



# 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*

## Student Services Council

April 3, 2008

9:00 – 11:00 a.m.

Room Z-602

Minutes

**Approved**

Present:

John Bromma	CE Academic Senate
Brian Ellison	Vice President, Continuing Education
Edwin Hiel	City Academic Senate
Tacey Hosley	Miramar Academic Senate (for Rick Cassar)
Henry Ingle	Instructional Council
Barbara Kavalier	Vice President, Mesa
Guillermo Marrujo	Mesa Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Vice President, City (Interim)
Peter White	Vice President, Miramar

GUEST:

Shelly Hess	Instructional Council
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- 1.0 Approval of Minutes  
March 13, 2008
    - Approved
  - 2.0 High School Students & Dance Courses – Revisited
    - Concurrent Enrollment in PE
    - At a previous meeting, the Council discussed the current practice that prohibits concurrently enrolled high school students from enrolling in physical education classes. The question was raised whether a dance class is permissible. The Vice Presidents agreed to review the list of dance offerings and come back to the next meeting with a recommendation as to which classes would be permitted.
    - It was agreed to trail the discussion to the next meeting.

- Peter White inquired if anyone is making exceptions to the general PE courses. He shared that Miramar has certain PE courses that on the surface are not employment driven or specialized, yet are certificate programs, i.e., lifeguard, physical trainer.
- Peter White shared that he is getting a request from high school students to enroll in these PE courses.
- Lynn Neault reported that the past few exceptions were permitted for students who needed a class, specifically for summer employment, i.e., lifeguard trainer. Otherwise exceptions should not be made.
- Guillermo Marrujo stated that Mesa has the same certificate programs in the fitness specialty class as Miramar.
- The item will be discussed further at the next meeting.

### 3.0 Military Spouse Students

- It was shared with the Council that Lisa Curtin, Director of Military Education, has requested tracking of the Military Spouse students for documentation purposes.
- Currently, Miramar has 1 student. City and Mesa report that they do not know of any students participating.
- Peter White shared that the military has hired three people to facilitate the Military Spouse program. The military members are setting up special meetings to discuss the partnership between the colleges and the Military Spouse program at each college and Continuing Education.
- Peter White shared that Lisa Curtin has scheduled a meeting at Miramar and he plans to attend. He feels that the colleges have made the decision, which has been supported by Chancellor's Cabinet that City, Mesa, Miramar and Continuing Education will not participate in the billing process for the Military Spouse program.
- The Council confirmed that the colleges will participate in the program but will not be involved in the billing or be the "go between" the Military and Workforce Partnership.
- Brian Ellison shared that the military's interest with Continuing Education is for job development.

- The Council discussed a tracking mechanism for military spouse participants. In order to track these students, a special code needs to be assigned in the system to each participant. The Council discussed who would be responsible for attaching the code, i.e., counselors. Also, at what point would the colleges be aware that the student is participating, as communication with the military has not been successful.
- Peter White inquired as to the reasons for tracking these students. He asked if we are tracking participation or if there was something specific that the colleges needed to track.
- The Council recommended that Workforce Partnership track the participants since currently the colleges do not receive confirmation of participation for the student.
- It was agreed that Peter White would attend the meeting at Miramar and brief the Council on any new developments.

#### 4.0 Election Procedures

- Use of Student I.D.
- It was shared with the Council that the A.S. election will be held online beginning this year. A few paper copies should be available in the event students cannot vote online. Computer access will be available on campus.
- Lynn Neault shared that it was brought to her attention that when candidates run for office the candidates collect student signatures, along with the student I.D. number so that staff can verify that the student is registered. She stated that this practice should be discontinued as the candidate now has the student's I.D. number and could potentially use it fraudulently. Staff can do a "name search" to verify enrollment.
- It was agreed that only the name and signature will be included on the petition in the future.
- Peter White inquired if the colleges have varying voting procedures or if they share common language, districtwide.
- It was shared that the district has standard policies and procedures that regulate the process; however, each college also has their own AS election procedures and the colleges operate under both guidelines.

- The Council discussed standardizing and merging both districtwide and college guidelines. It was agreed that the AS Deans would meet and revisit the policies, procedures and guidelines and bring the item back to SSC.

#### 5.0 Categorical Carry-Over Authority from 07-08 to 08-09 (Peter White)

- Peter White shared that the issue of possible categorical carry-over from 2007-08 to 2008-09 was discussed at the joint CIO/CSSO conference by Linda Michalowski, Vice Chancellor, Student Services, State Chancellor's office. Linda stated that there is a possibility that categorical funds will be carried over to next year.
- Peter White stated that back in 2001-02 this was allowed and funds were carried over and spent in 2002-03. He further stated that Linda shared that the carry over will include BFAP funds, which will have the largest reduction next year.
- There has been no final confirmation from Linda Michalowski that the funds will be allowed to carry over.

#### 6.0 CCLC Policy-Procedures Update - Implementation Plan

- It was shared with the Council that the district is a member of the Community College League of California's (CCLC) policy subscription service. The CCLC, in partnership with Liebert, Cassidy & Whitmore, provides a support system for the California community colleges to ensure that Board Policies and Administrative Procedures are complete and comply with all legal requirements.
- Human Resources were the first to start to convert their policies.
- It was shared with the Council that Student Services will begin the first phase of the process.
- The first phase of the process will include:
  - All updates to current policies/procedures will comply with CCLC recommendations for legal compliance
  - All updates will maintain the existing district policy/procedure number with the addition of the designation "BP for policies and "AP" for procedures
  - All updated policies/procedures will use a standard outline format developed by Student Services

- The second phase of the project will include:
  - All policies/procedures that require shared governance consultation will be updated on an on-going basis
- The third phase of the process will include:
  - Once all Student Services policies/procedures have been updated, the policy/procedure number will be changed to correspond with the CCLC numbering recommendation. (This will impact other departments since the existing numbering system is different than CCLC).
- It was shared with the Council that phase two policies/procedures will come via Student Services prior to shared governance consultation. It was further shared that phase three cannot occur until all the policies and procedures, districtwide, have been converted to the CCLC format.

#### 7.0 Teach Grants

- The Council was briefed on the new TEACH grants (Teacher Education Assistance for College and Higher Ed). The Financial Aid officers attended a Webinar on TEACH grants and they are not recommending participation of the program. The consensus among the Financial Aid officers is that there are more negative aspects of the grant for students than positive.
- There is concern that if the grant is not regulated carefully, the complexities of the program can potentially harm the students it is intended to assist. Further, since the grant will “convert” to loans if students do not eventually teach, they believe it could be harmful for students.
- The Council further discussed.
- City and Miramar College support the recommendation of the Financial Aid officers.
- Barbara Kavalier stated that she is comfortable supporting the recommendation if the reasons are due to negative aspects of the program; however, she is not in agreement if it is based on workload. Guillermo Marrujo agreed with Barbara. Lynn Neault will follow up.

#### 8.0 Freshmen Experience and PG Courses (Ticey Hosley)

- Ticey Hosley raised an issue regarding the personal growth courses and Freshmen Year Experience (FYE) students.
- Ticey shared that Miramar currently has 4 sections of PG 120, which hold approximately 160 students. Miramar is expected to get approximately 150 FYE participants, which would mean that there will be few to no spots left for other students. She further shared that there are other issues with having all of the FYE students grouped together. It is felt that it is a good idea to have different age group students intermingled with the FYE participants. She shared that it was also recommended to enroll half of the FYE students in PG 120 in the Fall and half in the Spring and leave the class open for regular students.
- Lynn Neault inquired if additional sections of PG 120 could be created. Peter White shared that it is difficult due to the FTEF cap Miramar is up against.
- Peter White agreed to follow up.

#### 9.0 Academic Senate Reports

- Lynn Neault shared with the Council that she has started going out to the campuses and meeting with the Academic Senates regarding the new attendance accounting regulations.
- Guillermo Marrujo requested having the waitlist be modified so that students are aware of the number of seats available on the waitlist before registering. Lynn Neault agreed to follow up.
- Guillermo Marrujo raised the issue of the WebExtender. He stated that Counselors at Mesa are not always able to log into the system. He stated that the error message reads that the system is maxed out. He inquired if the reason the system is maxing out is due to people signing in and not signing off the system.
- Lynn Neault shared that the WebExtender has a license for 50 simultaneous users. This is the first she has heard of any problems. She will look at the logs and find out if additional licenses may be necessary.

#### 10.0 Curriculum Instructional Council Report

- Henry Ingle distributed copies of the memo that will be submitted to the State Chancellor's office for approval of the Associate Degrees. The modifications to the various degrees require Board approval. He reported that the item will be reviewed at the April 17, 2008, Board meeting.
- Shelly Hess shared that the goal is to modify City, Mesa and Miramar's Associate Degree and make them more flexible for students, while complying with the new Title 5 regulations.
- The Council reviewed the handout and discussed at length.

#### 11.0 Mental Health Services

- The Council discussed the Mental Health Report that was presented to the Board at the March 13, 2008, Board meeting.
- It was shared with the Council that Trustee Senour will be expecting regular information on mental health services provided by the colleges and Continuing Education.
- The Council agreed that there needs to be a mechanism in place to capture data relating to students with mental health issues, i.e., services provided, staffing/hours, students served, etc., including Continuing Education students.
- It was agreed that Lynn Neault and the Vice Presidents will meet with the Health Center Directors to brainstorm and develop a strategy for ongoing reports to the Board.