



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
September 11, 2008  
9:00 – 11:00 a.m.  
Room Z-405  
Minutes**

**APPROVED**

**PRESENT:**

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

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1.0 Approval of Minutes

- September 4, 2008
- Approved

2.0 Student Learning Outcomes for Student Services (Revisited)

- The Council discussed the status of the development of student learning outcomes (SLO's) for the three colleges.
- Peter White shared that he is still gathering the student learning outcomes for the various student services departments at City since they do not have a central repository for their SLO's.
- Peter Fong shared he has all of Miramar's SLO's; however, he feels that rather than having many SLO's, each campus should focus on 3 meaningful ones. He further shared that at his previous college (Fullerton) the SLO's were posted in each department.
- Brian Ellison shared that at his pervious college (City College of San Francisco) he developed program level SLO's and incorporated them into the catalog. He shared that Continuing Education does not have to develop SLO's; however, under their Accreditation standard they will create them to stay consistent with the colleges.

- The item will be revisited at a future meeting

### 3.0 Basic Skills Forum Planning (Revisited)

- At the previous meeting, the Council was provided with the notes from the English/Math Symposium that was held on October 19, 2007 and asked to review them for planning the next steps.
- Discussion followed.
- It was agreed that Lynn Neault would condense the notes into a list of critical items for discussion at a future Symposium forum that will be scheduled in the fall. The Council agreed on a November 6<sup>th</sup> date.
- The Council agreed that the November 6<sup>th</sup> Symposium will be more focused on key issues along with progress to date.
- Lynn Neault confirmed the Council is supporting mandatory assessment in fall 2009 and voluntary placement. She suggested having mandatory assessment as a main focus at the Symposium.
- Barbara Kavalier will determine if Mesa can host again this year.

### 4.0 AB540 Website Proposal

- It was shared with the Council that there is interest from President Cepeda to create an information website for AB540 modeled after CSU Fullerton, which focuses on "Q & A."
- The Council discussed making it faculty and staff focus and putting it under Faculty Web Services. Lynn Neault advised the Council that she will add it to the projects list. Peter Fong recommended moving this project to the top of the list and removing the Ed Plan project.
- Guillermo Marrujo shared that he believes it is already up on Mesa's website and he feels that students and faculty need to have access to this information.
- The Council agreed to move forward with adding the website to Faculty Web Services, as well as the student site.

#### 5.0 Priority Registration for FYE Students

- Peter White shared that Julie Barnes and Joi Blake are working on a proposal to move up the priority registration dates for FYE students. He shared FYE students are having problems getting into their specified classes. He feels that if we are asking FYE students to enroll in 12 units, the colleges should give them an earlier registration priority date.
- Barbara Kavalier and Edwin Hiel are both in agreement with moving the FYE priority registration date.
- It was proposed to place FYE students after the first priority group after EOPS/DSPS, which are those close to completing their degree.
- The Council agreed to move priority registration for FYE students. Lynn Neault will follow-up.

#### 6.0 Protocol for Reporting TB Incidents, Districtwide

- It was shared with the Council that there have been recent cases of tuberculosis at the colleges. The most recent case was at Miramar; however, it was declared inactive and therefore not reported.
- The Council discussed at length and agreed to develop districtwide protocols to include Continuing Education for reporting incidents of communicable diseases. It was agreed that Peter White will have Dottie Cordell convene the Health Services Directors and Anne Heller and develop a draft protocol to be reviewed at Student Services Council.

#### 7.0 Evaluation of Health Services Physicians

- Peter White inquired if a formal process should be developed to evaluate Health Services Physicians since they are now official adjunct faculty.
- Lynn Neault provided the Council with the history of the Health Services Physician position. She stated that the physicians are typically carried under the adjunct schedule rather than as contract and are covered under the district's liability insurance for errors of omission under the Education Code. If contracted out, they are required to carry their own malpractice insurance.
- Lynn Neault suggested discussing a special provision with the AFT where it would not require that the physicians be evaluated under the faculty evaluation provisions. Lynn Neault will follow up with Human Resources.

## 8.0 Academic Senate Reports

- Guillermo Marrujo shared that Terrie Teagarden was concerned about a memo that went directly to the Vice Presidents of Instruction and the Honors Program Directors regarding the Honors contracts.
- Lynn Neault stated that the memo was to clarify the process as it was recently brought to her attention that there has been some confusion and significant delays in the processing of honors contracts. No change has been made with the process and approval of the honors contracts.

## 9.0 Curriculum Instructional Council Report

- Shelly Hess shared that the Spring 2009 schedules will be coming out October 20<sup>th</sup> and not on the 13<sup>th</sup> as previously stated due to problems with the download. Lynn Neault asked for clarification as she was unaware of issues with the download. Shelly will follow-up.

## 10.0 SSC Subcommittee Reports (Standing)

- None

## 11.0 Veteran Survey

- At a previous meeting, the Council was presented with a draft of the Veterans survey for review and feedback. The Council agreed that the survey will be distributed in the fall. The Vice Presidents agreed to bring forth a list of services to be included in the survey.
- The Council agreed to the following services:
  - General information
  - Eligibility status
  - Tuition assistance
  - General funding question
  - Tutoring assistance & activating benefits
  - Vocational rehabilitation
  - Referrals to other services

## 12.0 SDSU TAG

- It was shared with the Council that Lynn Neault had a meeting with Sandra Cook, Director of Enrollment Services, regarding the status of the SDSU Tag as there had been confusion as it was believed that SDSU was not doing TAGs for fall 2009.
- Lynn Neault shared that SDSU has confirmed that the TAG will be in place for fall 2009. It was further shared that CSU, systemwide, has received a directive to have the LDTP in place for fall 2009, as well. They are still working on the details and will get back to us when more is known.