



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Student Services Council

June 5, 2008

9:00 – 11:00 a.m.

Room Z-602

Minutes

APPROVED

PRESENT:

John Bromma	Continuing Education
Rick Cesar	Academic Senate, Miramar
Shelly Hess	Instructional Council (for Henry Ingle)
Edwin Hiel	Academic Senate, City
Barbara Kavalier	Vice President, Mesa
Guillermo Marrujo	Academic Senate, Mesa
Lynn Neault	Student Services
Peter White	Vice President, Miramar

GUESTS:

Lezlie Allen	Miramamar College
Dottie Cordell	City College
Leslie Easton	City College
Ashanti Hands	Mesa College
Sue Shrader-Hanes	Mesa College
Suzanne Khambata	Mesa College
Gerald Ramsey	City College

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- 1.0 Approval of Minutes
May 8, 2008
 - Approved

 - 2.0 Health Services Directors @ 10:30 a.m.
 - At a previous meeting, the Council agreed to invite the Health Center Directors to a meeting to brainstorm and develop a strategy for maintaining students with mental health issues.

- The Health Services Directors attended the meeting and agreed that there needs to be a mechanism in place to consistently capture data related to students with mental health issues, i.e., services provided, staffing/hours, students served, etc., including Continuing Education students.
- Lezlie Allen shared that Miramar tracks the visits for outcome and resolution. They provide follow-up and assist with DSPS referrals, which is maintained on a spreadsheet. It was further shared that the Mental Health Task Force at Miramar meets regularly.
- Leslie Easton shared that City also maintains visits for outcome resolution and they also have a Mental Health Task Force.
- Suzanne Khambata shared that Mesa has set up SARS to track data and uses special codes under general diagnostic categories. The system will record and track students; however, SARS is not easy to use to track.
- Leslie Easton shared that at City they manually track students as they are not currently automated. The Mental Health Services office and health services are separately located but operate as one component.
- Sue Shrader-Hanes shared that Mesa has an excellent model and students are happy with the current health services operation. They have a dedicated office in Health Services for mental health visits. She shared that there has been an increase in anxiety disorders at Mesa.
- The Council discussed the connection with student discipline.
- Suzanne Khambata stated that only twice in the last three years has Student Affairs referred a student to Mental Health services.
- Gerald Ramsey shared that at City all behavior issues are referred to a Mental Health counselor or other counselor as part of the disciplinary process.
- Suzanne Khambata stated that DSPS also refers students to Mental Health services. She further shared that the current clientele they see are struggling with stress related disorders and experiencing anxiety trying to stay in school.
- Lezlie Allen voiced that there is a need for “wrap-around” care at all of the colleges.

- John Bromma shared that Continuing Ed does not track mental health services. DSPS handles all of the services at Continuing Ed.
- Suzanne Khambata shared a draft survey prepared by the Mesa researcher to conduct needs assessment. The Council agreed that a needs assessment, districtwide, would be important.
- In addition, the Council agreed to meet quarterly with the Health Services Directors. The next meeting will be scheduled in September. It was agreed to discuss the needs assessment, veterans and disruptive students at the next meeting

3.0 Military Spouse Follow-up

- It was shared with the Council that there continues to be dialog with the Military and Workforce Partnership regarding the Military Spouse participants. It was previously agreed that the colleges would participate in the program but would not be involved in billing or be the “go between” the Military and Workforce Partnership. However, it has been shared that the Military and Workforce Partnership have removed the San Diego Community College, Grossmont College and National University from their list of approved participants. This newest development appears to be largely directed to communication challenges between the three parties. The group agreed to a follow-up meeting.
- The Council had further discussion.
- The Council agreed to set up a meeting with the Military and Workforce Partnership to discuss the forms that will be used by students and finalize the process. It was agreed to invite the Matriculation Deans to the meeting.
- The Vice Presidents agreed to review the list in its entirety and bring back a status report to the next meeting.

4.0 Transfer and Articulation Annual Reports

- The Council was provided copies of the May 14, 2008, memo from the State Chancellor’s office regarding data collection for the 2007-2008 Transfer Center Annual report. The reports are due November 28, 2008.

- The Council agreed to invite the Transfer Center Directors to a meeting in August to coordinate submission of the report, districtwide.

5.0 Associate Degrees & Certificates

- The Council was presented with a report on the number of Associate Degrees & Certificates of Achievement awarded for 2004-2008. The report shows an overall decline in the past 4 years.
- Peter White added that it would be interesting to find out how many students meet the requirements but did not petition for a degree or certificate.

6.0 CSU Campuses & Implementation of LDTP – Update

- The Council was provided with a letter from the California State University, Office of the Chancellor, on the implementation of LDTP. CSU announced that LDTP Admission Agreements will be available to CCC students applying for admission to CSU for 2009-2010.

7.0 Special Admission High School Students

- The Council discussed the policy for admission of concurrently enrolled high school students. Barbara Kavalier inquired as to the policies for exceptions to the requirement that students have completed the 10th grade. Peter White also has a case pending.
- Lynn Neault reported that the current policy is that exceptions can be made based upon measurable criteria.
- In addition if an exception is considered the student should complete the assessment tests to determine skill level. It was agreed that the number of exceptions should be very minimal.

8.0 Concurrent Enrollment Exceptions for Dance and PE Courses – Revisited

- At a previous meeting, the Council discussed the current practice that prohibits concurrently enrolled high school students from enrolling in physical education classes. The Vice Presidents brought forward a list of dance and other specialized classes offered at each campus and discussed whether to allow concurrently enrolled high school students to enroll in the classes.

- It was agreed that students should petition for an exception and all petitions will be approved by the Vice President of Student Services. The list will not be published but will be reviewed by exception only.
- It was agreed that Shelly Hess would review the list for appropriate TOP codes.

9.0 Use of Official College Seal (Peter White)

- Peter White raised the issue of the use of the college seal. He shared that he found out that a number of faculty are advising students to get a piece of the college letterhead and have the letter of recommendation printed onto the letterhead and the college can seal it for them. Peter shared that he has concerns about using the seal for non-official college business.
- It was agreed that the seal should only be used for official college business only, such as early certification of grades by the Admissions office.

10.0 Extended Reg-e Hours Fall 2008

- The Council was advised that Reg-e hours will be extended this Fall. There have been many requests for 24/7 service. Starting this Fall, Reg-e hours will be available, Monday thru Friday, until midnight. Saturday hours would remain the same.

11.0 Financial Aid Consortium Agreement

- The Vice Presidents were provided background on the updated Financial Aid Consortium agreement.

12.0 Policy 3001 – Student Records

- The Council reviewed the new Policy, 3001 Student Records and provided feedback. It was shared with the Council that the policy has gone through legal counsel review. The Council reviewed the technical recommendations made by legal counsel.
- The new Procedure, 3001.4 Challenge Due to Alleged Discriminatory Treatment, will be reviewed by the Student Trustees prior to being finalized.

13.0 Constitution Day Docket – September 17, 2008

- It was shared with the Council that the Constitution Day agenda item will be presented to the Board in August. The Vice Presidents were asked to provide Lynn Neault with a one page flier/brochure of activities they plan to have the week of September 17th for inclusion in the docket.

14.0 Voter Registration Docket

- It was shared with the Council that the Chancellor is requesting a Board report on what the colleges are doing for voter registration. The Council agreed to bring the item back to a meeting in August for preparation to the Board in September.

15.0 DSPS Animal Agreement Form (Barbara Kavalier)

- Barbara Kavalier raised the issue of the new form for Service Animals on campus. She inquired if the Council had been involved in the development of the new forms that are used as part of the procedure.
- Barbara reported that her leadership team has concerns about the use of the form. In addition, she stated that there is ambiguity in that if the student does not comply, it is not clear as to the procedure for taking action.
- Lynn Neault shared that the purpose of the form is to have the student acknowledgment of the provisions for having a service animal on campus.
- It was agreed that the item would be discussed further and clarified at the DSPS Council meeting next week.

16.0 AB540 Verifications

- Deferred

17.0 Academic Senate Reports

18.0 Curriculum Instructional Council Report