



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
August 28, 2008  
9:00 – 11:30 a.m.  
Room Z-405  
Minutes**

**APPROVED**

**PRESENT:**

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

**GUEST:**

Julie Barnes	City College
Joi Blake	Mesa College
Reggie Boyd	Miramamar College
Paula Christopher	Mesa College
Marilyn Harvey	City College
Cathy Hasson	Research and Planning
Catrina Hixon	Student Services
Christina Monaco	City College
Susan Newell	Mesa College
Thu Nguyen	Miramamar College
Wendy Stewart	Miramamar College
Vang Thao	Mesa College

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- 1.0 Approval of Minutes
- August 14, 2008
  - Approved

## 2.0 Matriculation and Transfer Issues

- Transfer Program Field on MT
- Special Needs Report
- Personal Growth Automated Updates
- Processing Issues with Support Program Counselors
- Modification of Major – New Transfer Studies Degree
- Transfer Awareness Month
  - Banners

### Transfer Program Field on MT

- The Council was provided with a copy of the SQMT screen print for discussion. It was shared that the field “TRN” was developed years ago to track students that were participating in special transfer programs, as there was no easy way to track progress and outcomes. At the time, it was agreed that the Transfer Centers, as well as Counseling would be coding the students. It has recently been discovered that the field is no longer being used.
- The Council discussed the need to continue to use the field for tracking purposes.
- It was agreed that the ability to track outcomes for transfer students would be useful.
- Joi Blake inquired if it is possible to modify the student application and have a drop box for transfer location.
- The Council agreed that there is interest to continue using the field. Lynn Neault agreed to have Catrina Hixon meet with the Transfer Center Directors to work out the details for coding.

### Special Needs Report

- It was shared with the Council that in the past, reports were developed based on the “Special Services Needs” section of the application for admission. These reports were then sent out to the individual departments for follow-up.
- The reports will continue to be generated and sent to the individual departments for follow-up with a cover sheet indicating the contents.

#### Personal Growth Automated Updates

- The Council reviewed the list of “Personal Growth Classes” and confirmed whether they were appropriately listed as providing services to students.
- The Council reviewed the list and confirmed the following services:
  - Orientation Services
  - Assessment Services
  - Counseling Services
  - Study Skills
  - Career Planning

#### Support Program Counselors

- The Council discussed the varying levels of services provided by counselors in support programs.
- Peter White shared that he is currently working with Julie Barnes at City to work through some of the issues.
- Joi Blake agreed that there are some consistency/training issues at the colleges. She does not feel that students should have to go to different locations for service. Students should be able to have full service at one location and not be bumped around.
- Rick Cassar shared that Miramar does not have a problem. He stated that the same information is shared with all counselors and adjunct counselors.
- The Vice Presidents agreed to handle the concerns individually at their respective campus.
- Lynn Neault further agreed to develop an annual training agenda for ISIS, as well as all of the ancillary systems.

#### Modification of Major – New Transfer Studies Degree

- The Council discussed whether modification of major would be permitted for the new Transfer Studies Degrees.

- Discussed followed. Rick Cassar gave several examples where it would be appropriate. Guillermo Marrujo agreed.
- The counselors will work with the evaluators on individual campuses.

#### Transfer Awareness Month

- The Council discussed Transfer Awareness month in October and possible districtwide events and activities.
- The Transfer Center Directors shared that they will be posting banners and posters to highlight college activities.
- Marilyn Harvey shared that City will have an open house for faculty, staff and students. Staff will be available to assist students with filling out their application.
- Joi Blake inquired if it was possible to recognize Transfer Awareness month in the WE. Lynn Neault reported that she made the request to Rich Dittbenner's office a few months ago; however, there was already a planned focus.
- Peter White suggested incorporating a "Transfer Institution of the Year," award into the activities.
- Wendy Stewart shared that Miramar will have TAG workshops, classroom visits, etc.
- Joi Blake agreed and stated that Mesa has a transfer recognition event in the Spring. She would like to incorporate the award into the activities.
- Rick Cassar acknowledged the Transfer Center Directors and the excellent service they provide at the campuses.
- It was agreed that the Transfer Center Directors will develop a flier of activities at each campus and bring it forward to Student Services Council so that it can be shared with Chancellor's Cabinet.

### 3.0 Proactive Awarding of Degrees – Implementation Plan

- The Evaluators attended the meeting to discuss the implementation plan for proactively awarding degrees. The plan is to begin the outreach efforts this month. The goal is to increase the number of degrees awarded annually.
- The Council and the Evaluators reviewed the plan in detail and provided feedback. The draft notifications were also reviewed and approved.
- It was agreed to come up with a marketing slogan for the effort.
- Guillermo Marrujo inquired if there was data on transfer students that transfer and do not get a degree. He feels that this would be the number that would be worth capturing. Lynn Neault agreed to follow-up.
- Peter Fong would like to see the number of students that complete an IGETC without the degree.
- Susan Newell made a point that when counselors speak with students about proactively awarding degrees that they make sure they inform them that it will affect their financial aid.
- The Council also discussed a proposal submitted by the Evaluators to award degrees on a Fall cycle as well as Spring. It was unanimously supported.

### 4.0 Voter Registration Docket (Due 9/3)

- The Council reviewed the Voter Registration docket that will be presented to the Board on September 11, 2008.

### 5.0 Health Services Access

- The issue of serving students at all campuses was discussed.
- The Council confirmed that if a student pays the health fee at any of the campuses, the student can receive health services at any of the 3 campuses, as long as they have paid for the term.
- Peter Fong addressed the issue of serving Public Safety students. Lynn Neault and Peter White advised on the background and history. Further, Peter Fong was advised that serving Public Safety students was a campus decision.

6.0 Petition for Academic Renewal without Course Repetition (Form)

- The Council was presented with a draft of an update to Petition for Academic Renewal without Course Repetition and provided feedback.
- Peter White shared that the slight modification to the form came from a specific student situation. Changes were supported.

7.0 Review of Veterans & Athletic Surveys (Cathy Hasson)

- Cathy Hasson, Chief Researcher in Institutional Research and Planning attended the meeting. She provided the Council draft copies of the following surveys:
  - Intercollegiate Sports Gender Equity Survey
  - Veterans Office Student Survey
- The Council reviewed and provided feedback. It was agreed to return the item to the next meeting for final approval.
- It was agreed that the surveys would be conducted online with hard copy versions available upon request.

8.0 Faculty Academic Sanction Form

- The Council was provided an updated draft of the "Faculty Academic Sanction" form being recommended by the Deans of Student Affairs. The Council made some minor suggestions. It was also agreed that an updated draft would be provided for review by the campus.

9.0 Academic Senate Reports

- None

10.0 Curriculum Instructional Council Report

- None

11.0 SSC Subcommittee Reports (Standing)

- None

12.0 New G.I. Bill (Information)