



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

March 6, 2008
9:00 – 11:00 a.m.
Room Z-405
Minutes

APPROVED

Present:

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

Guest:

Julie Barnes	City College, Matriculation
Joi Blake	Mesa College, Matriculation
Marcia Biller	Continuing Education, Matriculation

Peter White introduced Lauren Weiner, a doctoral candidate at SDSU who he is mentoring this year.

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

- 2.0 Freshmen Year Experience (Matric Deans)

- At the February 14, 2008, meeting, it was agreed that the Matriculation Deans would develop a plan for implementation of the Fall 08 Freshmen Experience cohort, including promotional materials, orientation day events, etc., at each campus, including Continuing Education. It was agreed that they would meet and report back to Student Services Council with a proposal for distribution and consistency among the colleges.

- Julie Barnes shared that they met and collaborated and also agreed that each campus would develop their own, yet similar flier promoting the program. It was further agreed that the campuses would share information, i.e., fliers, materials, etc., so that a student at a City feeder high school who is interested in Mesa College would be provided with Mesa's promotional materials.
- Julie further shared that each campus would develop a welcome packet, including a letter signed by the President, with similar language. It was agreed that all three campuses would call the college orientation days, "Student Success" days. A payment options flier will be included in the packet, along with a financial aid bulletin.
- Joi Blake shared that it was agreed to have a counselor from each college at each campus "Success Day."
- Joi Blake shared that at Mesa they color code the EOPS BOG applications. They are considering color coding the FYE BOG applications as well so that they can be easily tracked.
- Lynn Neault shared that the BOG application will no longer be in the combined schedule and that students will be referred online.
- Julie Barnes also shared that CalSoap has a scholarship for community colleges, "*Rewarding College Dreams*" scholarship. She shared that some of the money has gone unclaimed and CalSoap is allowing the unclaimed money to be used towards scholarships for FYE students.

3.0 Title 5 – Part I Implementation Overview

- Deferred

4.0 Priority Registration for Active Duty Military

- The Council was provided with a draft memo outlining the procedural changes for priority registration for active duty military and 2-year veterans. The memo will be sent to the Admission Supervisors to ensure that the appropriate process is followed.
- The Council reviewed the memo and discussed the process.

5.0 Attendance Accounting Implementation Plan – Fall 2008

- It was shared with the Council that for many years faculty have been taking attendance and reporting it through the end of the term. However, when the regulation changed, removing the 2nd census date, the faculty have questioned taking attendance.
- The issue came to DGC from the academic senates with agreement to review the practices. Lynn Neault has been working with a committee of the Vice Presidents and the Academic Senates.
- Effective Fall 2008, the process for taking attendance for credit faculty will change. Attendance will only be collected through census and opening day rosters will be submitted at census. The Council was provided with a summary of changes, which include changes to roster, student drops, grade submittal and students in federal programs.
- The student drop process will continue as usual. Faculty will be asked to add specific language regarding drops in their syllabus. Shelly Hess stated that the language can be added to the syllabus via CurricUNet; however, faculty do not have to use CurricUNet to develop their syllabi.
- The “VET” notation on the roster will be replaced by “FED,” which will indicate that a student is part of a federal program.
- The summary of changes was discussed in great detail. It was stressed that faculty need to follow the deadlines and processes since many students question “W’s” and final grades. Lynn Neault agreed to go out to each college to meet with the Academic Senate Presidents to present the new changes.

6.0 Mental Health Report to the Board

- The Council was provided with a copy of the Mental Health Services Report that will go to the Board on March 13th. The Council reviewed and discussed the presentation which will focus on the mental health need, students served, and budget and staffing. The Vice Presidents will be available to answer any questions from the Board.

7.0 Service Animal Procedure 3105.2 – Revision

- The Council was provided with a draft of the revised Service Animal Procedure 3105.2 in the new Community College League of California (CCLC) format.

- The procedure was revised as a result of a complaint about a certification/license issued to a dog by the State of California.
- The new procedure also clarifies that if a service animal poses a threat or is disruptive, the animal will not be allowed on campus.
- The draft procedure was reviewed by the Council and approved.

8.0 AS Planners (Update)

- At a previous meeting, the Vice Presidents were asked for their feedback on the proposal that the A.S. student planner be the official “domain” of the Associated Students and others on campus would not provide planners, other than those purchased from A.S.
- City, Mesa and Miramar are all in support of the proposal.
- The Council discussed having the remaining planners sold in the bookstore. Lynn Neault agreed to follow-up with Terry Davis.
- Barbara Kavalier inquired if the AS students have developed a business plan for the planners. Lynn Neault agreed to follow-up.
- Joi Blake shared that Mesa hands out the planners during orientation and they plan on giving them to FYE participants.

9.0 Mandatory Assessment & Orientation (Rick Cassar)

- Rick Cassar inquired if mandatory assessment and orientation could be discussed at length and perhaps the Council could develop some strategies as a group.
- Lynn Neault shared that the Basic Skills meeting is scheduled for next week and it will be discussed at that time. She suggested a group discussion at the meeting followed by a planning session at a future SSC meeting.
- It was also shared that Grossmont and Cuyamaca are questioning whether they will proceed with mandatory assessment and orientation. There is concern that if Region X does not maintain consistency, students will go to the college that is not mandating assessment and placement.

- Bonnie Peters stated that she feels that students are not getting sufficient information as to “what comes next,” after they apply for admission. Though she appreciates that most functions can now be handled online, she also feels that students do not have to come to campus for anything and therefore are not getting all the information that they should be getting.
- Peter White stated that when a student applies online, they should get an e-mail message with an orientation date that they must attend.
- Lynn Neault stated that the Council in the past has discussed welcome packets to students.

10.0 District Counseling Retreat (Rick Cassar)

- Rick Cassar stated that the districtwide Counselor retreat will be moved to the fall as there is not sufficient time for planning.
- Rick Cassar brought up the issue of whether offices could be closed for all Counseling faculty to attend the retreat. He provided some background on flex and a “commitment” to Counseling faculty for “flextime” to have a department meeting and districtwide retreat.

11.0 HBCU Event (Peter White)

- Funding/Expenses/Location/Assessment
- Last year, Gerald Ramsey reported on the HBCU event and proposed that each college pay for part of the annual cost, which was small – City \$2,000; Mesa \$2,000 and Miramar \$1,000. At the time the Vice Presidents agreed to the proposal.
- Peter White inquired if an accounting detail could be provided on what the HBCU workshop provides and how the money is spent, including the outcomes of the event. He requested an accounting detail, to include who benefits, scheduling, locations, costs incurred, etc.
- The Council agreed to add the item to the next meeting with the Transfer Center Directors for future discussion, to include:
 - Distribution of cost
 - Expenses
 - Attendees
 - Who benefits
 - Which service areas students come from
 - Cost effectiveness of event

- Discussion followed. It was agreed that the Counseling Chairs would meet with the Deans to address the issue and bring back a recommendation.

12.0 A.S. Elections – Online Voting

- It was shared with the Council that after many years of programming, the A.S. elections will be held online this year. She shared that last year, the student center fee was held online and it was very successful. Having the process online is intended to promote voting and is beneficial as the system maintains logs, verifies the student and does not allow duplication.
- The A.S. election will be held primarily online with a few paper copies available in the event students do not have access to a computer or cannot vote online. Miramar will be first to conduct the election in April.

13.0 Academic Accommodations Policy Update

- It was reported that the DSPS staff will revisit the academic policy for waivers and substitutions.

14.0 Academic Senate Reports

- No report.

15.0 Curriculum Instructional Council Report

- Shelly Hess reported that they received word back from the State Chancellor's office on the recommended changes to the Transfer Studies degree for 2008-2009. She stated that the changes may not be as significant as we thought they were going to be. They are working on submitting a new proposal.