



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
December 4, 2008
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

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

1.0 Approval of Minutes

- October 30, 2008
- Approved

2.0 Strategic Master Plan

- The Council was provided with a revised working draft of the District Strategic Master Plan goals for Student Services. The Council discussed and provided feedback.

3.0 BSI Symposium Planning

- The Council was provided with a revised draft of the BSI Symposium agenda for discussion.
- The Council confirmed the date of February 20, 2009, from 9:00 to 2:15 p.m. at Mesa College. [The Symposium has since been postponed]
- It was agreed that the agenda will be finalized this month and sent out to the attendees to hold the date.

- The Council had much discussion on the new math degree requirements and agreed to the following tentative topics:
 - Career Tech Math
 - Math 95
 - Business Math 101
 - Strategies and support for meeting higher level degree requirements
 - Grandfathering
- The Council had much discussion on “Grandfathering,” of the new math and degree requirements which take effect Fall 2009, as there have been concerns and inquiries from the Evaluators on the current practice. The way the catalog reads now, if the student is enrolled and then leaves for a year and returns, they are subject to the new degree requirements. The student will only retain their catalog rights if they remain continuously enrolled at a community college, CSU or UC. The Council discussed whether there should be a 10-year limit.
- It was shared that the Transfer Studies Degree will have the same issue with catalog rights. Edwin Hiel inquired if the state has issued any guidelines on retaining catalog rights. It was confirmed that no guidelines have been provided from the State Chancellor’s office.
- Lynn Neault shared that Mesa has interest in doing a pilot on a writing sample assessment. Peter White inquired if the pilot is far enough along that a useful report can be provided for the February 20th Symposium. Lynn shared that there currently is no pilot, simply interest in conducting one. Nothing has been finalized.
- The Council had much discussion on the format of the various panel presentations. The tentative format for the Assessment Data panel is as follows:
 - Cathy Hasson to present with a focus on how students place (how they enroll, of those that place, how they place in curriculum)
- Peter White raised the important issue that if the discussion centers on mandatory assessment, he wants to make it clear that he will not have the resources at City to facilitate mandatory assessment. He added that the Counseling office is currently overflowing with students and he has been given a directive to cut the hourly counseling budget for Spring ‘09. He further added that no new sections of basic skills courses will be added for Spring 2009.

- The Vice Presidents agreed to identify all the panel members by Monday, as well as convene a meeting before the break and one in January in preparation for the Symposium.
- Freshman Year Experience: Lynn Neault shared that she is starting to see a pattern with FYE students as some participants may be using it as a “back door” to getting enrollment priorities and then opting out of the program. She reiterated that the colleges have to protect the integrity of the program and not allow this to happen.
- The Council discussed requiring FYE students to sign a one semester contract. If they opt out of the contract they would be dropped from all classes (if the semester has not begun). The Council agreed. Lynn Neault agreed to draft a proposed contract for the FYE program.

4.0 Mental Health Board Report – Preparation

- The Council was reminded that it was agreed to provide a follow-up report to the Board on Mental Health Services at a previous meeting. The Council agreed to plan for a Spring Board presentation. It was further agreed that the Mental Health lead professionals will be invited to attend a meeting in February to prepare for the report.

5.0 Inter-Campus Health Care

- The Council reviewed the draft recommendations regarding “Inter-Campus Health Care” that was brought forward at a previous meeting. The recommendations came about from the issue of the impact of serving students at other colleges.
- Barbara Kavalier shared that the original document has been replaced with a revised, final version. The Council was provided with a copy. She shared that the college Health Services Directors met and had great discussion, as well as developed short-term and long-term goals for the colleges.
- The Council reviewed and discussed the proposed recommendations. Lynn Neault felt that some of the recommendations did not pertain to the specific task of coming to an agreement that all students will be served at the colleges and not turned away. She was not comfortable approving all of the recommendations.

- Barbara Kavalier added that she feels that much was accomplished at the meeting and that the main focus was agreement on serving all students.
- After much discussion, the Council agreed to endorse items 1 – 3 (below) under the Short-Term Strategies and revisit the longer term goals at a later time.
 - Item 1: Each campus agreed that there should not be an issue providing service to students who have been referred by another campus based on unavailability of equipment/supplies at the home campus.
 - Item 2: For students who are not referred, but whom “drop-in:” students will still be served, even if they elect not to access services at their home campus.
 - Item 3: For students accessing services at campuses other than their own, they will be asked to bring in their file (if one exists) or the department will request that the files be faxed.
- Lynn Neault thanked Barbara Kavalier for spearheading the committee.

6.0 Honest Academic Conduct Procedure

- The Council was provided an update of the feedback from the Academic Senate meeting at Mesa and discussion of the draft *Honest Academic Conduct Procedure, AP 3100.3*.
- It was shared that at the meeting, Mesa requested template language to be included in the syllabus addressing cheating/plagiarism. The Council was presented with a draft of the proposed language for review.
- The Council agreed to bring the language forward to the academic senates for approval.
- The Council also reviewed the draft *Honest Academic Conduct Procedure, AP 3100.3*, and made changes. It was agreed that the procedure would be revised and e-mailed to the Council so it can be reviewed by the college and Continuing Education’s governance groups.

7.0 Alumni Association Database

- Lynn Neault shared with the Council that the Chancellor's Cabinet has asked that the Council develop a plan to create an alumni database.
- Barbara Kavalier shared that she is on the Foundation Board at Mesa and they are currently looking at collecting the information as well.
- Lynn Neault shared that we currently have a "Prospective Student" database in place that is used by outreach to gather information on students. She suggested developing something similar as a short-term solution.
- The Council also discussed the importance of having an Alumni Association that is organized and offers something in return.
- The Council agreed to give the assignment some thought and bring it forward to the next meeting.

8.0 Title IX Survey Results

- The Council was provided with a report on the results of Title IX.
- The Council reviewed and agreed to administer the survey every fall for the next few years.

9.0 Point of Service Surveys (Barbara Kavalier)

- Barbara Kavalier shared that she has been receiving numerous questions on the point of service surveys. She stated that some departments are asking if there is flexibility to determine when the survey should be conducted since the timing may impact the outcome.
- Lynn Neault shared that the survey distribution plan should be similar for all services.
- Peter White inquired as to the deadlines for the surveys. Lynn Neault shared that she will add the concerns to the Accreditation Coordination meeting agenda.

10.0 Priority registration appointments

- Transfer Credits

11.0 FERPA Presentation

- The Council was provided with a copy of the FERPA PowerPoint presentation that was presented to the Mesa Academic Senate.

12.0 Direct Deposit – F.A.

- The Council was provided with a summary of the Direct Deposit pilot. The pilot has been extremely successful. There are more than 1,300 students signed up. Another promotional campaign will be in place for Spring.
- Special recognition and appreciation to the team of staff from Business Services, I.T., Financial Aid and Student Services.

13.0 Fact Book 2008

- The 2008 Fact Book was distributed to the Council.

14.0 Free Speech Brochure – Draft

- The Council was provided with a draft Free Speech brochure for review and feedback. Edits will be emailed directly to Gabriela Alvarez.

15.0 Academic Senate Reports

16.0 SSC Schedule for (January – June 2009)

- VPs Working Lunch Schedule

17.0 Curriculum Instructional Council Report

18.0 SSC Subcommittee Reports (Standing)

19.0 E-Mail to Faculty

- The Council was provided with a copy of an e-mail that was sent to faculty on Saturday, December 3rd notifying that the system will be down on Saturday, December 6th through Sunday, December 7th.

20.0 SDSU Follow-Up

- Lynn Neault shared with the Council that she attended an enrollment management meeting at SDSU. She shared that the new transfer student “show rate” increased by 9.5% this fall.
- It was shared that SDSU will be accepting fewer students again this year. In 2007, SDSU accepted 5,559 freshmen. This year they only accepted 4,339 and plan to accept even less in 2009. This may impact the community colleges as more students try to get classes.