



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

**Student Services Council  
February 14, 2008  
9:00 – 10:30 a.m.  
Room Z-405  
Minutes**

**APPROVED**

Present:

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

Guest:

Julie Barnes	City College
Marcia Biller	Continuing Education
Joi Blake	Mesa College
Nick Mata	Miramamar College

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- 1.0 Approval of Minutes
    - February 7, 2008
    - Approved
  
  - 2.0 Freshmen Year Experience (Matric Deans)
    - The Matriculation Deans were invited to the meeting to discuss planning for the Freshmen Year Experience (FYE) for Fall 2008. There was agreement that the first year pilot provided good information for future cohorts. Initially there were many challenges, which resulted in a small number of students participating in the program; however, there was positive feedback gained from the pilot in terms of better planning and coordination for future years.

- It was shared with the Council that the Trustee Advisory Council would like a report on the success of the program at the next meeting.
- Joi Blake shared that at Mesa many students opted out of the program and took other classes. She further stated that she ran a report to see what classes participating students took and that 22 out of 17 took one or two of the basic skills classes along with the general education.
- The Council discussed the important dates for the FYE participants for fall 2008 and fall 2009:

Fall 2008:

- |   |                 |
|---|-----------------|
| ➤ Fall 08 classes begin                                     | August 25, 2008 |
| ➤ District Student Services to receive list of participants | July 2, 2008    |
| ➤ College registration begins                               | July 3, 2008    |
| ➤ Freshmen Experience priority registration                 | July 11, 2008   |
| ➤ Hold Expiration Date                                      | April 24, 2009* |

\*Students who opt out of the program for Spring 2009 will have the hold and FEXP code removed.

Fall 2009:

- |   |                   |
|---|-------------------|
| ➤ Spring 09 classes begin                                   | January 26, 2009  |
| *Last date to remove from program:                          | November 3, 2008  |
| ➤ District Student Services to receive list of participants | November 6, 2008  |
| ➤ College Registration begins                               | November 7, 2008  |
| ➤ Freshmen Experience priority registration                 | November 14, 2008 |
| ➤ Hold Expiration Date                                      | April 24, 2009**  |

\*\*Allows students to register for summer classes in Reg-e.

- The Council agreed that the holds will go through Spring 2009. It was also agreed that if a student opts out of the program, the FYE code is to be removed immediately or these students will be included in the research and provided priority the following semester.
- The Council agreed that the goal of the pilot is to have students assessed and placed within the first year. Research shows that students that assess early and take the appropriate classes are more likely to obtain a degree or transfer.

- The Council agreed to the following process:
  - Counselors will be responsible for recruiting students into the program, assessing the student and identifying the courses. An enrollment worksheet will be completed.
  - The Admissions office will be responsible for registration, i.e, placing the holds and the FEXP codes. If a hold is removed, the FEXP code needs to be removed immediately. (This will be the same process if a student is identified late into the semester). Admissions will register students from the worksheets prepared by the Counselors.
  - The district Student Services office is responsible for changing the registration appointments once the list has been provided.
- Joi Blake shared that Mesa is focusing on high school students for the FYE program; however, they are doing a parallel process with the athletes. She shared that the coaches are promoting the program because it works for them. It was agreed that athletes should have the same treatment as all other FYE students.
- Marcia Biller inquired if promotional materials will be developed to alert students at Continuing Education in the event there is interest.
- The Council discussed promoting a consistent flier, brochure or information piece for all students. It was agreed that the Matriculation Deans will work together to develop a plan for promotional materials, orientation day events, etc., at each campus, including Continuing Education, and will bring a plan to SSC for agreement at the March 6<sup>th</sup> meeting.

### 3.0 Automatic Awarding of Degrees (Revisited)

- At a previous meeting, the Council discussed the Cabinet's request to develop a plan to automatically award degrees and proactively pursue students who are close to receiving a degree. The Council discussed the proposal.

- The recommended plan is as follows:

**Step 1:**

- Students who complete 45-degree applicable units:
  - Send automatic notice to student advising that he/she may be degree eligible and inviting student to meet with a counselor

**Step 2:**

- Students who complete 60-degree applicable units as of the Fall semester:
  - Evaluators will complete degree evaluation based on catalog year and informed major
    - If ed plan on file; use ed plan major
  - Notice to be sent to student advising of degree readiness
  - Notice will advise student to complete a petition to formally request degree
    - Degree petition request form will be available on-line
- If no informed major or education plan on file, a letter will be sent advising student that he/she may be degree eligible for their degree and invite the student to meet with a counselor for education planning
  - Counselor to follow-up with telephone contact
- The Council further discussed the proposed plan and the timing of the letters. It was agreed that the letters will go out in September.
- Brian Ellison inquired if certificates can be looked at in the same manner and have students contacted if they are near completion of a certificate. Rick Cassar responded that since certificates are for the Career/Technical program, students will request their certificates for employment needs.
- It was agreed that Lynn Neault would present the plan to Chancellor's Cabinet for concurrence.

#### 4.0 Mental Health Report to the Board (Revisited)

- The Council discussed the Board's request for a report on how mental health services are being provided, including staffing, hours, students served, etc., at the campuses and Continuing Education.
- At a previous meeting the Council had agreed on the format and structure of the report. The Vice Presidents further agreed to provide data for their mental health services at each campus.
- It was shared with the Council that the item has been moved to the March 13, 2008, Board meeting.
- The Vice President were reminded that the presentation will focus on current programs in place and approximate students served. It will also discuss Continuing Education's DSPS programs and services to students with mental health needs.

#### 5.0 Priority Registration for Active Military

- At the previous meeting, the Council discussed priority registration for active military and agreed that the priority would be after EOPS and DSPS students. It was further agreed to make the priority effective Summer 2008 and adhere to the 2-year window, as specified in the law.
- It was shared with the Council that all currently enrolled students that responded in the application for admission that they are active military, will receive an email advising of the new priority opportunity. Students will be referred to the Residency office for further action. In addition, students will be provided with a deadline date for processing and submitting their information.

#### 6.0 Transfer Studies Degree

- It was shared with the Council that the Evaluators have implementation and logistical concerns with the proposed new structure for the Transfer Studies degree.
- It was shared that City and Mesa have designed their new degree similarly and that Miramar has created 20 new major options to accommodate transfer studies students.

- The Council agreed to add the issue to the upcoming joint SSC/CIC meeting and invite an evaluator, the articulation officer and a counselor from each college.

7.0 Academic Senate Reports

8.0 Curriculum Instructional Council Report