



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
March 15, 2007
9:00 – 10:30 a.m.
Room Z-602
Minutes

APPROVED

PRESENT:

Valerie Edinger	Continuing Education
Rick Cassar	Mirammar Academic Senate
Edwin Hiel	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	City College (Interim VP)
Anthony Reuss	Mesa Academic Senate
Peter White	Mirammar College

GUESTS:

Greg Sanchez	City College
Gilda Maldonado	Mesa College
Lynna Vo	Mirammar College
Liane Demeo	Student Services

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- 1.0 Approval of Minutes
 - February 22, 2007
 - Approved

 - 2.0 FA Students Dropped for Non-Payment of Health Fees – FA Officers @ 9:15
 - The Financial Aid Officers attended the meeting to discuss the issue of Financial Aid students not paying the health fee. 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 for Spring. For Spring, the colleges launched a college-wide campaign to notify students that if they did not pay they would be dropped. Even with all the efforts put into place, students still did not pay the health fee and were dropped. Students continue to voice that they were not aware they would be dropped if the fee was not paid.

- Greg Sanchez shared that students were notified of the new requirement several times and were aware that they would be dropped. The information is included in the notification letters that are mailed to students, included on the website, e-mailed to students and posted all over the offices. He shared that he believed that because this fee is new for students they are not used to paying it.
- Gilda Maldonado and Lynna Vo stated that the information is also posted everywhere on campus at Mesa and Miramar.
- Lynn Neault shared that students also receive messages on their phone via the auto-dialer.
- Rick Cassar inquired as to how many students attempted to re-enroll as opposed to those that did not attempt to re-enroll.
- Greg Sanchez stated that enrollment at City was up 7%; therefore, he believed those students that were dropped were coming back at some point in time. He also suggested adding the drop for non-payment information to the Reg-e website.
- The Council discussed further. For Spring, the Financial Aid Offices were to have called students as a reminder; however, the calls were not placed due to other workload issues at this very busy time. The Council discussed whether there was an alternative to calling the students or if the auto-dialer would suffice.
- Peter White inquired if it was worth hiring additional staff to place the calls each Fall and Spring. Lynn Neault stated that she could provide the Vice Presidents a list of students that need to be called each week. Peter White stated that he would consider it if he is able to locate additional funds on campus.
- Lynn Neault stated that the Financial Aid officers get the weekly report via the current download. She suggested having the FA officers print it and get it to the Vice Presidents to mobilize staff to make the calls. Anthony Reuss stated that Mesa has student ambassadors that may be able to assist with the calls.
- It was agreed that the Financial Aid officers would take the lead and get the reports to the Vice Presidents who will mobilize other offices on campus to assist with the reminder phone calls.

3.0 Transcript Imaging

- It was shared with the Council that the *Incoming Official Transcript Imaging* project will be ready to launch April 1st.
 - All incoming transcripts will be processed in the District Student Services office, per normal procedures.
 - The official transcript will be scanned (imaged) and available online, in color, via the desktop. (Counselors, Evaluators, Admissions Supervisor and Financial Aid only)
 - Paper documents will no longer be sent to campus for filing in the student folder. The online copy will be considered official.
 - Security access will be limited to users and those departments with a “need to know.”
- Appropriate staff will be trained on how to search and retrieve documents.
- It was also shared that the financial aid and EOPS Imaging project is still underway and scheduled for a May implementation.

4.0 Resources for International Students (Peter White)

- The Council discussed increasing the estimated cost of attendance for 2007-2008 for International students. Currently, the catalog reads \$17,500, which is the amount that an international student must have to apply at City, Mesa or Miramar college for one school year (two semesters). Verification is required.
- The Council had further discussion. It was agreed not to change the estimated cost of attendance for 2007-2008. It will remain at \$17,500.
- Anthony Reuss agreed to follow-up at Mesa.

5.0 Alliant International University Agreement - Revisited

- MOU Status
 - The Council discussed the status of the MOU agreement. Peter White shared that the draft MOU is ready to be reviewed at Miramar’s President Cabinet for approval.

6.0 Visitors Code of Conduct Expectations – Revisited

- The Visitors Code of Conduct has been under review since 2005. City and Miramar College had approved the guidelines; however, there was concern by the Mesa Academic Senate due to issues with removal of disruptive students and it was put on hold.
- At a previous meeting, Gail Conrad agreed to take the issue back to the faculty for additional discussion and agreement. Anthony Reuss shared that the Mesa Academic Senate have approved the guidelines.
- The Visitors Code of Conduct Expectations will be finalized and distributed.

7.0 Student Representation Fee Guidelines – Revisited

- The Council discussed the status of the Student Representation Fee Guidelines. At the last meeting the Vice Presidents agreed that the draft should be reviewed by the AS organizations on campus.
- The Vice Presidents shared that the document has not yet been reviewed by the AS organizations and agreed to follow-up for the next meeting.

8.0 District GE requirements (Edwin Hiel)

- Non-District Courses
- Edwin Hiel raised the issue of the district policy for clearing GE with coursework from outside of the district. He understood that the policy was that coursework from other institutions would be recognized; however, he ran into a situation where he was told by his evaluator that the policy had changed.
- Lynn Neault followed up since the change did not come through Student Services Council. Apparently, the district Articulation Council had made the change.
- Discussion followed on the role of the district Articulation Council making policy changes. According to district policy, CIC and SSC are charged with making policy recommendations.
- The Council discussed how to best approach the matter and keep apprised of any discussion/changes in protocol, policies, etc. It was suggested that the Vice Presidents speak with their Evaluators.

- Anthony Reuss raised a separate issue where catalog changes no longer get routed through Counseling, as in the past. He feels this is a major issue as the Counselors are in the best position to review the catalog for changes, updates, etc., as they are the ones that meet with the students. Lynn Neault will follow-up.

9.0 Units Completed in Residence for the Major – Statement in Catalog

- CIC Action
- Recency Issue
- The Council reviewed and discussed the proposed new catalog language for “Units in Residence for the Major” statement as there has been a major change from previous years.
- In the past, students attending City, Mesa or Miramar did not have a requirement to have any units completed at the college in order to obtain a degree or certificate. The language has been changed so that students must have a minimum of six semester units of the required courses to complete the major at SDCCD.
- The Evaluators proposed that 6 units in the major be required to be completed at City, Mesa or Miramar. The proposal went to CIC for approval.
- The Council also discussed another policy change implemented by CIC – “Recency of Coursework.” The new language states that, “Academic departments may require that courses for the major be completed within five years prior to the granting of the Associate Degree, Certificate of Achievement, or Certificate of Completion. Students with questions about the applicability of previous coursework are advised to consult the Evaluations Office as early as possible.”
- The Council questioned the logistics for implementation of the new practice.
- It was agreed that Lynn Neault would take the issue to the next Evaluators meeting and come back with recommended implementation guidelines.

10.0 Joint SSC/CIC Meeting

- The Council was asked it was possible to meet on May 10th from 2:00 to 4:00 p.m. for a Joint SSC/CIC meeting.
- The Council agreed to check their calendars and get back to Lynn Neault as May 10th is a Board meeting day.

11.0 Academic Senate Reports

12.0 Curriculum Instructional Council Report

Informational

13.0 National University – Teachers Education Transfer Program

- Lynn Neault shared that Ken Fawson is now working with National University and dropped by with information on two of their programs offered at National:
 - Bachelor of Arts in Interdisciplinary Studies with a California Teaching Credential;
 - Bachelor of Arts in English with Single Subject Matter Preparation.
- Fliers were distributed to the Council. It was also shared that Ken Fawson would like to discuss articulation on some of National's courses.