



# 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**  
**May 24, 2007**  
**9:00 – 11:00 a.m.**  
**Room Z-602**  
**Minutes**

**APPROVED**

Present:

Gail Conrad	Interim VP, Mesa College
Valerie Edinger	Continuing Education
Edwin Hiel	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Interim VP, City College
Peter White	Miramamar College

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1.0 Approval of Minutes

- May 17, 2007
- Approved

2.0 Coursework Outside of District to Clear GE (Edwin Hiel)

- Edwin Hiel revisited the issue of clearing GE requirements using courses transferred in from other institutions.
- Edwin Hiel stated that in the past the colleges accepted the “transferring in” institution’s determination of what GE requirement the course would meet. He understands that this practice has changed. He shared that he has a student at City College that attended Cal Poly at San Luis Obispo and was attempting to clear his Humanities course at City. It was determined that the Humanities course would not clear at City, even though it cleared the requirement at Cal Poly.
- Edwin Hiel shared that the change in policy to not accept the sending institution’s determination of how the course meets a GE requirement came from the Articulation Council. Edwin stated that the Articulation Council states that they are clearing GE requirements based on the district’s determination.

- Edwin Hiel is requesting the Council's support to address the issue and allow flexibility in the policy, as well as a streamlined process.
- It was shared with the Council that in the past these types of decisions, practice changes, etc., would come to Student Services Council from the Evaluators and the Council would make a determination. However, there seems to be confusion with how these matters are addressed.
- Lynn Neault shared with Edwin Hiel that she referred his concerns to Instructional Services when the concern was first raised for clarification. Myra Harada reported that the matter was discussed at a District Articulation Council meeting; however, the decision was not brought to CIC or SSC.
- The Council agreed that the issue would be brought back to the Evaluator's Subcommittee for review. The Council is proposing that courses "transferred in" should be accepted as they were intended at the institution they were taken (if they meet our standards).

### 3.0 SDSU Tag Agreement – Revisited

- At a previous meeting, the Council was provided with SDSU's latest Transfer Admission Guarantee (TAG), which replaced the recently eliminated TSD agreement.
- The Council recommended some minor modifications to the form. It was agreed that the colleges would not modify the form since it is a SDSU form and that Lynn Neault would contact Sandra Cook and request a slight modification.
- Lynn Neault shared that she spoke with Sandra Cook who agreed to modify the form. However, it was discovered that City had already modified the form significantly on behalf of all three colleges.
- Edwin Hiel shared that SDSU's form is an internal form only and does not go to the student; therefore, he did not feel that modifying the form would be an issue. The modified version is an advising tool for the student and not a contract. It was clarified that SDSU has committed that this form represents a guarantee. Further, the practice of modifying another institution's form was discussed.

- Gerald Ramsey shared that the revised form came from the Transfer Center Directors and they did not understand that any proposed changes were to come via Student Services Council.
- The Council discussed inviting the Transfer Center Directors to the next Student Services Council meeting to discuss a process for changes to practice, policy, forms, etc. SDSU's TAG will also be reviewed for agreement and finalization.

#### 4.0 Civility on Campus (Gary Pavela) Presentation

- The Council discussed a district workshop in the spring with Gary Pavela, a national student affairs leader on the topic of "*Creating a Climate of Civility on Campus.*"
- The Council discussed the logistics and agreed to incorporate a presentation into the 2008 Joint CIO/CSSO Conference as well. A one day workshop with a half day designed for faculty and the second half for regional partners and key leaders in the district.
- Lynn Neault agreed to follow up at the next conference planning meeting.

#### 5.0 Student Code of Conduct for Online Classes

- The Council was provided with a draft of the "*Student Code of Conduct Guidelines for Online Classes.*" It was shared that this was a request from the Online Steering Committee as there was nothing specifically in place for addressing disruption in online classes.
- The Council reviewed the draft and agreed to share the draft with the academic senate and bring forward a recommendation to the next meeting.

#### 6.0 National University Scholarship Update

- Bob Nicholas, the new Coordinator of Special Services and Scholarships at National University has confirmed that National will continue to award a \$1,600 scholarship to one student from City, Mesa and Miramar College that is transferring to National.
- The Vice Presidents agreed to quickly mobilize and provide names to National University, via Lynn Neault's office. Further, they agreed to incorporate the scholarship into their annual scholarship program at the college.

7.0 Evaluator Subcommittee Report

- Deferred

8.0 Student E-Mail Messages – Revisited

- At a previous meeting, the Council discussed sending e-mails to students that are not “official business.” The Council is opposed to mass e-mailing for advertising and marketing purposes and agrees that e-mails to students should be for “official district business,” defined as registration, application and specific graduation information and emergencies.
- The Council was provided with a 2-page list of e-mails that are sent to students on a regular basis, including category, topic and frequency. The Council was surprised at the number and frequency of the business related e-mails that are generated and further reiterated the importance of preserving the e-mail for district business.
- Gerald Ramsey shared that this issue was discussed at President’s Council and Heidi Bunkowske, the Public Information Officer, is proposing that we look at a way of having the student opt out of receiving information that is not related to registration.
- The Council had further discussion. Gerald Ramsey feels that a compromise should be reached with the PIO’s in regards to having a more flexible practice for using student e-mails. Lynn Neault shared that a student portal would be the proper technical solution.

9.0 Middle College Program / Parent Signature – Revisited

- Deferred

10.0 Priority Registration Usage (DSPS/EOPS)

- Deferred

11.0 Tech Prep 2007 Report

- Deferred

12.0 Minors in the Classroom (Academic Senate Position Paper)

- Deferred

#### 13.0 Health Services Proposed MD Salary Increase

- The Council discussed City's proposal to increase the hourly salary for the MD's who provide services in the Health Centers. Gerald Ramsey brought forward a spreadsheet comparing the MD's salaries, regionwide. The Council reviewed the hours and rates at the other colleges.
- Gerald Ramsey reported that the salary had not been increased in several years. Discussion followed.
- It was agreed that the Vice Presidents would follow-up further with the Health Centers as to the hours worked and the impact the increase would have on the colleges.

#### 14.0 Disqualified Students

- Deferred

#### 15.0 Outreach Docket

- The Council was provided with a copy of the "Status Report on Student Outreach" docket that is scheduled to go to the Board on June 7, 2007.
- The docket delineates the districtwide organizational structure that has been agreed upon by all the campuses as the outreach program expands.

#### 16.0 DSPS Reorganization Status Report

- It was shared with the Council that the reorganization plan for DSPS will proceed internally within the current structure.
- Mary Lewis will work with Human Resources to get the new positions classified and the announcement developed. The Vice Presidents agreed to discuss the recruitment and hiring process at a future meeting. The Vice Presidents will proceed with other internal matters.

#### 17.0 Transfer Awareness Month

- It was shared with the Council that the Transfer Center Directors have requested that October 2008 be declared as "Transfer Awareness" month. All the colleges will host transfer workshops in October and plan additional activities.

- The Council agreed that Lynn Neault would share the information with Chancellor's Cabinet and the Vice Presidents of Student Services will bring it forward to their campus cabinets/councils.

18.0 Academic Senate Reports

- None.

19.0 Curriculum Instructional Council Report

- None.

20.0 BFAP Funds

- Valerie Edinger inquired about BFAP augmentation funds. She shared that City's allocation was based on the FTES for Continuing Education, in addition to City's FTES. She would like a portion of the augmentation for Continuing Education, specifically for outreach.
- Gerald Ramsey agreed to discuss Continuing Education's needs further. Valerie Edinger will follow up.