



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
January 10, 2008
9:00 – 11:00 a.m.
Room Z-405
Minutes**

APPROVED

Present:

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

Guests:

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| Dawn Stoll | Continuing Education |
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1.0 Approval of Minutes

- December 13, 2007
- Approved

2.0 Crisis Prevention & Intervention Guide (John Bromma/Dawn Stoll)

- Dawn Stoll and John Bromma presented the Council with a new “Crisis Prevention & Intervention Guide” that Continuing Education recently developed for faculty. The guide provides information, in a step-by-step format, as to the best way to handle a potential crisis situation.
- Dawn Stoll provided a brief overview of the various stages of communication and levels of urgency as outlined in the guide. She shared that Continuing Education faculty, staff and counselors have found the guide extremely helpful for referring students as there has been a void in this area of communication in Continuing Education.

- The Council had further discussion on the various stages of urgency and how to communicate the best course of action.
- Peter White and Gerald Ramsey stated that the guide provides an excellent source of information and requested an electronic version to adopt for the colleges. Peter felt that the guide gives clear immediate guidance and allows faculty to follow some set of guidelines. The Council agreed.
- Dawn Stoll shared that Continuing Education is also conducting training sessions on the information provided in the guide. She shared that the guide gets faculty into the mindset that they need to intervene sooner than later. She shared that the training sessions have been successful with much participation on the part of faculty, staff and counselors. Their goal is to have everyone at Continuing Education trained.
- The Council discussed reworking the document a bit for the colleges with a districtwide distribution.
- Lynn Neault commended Continuing Education for continuing to take the lead in crisis intervention and prevention for students.
- Brian Ellison thanked Dawn Stoll and John Bromma for making the presentation to the Council. He shared that this is a major ground breaking for Continuing Education, who has never had anything in place that faculty can rely on for information and assistance in handling potential situations with students. He stated this is a huge step for Continuing Education.
- The Council thanked Dawn and John Bromma for their time.

3.0 Board Assignment Mental Health Services Planning

- The Council discussed the Board's request to provide a report on mental health services in the district.
- The Council discussed the format structure at length and agreed on the following format:
 - Definition of mental health issues
 - Current health services offered at colleges and CE

- Short narrative of current mental health issues that are faced at the colleges and CE to illustrate the complexity
 - Data available on students served and/or identified
 - Link between perceived mental health issues and disciplinary problems
 - Resources allocated for mental health services
 - Brian Ellison shared that an important point to make to the Board is that Continuing Education does not have mental health services
- The Council also agreed to incorporate the Crisis Prevention and Intervention Guide, which Continuing Education developed, into the Board assignment as an example of Continuing Education's services.
 - There was considerable discussion about the fact that students who are having difficulty often present themselves in other offices and departments of the campus and not necessarily in Health Services. The Council agreed that this would be important to include in the report.
 - Lynn Neault will prepare a draft report for review. The colleges will provide data, as well as the budget for mental health services.

4.0 SDSU Transfer Update 2008-2009

- It was reported that SDSU will be reducing the number of students they will admit for 2008-2009 due to over enrollment in 2007-2008, as well as potential budget cuts. In addition, SDSU has had preliminary discussions about possibly not admitting transfers for Spring 2009. A final decision has not been made.
- The Council agreed that students should be advised early as to the possibility of SDSU not accepting Spring 2009 transfers.
- It was shared that the issue will be discussed at the upcoming SDICCCA meeting and direction will be forthcoming.

5.0 Deadlines in Spring 2008 Class Schedule

- It was shared with the Council that there is an error in the calendar section of the Spring combined schedule. The drop dates and withdrawal dates are incorrect, as presented, since the data vary for all classes.
- The drop dates and withdrawal dates are specific to the meeting days for each class.

- In future schedules, students will be referred to the “detail” section for each class in the online schedule to see the important deadlines for each class. It was suggested that the dates also be incorporated into the registration confirmation. Lynn agreed to follow-up.
- The Vice Presidents agreed to grant petitions to students that followed the incorrect dates listed in the schedule.

6.0 I.D. Card Printers (Revisited)

- At a previous meeting, the Vice Presidents agreed to see whether they had funds to purchase additional laminating printers for student I.D. cards at \$5,000 each.
- Gerald Ramsey stated that City has the funds to purchase one printer. Peter White shared that Miramar is able to purchase one printer. Adela Jacobson stated that she was unsure if Mesa had additional funds and will follow-up.

7.0 Military Spouse Tuition Reimbursement Program (Revisited)

- The Council discussed the Military Spouse Tuition Reimbursement Program as there continues to be many unanswered questions.
- Peter White shared that one student came to Miramar to register for the program and there was confusion as to how to process the student. There is also confusion with the bookstore.
- The Council agreed to invite Ray Sayre, the Director of the Navy College office, to come to a future Student Services Council meeting to discuss the program with the Council.
- Lynn Neault reminded the Vice Presidents that they were going to compile a list of programs at their college to submit for approval by the military for the program (via Lisa Curtin).

8.0 Salzburg Seminar – Participation (Revisited)

- The Vice Presidents agreed to confirm participation in the Salzburg Seminar for 2008.

- City will continue to participate but does not feel that they should have to pay for the advisor for a 3rd year as they have covered the advisor costs for the past two years.
- Peter White stated that Miramar will not be participating.
- Adela Jacobson was not sure if Mesa would be participating. She agreed to follow-up.

9.0 English 51 "Exit Exam" (Rick Cassar)

- Deferred

10.0 Academic Senate Reports

11.0 Curriculum Instructional Council Report

- Shelly Hess shared that the CIC retreat will held on January 23, 2008.