



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
June 21, 2007
9:00 – 11:00 a.m.
Room Z-602
Minutes

APPROVED

PRESENT:

Gail Conrad	Interim VP, Mesa College
Valerie Edinger	Continuing Education
Henry Ingle	Instructional Services
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Interim VP, City College
Peter White	Miramamar College

1.0 Approval of Minutes

- June 7, 2007
- Approved

2.0 New Online Schedule Demonstration

- It was shared with the Council that the new Online Schedule was launched this week. The Council was provided with a demonstration of the new schedule by Liane Demeo, Student Services.
- It was shared with the Council that the new online schedule is being implemented in two phases.
- The Council inquired if seats available and waitlisted seats are current in the schedule. It was shared that the information is “real time.”
- Peter White raised a separate issue regarding faculty not adding students from the waitlist. He shared that a few faculty have opted not to accept adds. It was shared with Peter that faculty should be using and honoring the waitlist.

3.0 Student Code of Conduct for Online Classes – Revisited

- At the last meeting the Council reviewed a draft of the “*Student Code of Conduct Guidelines for Online Classes*,” and agreed to bring back recommendations to today’s meeting.
- The Council reviewed the guidelines and approved for finalization. It was further agreed that the guidelines will be forwarded to Andrea Henne for distribution to the online steering committee. The guidelines will also be available to faculty on faculty web services, <https://faculty.sdccd.edu>.

4.0 Veterans Brochure – Revisited

- The Council approved the final changes to the 2007-2008 Veterans Brochure. The brochure will be finalized for distribution.

5.0 Health Services Proposed MD Salary Increase – Revisited

- At the last meeting, the Council continued to discuss City’s proposal to increase the hourly salary for the MD’s who provide services in the Health Centers. The Vice Presidents reported on the hours worked for the MD’s, both campus and on-call, and agreed to resolve the issue within the next month.
- Peter White advised that the issue is not resolved at Miramar and he is not ready to move forward. Gail Conrad concurred with Peter and stated that Mesa is not ready.
- Lynn Neault shared that the issue of raising the fees in Spring or Fall was addressed at Chancellor’s Cabinet. She stated that she shared with Cabinet that the campuses are considering raising the MD salary.
- Gerald Ramsey stated that City would like the matter resolved soon so that they could move forward.

6.0 Comparison of Number of Graduates for the last 3 Years (Peter White)

- The Council was presented with a comparison of degrees and certificates awarded for the last 3 years prepared by the Institutional Research and Planning office at the request of Peter White.

- Lynn Neault agreed to bring back the document with the final 2007 numbers.
- Peter White inquired as to the status of a report of degrees awarded to active military and dependents. Lynn agreed to report back.

7.0 Evaluator Subcommittee Report

- Deferred as committee has not met. Minutes were distributed.

8.0 Middle College Program / Parent Signature – Revisited

- At a previous meeting, Cassie Morton inquired if it was necessary to have the parent sign every semester for the student enrolled in Middle College. She asked if one form and signature could be used for the entire program, as it is very difficult to get parental signatures every semester.
- The Council agreed to maintain the practice of acquiring the signature every semester and not change the practice.

9.0 International Student I-20 Processing Review

- At the request of Gerald Ramsey, the Council reviewed the SEVIS International Student (F1) Visa Information and Reporting System guidelines for the colleges. This process was last updated and approved by Student Services Council in 2002.
- The Council reviewed the guidelines and concurred that per the guidelines, the responsibility of the Vice President of Student Services is not to be delegated.
- The Council reaffirmed the guidelines.

10.0 Summer SSC Meeting Schedule

- The Council agreed on a summer SSC schedule. The schedule will be e-mailed to the committee.

11.0 Academic Senate Reports

- None

12.0 Curriculum Instructional Council Report

- None

13.0 Freshmen Experience

- Gerald Ramsey shared City's "Freshman Year Experience Program" fliers with the Council.
- It was clarified that student registration for this pilot is scheduled for July 13th.
- Lynn Neault reported on the meeting with the Admission Supervisors to review the enrollment processing and details.
- It was reiterated that the colleges should be tracking issues and concerns as the pilot is implemented. The Council agreed to schedule a debriefing meeting in September.

14.0 ClassTalk Elimination

- The Council was asked if there have been any questions or concerns from students regarding the elimination of ClassTalk. It was shared that there have been no concerns from students.
- Peter White shared that the telephones were removed from the Admissions lobby at Miramar.
- Gerald Ramsey shared that he is having the telephones relocated to the computer stations for students that have questions with Reg-e.