Present:

Gail Conrad	Mesa Academic Senate
Damon Bell	Mesa College, Interim VP
Valerie Edinger	Continuing Education
Edwin Hiel	City Academic Senate
Sherran Heitman	CE Academic Senate
Jeff Mills	Instructional Services (for Henry Ingle)
Lynn Neault	Student Services
Gerald Ramsey	Mesa College, Interim VP
Kirk Webley	Miramar Academic Senate
Peter White	Miramar College

Guests:

Ivonne Alvarez	Mesa Admissions
Dana Andras	Miramar Admissions
Lou Humphries	City Admissions

---

- 1.0 Approval of Minutes
- January 11, 2007
  - Approved

2.0 Late Add Petitions

- At the previous meeting, Lynn Neault shared that Mesa and Miramar inquired as to the large number of late add petitions. She shared that years back the Council took steps to minimize the number of late adds. Since that time the numbers have greatly reduced. However, recently, the number has grown to be quite large again. At the meeting, the Council agreed to invite the Admission Supervisors to a future meeting to discuss a strategy.

- Ivonne Alvarez, Lou Humphries and Dana Andras attended the meeting to discuss the issue. The Council agreed that all colleges are receiving more late add petitions.
- The Council discussed the practice at all three campuses.
- Peter White shared that at Miramar a message goes out to the instructor around the third week of class, advising that students not on the roster will need an add code. Peter suggested adding an “early alert” to the instructor that if the student is not added at that time, the add code will not be approved later.
- Discussion followed.
- The Council, along with the Directors of Admissions, reviewed the process for late adds. It was clarified that the first two late adds approved by the instructor and dean are processed without Vice President approval. The third late add is referred to the Vice President. In addition, all adds processed after the withdrawal deadline are referred to the Vice President for approval. It was confirmed that late adds will not be processed for students who have not been attending class prior to census.
- The Council agreed to the following additional processing steps:
  - 1) If the petition is sent to the Vice President without review by Admissions, it will be returned to Admissions. The form will be modified to show a review by Admissions.
  - 2) If the student has not been in attendance prior to census, the petition will not be accepted. If the student is persistent, he/she will be referred to the Vice President.

### 3.0 Removal of Disruptive Students Form (Revised)

- At the previous Student Services Council meeting, the Council agreed to revise the “Removal of Disruptive Students” form as there appeared to be confusion at Mesa. The revisions were agreed upon at the last meeting.

- Damon Bell shared that Adela Jacobson presented a different form at the President's Cabinet meeting for approval. The Council tried to reconcile the confusion.
- Damon Bell distributed copies of the form that Mesa is recommending. It was determined that Mesa's form was similar to the revised form, with minor exceptions.
- After much discussion, the Council unanimously agreed to some minor revisions and agreed to use one form, districtwide.

#### 4.0 Imaging Status

- F.A – Implementation Plan
- Transcripts from other colleges
- Lynn Neault reported that the district was ready to roll out the new process for transcript imaging.
- The incoming transcripts will start to be imaged in the district office, beginning March. The transcripts will then be able to be viewed on staff computers on campus. The image will be in color to preserve the integrity of the document. Once imaged, the original transcript will not be sent to the campus. It will be maintained in the district office until the end of the academic year.
- The Council was provided with a status report on two imaging projects; transcripts from other colleges and financial aid forms. Both projects are in process. It was shared that there is also a plan to image Continuing Education.
- Lynn Neault shared that there is also a plan in place to image financial aid, EOPS and Calworks documents.
- The Council was presented with a document imaging plan for 2007/2008 for Financial Aid, EOPS and CalWorks. All equipment, licensing and maintenance agreements will be ordered by the end of February. Financial Aid at each campus has agreed to pay for one computer and one scanner due to the additional workstation needed for EOPS/CalWorks. The remaining costs will be covered by the district.

- Lynn Neault shared that the specifications for each campus will be finalized in March. Design, programming, testing, training manuals and staff training will occur in April with an implementation date of May 1<sup>st</sup>.
- Jeff Mills shared that he received a request from the articulation officers to have the catalogs in PDF form. All catalogs from 1947 to 1999 are now in PDF form. He also shared that all class schedules will be in PDF, as well.

#### 5.0 Spring 2007 Grades Processing – Revisited

- The Council was reminded that at the previous meeting, the Council agreed to do an information campaign at each campus notifying faculty of the importance of submitting their Spring grades in on time, due to the earlier start of the 8 week summer session next year. If grades are not submitted on time, prerequisites will not be cleared.

#### 6.0 Training Bulletin (Revised)

- At a previous Student Services Council meeting, Chief Hogquist agreed to incorporate the changes suggested by the Council into the College Police *Training Bulletin* on removing disruptive students. The updated *Training Bulletin* was distributed.

#### 7.0 Financial Aid Students Dropped for Non-Payment of Health Fees

- The Council was provided with a report of “*Students Dropped for Non-Payment as of 02/03/07*”. The report included the number of financial aid students that did not pay the health fee and were dropped.
- It was shared with the Council that the first time the new waiver policy was put in place, it was agreed that financial aid students would not be dropped for Fall, but would be dropped in Spring. It was also agreed by the Council that a college-wide campaign to notify students that if they did not pay the health fee, he/she would be dropped, would be put in place. It was also agreed that the Financial Aid Offices would place phone calls to students as a reminder, similar to what was done in Fall.

- Lynn Neault shared that the Financial Aid Offices did not call the students during the latest drop, due to workload issues. Therefore, students were coming forward alleging that they did not know they were going to be dropped.
- The Vice Presidents agreed that had they known calls were not going to be made, they could have handled it differently.
- After much discussion, the Council agreed to invite the Financial Aid Officers to a future meeting to brainstorm and address the issue of Financial Aid students not paying the health fee.

#### 8.0 E-Mail to Students: Tutoring Services

- It was shared with the Council that Mesa is requesting an e-mail be sent to Mesa students notifying them of tutoring services at the campus, i.e., services provided, location, hours, etc.
- Peter White and Gerald Ramsey were asked if they wished to include City and Miramar students. Both agreed to participate and agreed to send their information to Lynn Neault for inclusion in the e-mail.

#### 9.0 CalWorks Allocation Task Force (Peter White)

- Peter White informed the Council that with Larry Brown's resignation, there is a new representative on the Statewide CalWorks Allocation TaskForce. The new representative is Bob Nadell, Vice President of Student Services at Modesto Junior College.
- Peter White inquired if the Council had any suggestions to share with the new representative in relation to the funding formula and restrictions.
- The Council did not have any suggestions at this time but agreed to get back to Peter White.

#### 10.0 Reissuing Degrees Under a New Name

- It was shared with the Council that the Evaluators are receiving requests to re-issue a degree/certificate, awarded previously, in a completely different name than the name the student had when the degree was issued. The Evaluators are asking for policy direction from the Council.

- Lynn Neault shared that the general rule of thumb is to not change the name.
- Peter White inquired as to what other colleges/universities are doing and whether the district had a process. It was agreed to follow-up.
- The Council had further discussion and agreed that diplomas/certificates would not be re-issued in a different name than the name originally awarded.

#### 11.0 Salzburg Seminar Status

- It was shared with the Council that neither Mesa nor Miramar will be participating in the Salzburg Scholarship program this year. Therefore, the program will proceed this year for City College only.
- It was agreed that Terry Burgess and Lynn Neault will discuss the process.

#### 12.0 Hold Harmless Agreement – Update

- At a previous meeting, Damon Bell shared that a student was interested in doing an internship with Merrill Lynch who required that the institution sign a “Hold Harmless Agreement” prior to allowing the student to participate in the internship. At that meeting, the Council agreed that Lynn Neault would take the agreement to Chancellor’s Cabinet for direction.
- It was shared with the Council that per Chancellor’s Cabinet direction, “Hold Harmless Agreements” will be sent to Risk Management for review and signature.

#### 13.0 Summer Sessions on Schedule Cover

- The Council was provided with 2007 summer session dates for the schedule of classes. It was shared that City and Mesa have approved the outline; however, we are waiting on Miramar.

#### 14.0 Student Representation Fee Guidelines – Draft

- The Student Representation Fee Guidelines was initiated by Peter White as the district did not have guidelines in place. The draft guidelines have been reviewed by the AS Deans and are ready for review and approval. The Council agreed to discuss at the next meeting.

15.0 Alliant International University Agreement (White)

- Peter White brought forward a final draft of an MOU with Alliant University. The Council inquired about the next steps. Lynn Neault reported that there is a formal process in place for MOU development which includes Chancellor's Cabinet review.
- It was reported that the MOU development has been in process with the Transfer Center Directors for the past year. In addition, representatives from Alliant have met with the Presidents and Lynn Neault.
- It was agreed that the MOU process would be discussed at the next meeting.

16.0 CCC Transfer Awareness Campaign

17.0 Visitors Code of Conduct Revisited

18.0 Academic Senate Reports

19.0 Curriculum Instructional Council Report

20.0 City Withdrawal Study

- The Council was provided with a draft of the completed survey on student withdrawals conducted at City College.
- The Council had agreed to a pilot study of students who withdrawal from class at City to determine reasons for withdrawal. This came through a Title 5 grant at City College. The study will now be sent to Rafael Alvarez at City for review.
- The study was distributed as information only.
- The Council will discuss replication of the study at the other colleges at a future meeting.