



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION  
*Student Services*

**Student Services Council  
August 14, 2008  
9:00 – 11:00 a.m.  
Room Z-405  
Minutes**

**APPROVED**

**PRESENT:**

John Bromma	Continuing Education
Rick Cassar	Academic Senate, Miramar College
Brian Ellison	Continuing Education
Peter Fong	Miramamar College
Shelly Hess	Instructional Services
Edwin Hiel	Academic Senate, City College
Barbara Kavalier	Mesa College
Guillermo Marrujo	Academic Senate, Mesa College
Lynn Neault	Student Services
Peter White	City College

**GUESTS:**

Julie Barnes	City College
Joi Blake	Mesa College
Gail Conrad	DSPS
Adela Jacobson	Miramamar College
Bernice Lorenzo	City College
Pedro Olvera	Mesa College
Anthony Reuss	Mesa College
Joan Thompson	Miramamar College

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- 1.0 Approval of Minutes
    - July 24, 2008
    - Approved
  
  - 2.0 Categorical Site Visit Preparation – Team Leaders
    - At a previous SSC meeting (April 24, 2008), the Council met with CalWorks, EOPS, DSPS and the Matriculation Deans in preparation for the categorical site visits. At that time, the Council agreed to develop team leaders that would continue to meet and report back to Student Services Council.

- The following agreed to be team leaders:
  - Gail Conrad - DSPS
  - Joi Blake/Julie Barnes - Matriculation
  - Bernice Lorenzo - CalWorks
  - Adela Jacobson/Joan Thompson - EOPS
  
- The team leads attended the meeting and reported on the following:
  - Gail reported that there are no outstanding issues with DSPS. All DSPS data has been obtained from the Research office, except for transfer rates which she will request. She stated that the Chancellor's office will be sending 3 years of data that will also be used in preparation for the site visit.
  - The Matriculation team is putting together their list of data requests.
  - Joi Blake inquired if the exemption policy was Board adopted. She understands it is in the catalog but would like confirmation that the Board approved and adopted the policy. Lynn Neault shared that many policies are contained in the catalogs but are not formal Board approved policies. Past practice has been not to create formal Board policies for everything but rather include these types of policies in the catalog.
  - EOPS and CalWorks reported they are waiting for their data; otherwise they are fine.
  - All groups have been meeting and sharing information.
  - The Council discussed scheduling the site visits on the same dates. It was agreed that each college & Continuing Education will request the dates of February 23-25 (1<sup>st</sup> choice) and March 2- 4 (2<sup>nd</sup> choice). Each college will make the request, including that the colleges and CE are visited at the same time.
  - The Council confirmed that the self-evaluation is due October 31, 2008 to the State Chancellor's office. It was agreed that the completed self-evaluation will be submitted to Lynn Neault by Monday, October 27<sup>th</sup> and will be shared with Chancellor's Cabinet on Tuesday, October 28<sup>th</sup>.

### 3.0 Mesa College Welcome Week (Barbara)

- Barbara Kavalier shared Mesa's "Welcome Week," schedule of activities, which will be held August 25<sup>th</sup> through August 28<sup>th</sup>. She also shared that Mesa had a student success day which was something new for Mesa and the outcome was very successful as over 600 students and parents participated.
- Joi Blake thanked City and Miramar for participating in the event as City and Miramar had tables promoting their respective campus.

### 4.0 Transporting Students (Barbara Kavalier)

- Deferred

### 5.0 Survey of Veteran Affairs Students (Barbara Kavalier)

- Barbara Kavalier shared that Mesa's Veterans Affairs office has received numerous complaints from students. Many of those complaints are related to customer service issues.
- Barbara Kavalier shared that Mesa would like to conduct a survey of the services provided by the Veterans Affairs office and inquired if City and Miramar would like to be part of the survey as well. The survey will be coordinated by the district Research office.
- City and Miramar agreed to participate in the survey.
- It was agreed that Barbara would email the draft survey to Peter White and Peter Fong for concurrence. The draft will then be sent to Lynn Neault's office and brought forward to a future Student Services Council meeting for final approval. The survey will focus primarily on customer service.
- Rick Cassar stated that Miramar's Veterans Affairs office is having problems with issuing associate degrees to veteran students. He inquired if it is possible to meet with the Veterans Administration local office to relay the concerns. Lynn Neault suggested first having an internal meeting to discuss the concerns. It will include Rick Cassar, Guillermo Marrujo, Edwin Hiel and the Veterans Affairs staff at the college office. Rick Cassar will take the lead.
- Lynn Neault shared with the Council that the Research & Planning office is working on the athletic survey and the accreditation survey, both of which will be completed in the fall.

#### 6.0 Proactive Awarding of Degrees – Implementation

- The Council agreed to invite the Evaluators to the next Student Services Council meeting to discuss the implementation plan for proactively awarding degrees, which will begin this fall.

#### 7.0 Military Spouse Program Map Processing Overview (Revisited)

- The Council discussed the Military Spouse Program processing overview as there continues to be questions from the colleges. It was shared that the campuses are unsure as to who has authorization to “sign off,” on the forms, as well as what date should be used (census or prior to census).
- The Council agreed that the form should be signed right away using the census date (not the date of signature) and submitted to the Accounting office. The Accounting office will bundle the forms and submit them to Workforce Partnership at census date.
- The Council had further discussion. It was agreed that deferment will be 100%.
- It was clarified that if a student is waiting for reimbursement and decides to drop the class, the student will not be waived from paying the fees if the student drops after the drop deadline date. No exceptions will be made.
- Peter White would like to follow-up with WorkForce Partnership in the next few months to get a total number of Military students participating in the program. To date there have been small numbers; City 10; Mesa 15, Miramar 2, CE 7.

#### 8.0 Proposed Registration Dates for Intersession & Spring 2009

- The Council reviewed the proposed registration dates for Intersession and Spring Semester 2009.

DSPS & EOPS	Wednesday, November 12 (7:00 am –1:40 pm)
Military and Veterans	Wednesday, November 12 (2:20 pm – 11:40 pm)
Registration by Appointment	Thursday, November 13– 26
Freshman Experience Students	Friday, November 21 (Manual Enrollment)
Open Registration Begins	Monday, December 1

- The Council reviewed and approved the dates.

#### 9.0 Honors Contract Process

- It was shared with the Council that there have been problems with student enrollment in the honors contract classes. Some instructors are enrolling the students very late in the semester. This is causing major problems. In addition, it should be made clear that once a student enrolls in honors, they cannot return to a “regular” section.
- It was shared that Honors contract classes have their own CRNs and each college has a dean that has oversight for the honors classes. The honors CRN cannot be created until the instructor informs the Dean that he/she will teach the honors section to the student. The honors class is imbedded in the regular class and it is the instructor who decides to make it an honors class.
- The Council had further discussion.
- Guillermo Marrujo stated that not all instructors are aware that they have the option of providing honors contracts to students.
- It was agreed that Lynn Neault would send out a memo to the Vice Presidents of Instruction and honors coordinators to clarify the process.

#### 10.0 New Transfer Studies Degree GE Options (Revisited) – Shelly Hess/Rick Cassar

- Shelly Hess distributed a draft of the new TSD options.
- Shelly Hess shared that the handouts have been reviewed by Miramar counselors. She further shared they attempted to keep the language as consistent as possible, therefore the wording was taken directly from the catalog.
- The Council reviewed and provided minor changes. Shelly Hess agreed to include the changes and provide a revised document.

#### 11.0 Academic Senate Reports

- None

#### 12.0 Curriculum Instructional Council Report

- None

### 13.0 SSC Subcommittee Reports (Standing)

- None

### 14.0 New G.I. Bill (Information)

- Deferred

### 15.0 Voter Registration Cards (Information)

- It was shared with the Council that the California Legislature passed the Student Voter Registration Act (Chapter 819, Statutes of 2003), that requires the Secretary of State's office to provide every community college enough Voter Registration Cards for each student to increase voter participation.
- Lynn Neault reminded the Vice Presidents that each college should have received a batch of cards. The cards are to be distributed to students.
- The Vice Presidents stated that they had not seen the cards on their campus. Lynn Neault's office agreed to provide them with a few boxes that were delivered to her office.
- It was shared with the Council that Board item, *Planning for Student Voter Registration*, will be submitted to the Board on September 11<sup>th</sup>. It was requested that each Vice President bring forward a detailed list of efforts/activities that will be taking place on their campus to the next meeting for inclusion in the Board docket.