



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

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

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

**APPROVED**

**PRESENT:**

Damon Bell	Mesa College, Interim VP
Marcia Biller	Continuing Education (for Valerie Edinger)
Gail Conrad	Mesa Academic Senate
Sherran Heitmann	CE Academic Senate
Edwin Hiel	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	City College, Interim VP
Peter White	Miramar College
Kirk Webley	Miramar Academic Senate

**GUESTS:**

Chief Hogquist	College Police
Julie Barnes	Miramar College, AS Dean

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- 1.0 Approval of Minutes
    - December 14, 2006
    - Approved
  
  - 2.0 Removal of Disruptive Students (Chief Hogquist)
    - Protocol
    - Referral Form (Revisited)
  
    - Chief Hogquist attended the meeting as a follow-up to a previous meeting to discuss a protocol for College Police to remove disruptive students. The Chief distributed a *"Training Bulletin"* to the Council.

- The Chief shared that his philosophy is that the role of College Police is to maintain the peace at the campuses; support the instructor and to ensure that the instructor is protected by the law.
- The Chief shared that the "Training Bulletin" is designed to establish a consistent procedure throughout the campuses.
- Discussion followed and the Council provided feedback. Gerald Ramsey inquired that if both the Police Officer and the administrator arrived at the classroom at the same time, who would speak with the instructor? Gerald felt that the administrator should have the authority to speak with the instructor.
- The Chief stated that it would be at the administrator's discretion, if he/she is the first to arrive. If the administrator has not arrived, the Police Officer will speak with the instructor and ask him/her how they would like the Officer to proceed.
- Julie Barnes shared that her preference at Miramar College is for the officer to respond and take a police report for documentation purposes.
- Damon Bell stated that the "*Training Bulletin*" does not separate out when the disruption is being caused by the instructor. Julie Barnes offered that the fact-finding would disclose that information. The Council was reminded that the purpose of the fact-finding is to ensure that both sides are represented, and that there is due process for the student.
- It was agreed that the student must be made aware of his/her rights and advised of the grievance process. Lynn Neault shared that both parties (student & instructor) have rights and it is the responsibility of administration to ensure that both rights are protected.
- The Council agreed that an in-service training is needed for clarity, as the process for disruptive students, the responsibilities of the administrator and disciplinary officer, as well as the rights of students/instructors and documentation and follow-up, is unclear to many.
- Julie Barnes also raised the issue of the length of time the student is removed. The Chief shared that the student is told he/she must not return to class for 48 hours. Julie Barnes shared that it is not always 48 hours, rather two class sessions.

- Gerald Ramsey stated that at City College the student is advised that they cannot return to class until they speak with the Dean.
- It was shared that at the previous meeting, Adela Jacobson shared that faculty are having problems with the "Removal of Disruptive Students, Faculty/Staff Incident" form and that Mesa continues to use their own form when a student is removed from class.
- The Council was reminded that the form was developed by Student Services Council in consultation with the Academic Senate leadership and the Vice Presidents of Instruction at the request of Mesa College who was requesting consistency.
- The Council agreed that only one form should be used. Discussion followed and it was agreed to revise the form to incorporate Mesa's concerns.
- The Chief shared that he plans to do an in-service training at Mesa College, as a pilot in the Spring, and then tailor the training for each campus.
- Gail Conrad raised the issue of the large number of deaf faculty and staff at Mesa College and their inability to alert College Police using the existing emergency buttons. She inquired as to what can be done to assist this group of faculty and staff, as well as how to train dispatch to be more understanding of the situation.
- The form will be revised and brought to the next Student Services Council meeting.

### 3.0 Visitors Code of Conduct Expectations

- The Council agreed to revisit the draft Visitors Code of Conduct procedure that was placed on hold by the Mesa Academic Senate back in 2005. The guidelines were initially established to have a written process for removing disruptive visitors/volunteers from the colleges. They are modeled after Policy 3100.
- Peter White inquired if parents are prohibited from sitting in the classroom with the student if they are not enrolled? Gail Conrad stated that if the parent is volunteering, the instructor is notified of such.

- The Council agreed to revisit the guidelines and move forward for approval. City and Miramar's Academic Senate have already reviewed and approved the guidelines. Gail Conrad was asked to bring the guidelines back to the Mesa Academic Senate for final approval.

#### 4.0 Discipline Process

- Suspension
- Peter White shared that Miramar recently had a case where a student was suspended from Miramar College. He shared that the suspension precluded the student from attending any of the colleges, centers, sites, programs and activities of the San Diego Community College District.
- Peter White shared that the student was invited to attend a college sponsored event at an off-site location that was cleared by the college sponsoring the event. He raised the issue to clarify that when a student is suspended from all colleges, centers, sites, programs and activities of the San Diego Community College District, the student is not allowed to attend **any** events directly related to the San Diego Community College District. He asked for clarification.
- Lynn Neault confirmed that suspended students are not allowed to attend any events or activities of the San Diego Community College District when suspended or expelled. The notification letter will be revised to be more explicit. In addition, she advised that the Vice Presidents should consult with each other in the event there is uncertainty.

#### 5.0 Summer 2007 Processing

- The Council reviewed the processing calendar for Summer 2007.
- The Council was informed that for the early summer session, prerequisites will not be cleared and all students will be allowed to register. Registration will start May 4<sup>th</sup> for priority students and May 7<sup>th</sup> for all students. The proposal is to produce opening day rosters on June 4<sup>th</sup> to be distributed and available on the web on June 5<sup>th</sup>. Paper rosters will be placed in mailboxes on June 5<sup>th</sup>.

#### 6.0 Salzburg Seminar Planning

- April 2 – 9, 2007
- The Council was reminded that the application deadline for the Salzburg Seminar is February 14, 2007. The Vice Presidents were asked to stay after Student Services Council on Thursday, February 15<sup>th</sup> to review the applications.
- Students will be notified by February 23, 2007.
- The Vice Presidents were advised that per an agreement last year, an advisor (chaperone) from Mesa or Miramar will need to accompany the students to Salzburg, as City provided the advisor for the last two years. The cost for the advisor is paid for out of the college budget.

#### 7.0 Administrative Deferments

- Outstanding Payments
- It was shared with the Council that the State Chancellor's Office sent an e-mail clarifying administrative deferments. The e-mail from Ralph Black states that districts are not allowed to defer the fees and never collect them. It also states that fees must be collected within the academic year and it cannot be an indefinite deferral.
- The Council was provided a list of City, Mesa and Miramar students that have outstanding deferments that are more than one year old.
- The Council agreed to revisit the deferment process to ensure that students are not allowed to defer for long periods of time without making progress on their debt.

#### 8.0 Late Adds

- 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 add petitions submitted by students and approved by faculty. Recently, the number has grown to be quite large.
- Discussion followed.
- The Council agreed to invite the Admission Supervisors to a future meeting to discuss a strategy.

9.0 Spring Grades Processing

- Impact on Summer Prerequisite
- The Council was presented with the issue of Spring 2007 grades as there is a problem with the quick turn-around time that faculty have to submit grades.
- Grades are due June 11th, they are processed on June 15th and available to students on June 18<sup>th</sup>. Due to the short turnaround time, prerequisites will not be cleared for the 4-week session. It is also critical that faculty submit grades on time or prerequisites will not be cleared for the first 8-week session, due to timing.
- The Council discussed an information campaign at each campus notifying faculty of the importance of submitting their grades in on time.

10.0 Hold Harmless Agreement

- Damon Bell shared that Mesa has a student that is interested in doing an internship with Merrill Lynch. Merrill Lynch requires that the institution sign a "Hold Harmless Agreement" prior to allowing the student to participate in the internship. The hold harmless agreement releases the organization of any liability.
- Damon Bell inquired if any of the other campuses had signed hold harmless agreements in the past and who is authorized to sign the agreement.
- The Council discussed further and agreed that Lynn Neault would bring the issue to Chancellor's Cabinet for direction.

11.0 Academic Senate Reports

- Deferred

12.0 Curriculum Instructional Council Report

- Deferred

**Informational:**

13.0 2007-2008 Catalog Review

- The catalogs were distributed to the Vice Presidents for edits/changes/revisions changes and asked to return them by March 9<sup>th</sup>.