



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
December 3, 2009
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Brian Ellison	Continuing Education
Peter Fong	Miramamar College
Shelly Hess	Instructional Services
Edwin Hiel	City Academic Senate
Barbara Kavalier	Mesa College
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Cat Prindle	CE Academic Senate
Peter White	City College

GUEST:

Chris Sullivan Mesa Faculty (Doctoral Intern)

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- 1.0 Approval of Minutes
 - November 12, 2009
 - Approved

 - 2.0 Status Report – Alternative Assessment/Multiple Measures (Chris Sullivan)
 - EAP & SAT

 - As part of his internship in Student Services, Chris Sullivan was tasked with convening the English, Math and Counseling Department Chairs to look at the feasibility of using the SAT, CST and EAP standardized tests as alternative measures for clearing the English and math prerequisites for transfer level courses. Chris Sullivan provided the Council with an update on his work and progress with the committees.

 - Chris Sullivan presented the Council with a handout summarizing SAT, EAP, and CST instruments and recommended scores for discussion.

- Lynn Neault shared that she has been working with her staff to develop a process for posting the scores to clear prerequisites. She is proposing that official reports be sent to the district office to be posted on the test score screen. She clarified that these tests will only be used for transfer level courses similar to UC and CSU. If the student's test score is not at that level, they would be assessed. She feels the numbers will be small and she shared that the state legislature passed a bill that now allows community colleges to use the EAP results for assessment. She is suggesting an implementation date for Fall 2010 testing.
- Peter White expressed concerns that the colleges are agreeing to use a test that is not designed for placement into community college courses and further agrees to use some other institution's cut score. Peter White inquired if the Council could make a commitment to revisit the practice in two years and look at some outcomes data.
- Lynn Neault shared that we have high school data on SAT scores and students with EAP clearance, which could also be included in the study.
- Edwin Hiel inquired as to the students that are assessed from other colleges. Lynn Neault shared that there is a crosswalk for accepting other community college assessment tests throughout the region. The district does not require the student to reassess.

3.0 EAP Pilot

- The Council discussed participating in the California Community Colleges Early Assessment Program (EAP) pilot for 2009-2010. The EAP was established by CSU, the California Department of Education and State Board of Education in 2004 to test students in high school on their level of college readiness in English and math. In 2008, Senate Bill 946 was enacted to authorize the California Community Colleges to participate in this program. The pilot provides an opportunity for colleges to work collaboratively with their area CSU and feeder high schools to help improve the level of preparation of their incoming students. The Council reviewed the application packet.
- Peter White shared that City was initially interested in participating; however, after reviewing the application they have decided not to participate due to some fairly significant changes to past practice that would affect a large number of students. In addition, the amount of funding that is available for participation is not known.

- The Council reviewed the application and discussed. It was shared that the program clearly places the majority of the workload with the community colleges and with the current budget reduction in Student Services, and in particular the categorical programs, it is not feasible at this time.
- Peter Fong indicated that he objects to the language in the score report that the student receives, "not ready for college."
- The Council agreed that the colleges would not be participating in the initial pilot.

4.0 Summer Registration Appointments

- The Council discussed a revision in the summer registration process to include scheduling summer appointments similar to fall and spring.
- Lynn Neault stated that in the early 1990's we did not issue registration appointments to summer students due to timing issues; however, given our current registration system and the use of email, there is no reason why we could not issue registration appointments.
- The Council discussed and agreed to issue summer registration appointments beginning Summer 2010.

5.0 Spring 2010 – Student Support Services Extended Hours

- January 22
- February 5
- It was shared that it was agreed at the last meeting that the Spring service hours would continue as planned; however, extended hours for payment processing were not discussed. It was recommended that hours be extended on January 22 and February 5th. The Council agreed.
- The Vice Presidents agreed to confirm the plan with the Vice Presidents of Administrative Services who are responsible for student accounting on campus.
- Lynn Neault shared with the Council that e-checks, a new mechanism for students to pay fees online, will be available for Spring.
- It was also agreed to continue to send the letter to students advising of the budget implications.

6.0 Summer 2010 Service Hours

- The Council discussed the proposed Summer 2010 service hours. Barbara Kavalier shared a recommendation from Mesa's Counseling department to go to a 4/10 plan in the Fall.
- Peter White shared that City will be running Friday classes in the Fall. He inquired if Chancellor's Cabinet will support an across the board closure of offices if there is instruction on that day. He further inquired on the possibility of going to 4-day only services.
- Edwin Hiel stated that if Friday service hours are shut down, is it possible to have extended evening hours throughout the week.
- David Navarro shared that it is a culture that we are moving into as other establishments are also moving to closing on Fridays. He feels it is doable as long as it is communicated properly.
- Peter White shared that he foresees a small number of staff opposed to a 4/10 work week.
- The Council agreed to discuss further at the next meeting.

7.0 Outreach Plans (Retreat Summary)

- The Council was provided with a handout of outreach services for the 2009-2010 academic year, as a follow-up to the summer outreach retreat. The handout provides a listing of high priority to low priority items. The Council reviewed.
- The Council discussed having another meeting with the Outreach team, similar to the meeting they attended in the summer. They felt that meeting was very beneficial.

8.0 CIC/SSC Joint Retreat (Shelly Hess)

- Shelly Hess shared that it was previously discussed that the Council would not have a regularly scheduled Joint CIC/SSC meeting in the Fall or Spring and would only have one if needed.

9.0 Updated Policies & Procedures Feedback

- Lynn Neault shared with the Council that various Student Services Policies and Procedures would be going to the Board in February for a first reading. She stated that the Council has reviewed them.

10.0 Counselor Retreat Date

- David Navarro provided an update on the Counselor retreat date. He stated that the retreat will be held on Friday, February 26th from 9:00 to 1:00 p.m. The venue has not been confirmed.

11.0 Pro-Active Degree Project

- Lynn Neault shared with the Council that we are on the second year of the Pro-Active Degree Project. She reminded the Council that this was an assignment that came out of Chancellor's Cabinet to try to increase the number of degrees awarded by each college.
- Lynn Neault shared the results from the first year which showed that less than 25 degrees were awarded as a result of the pilot. She also shared some informal observations from the evaluators regarding why students do not complete their degree.
- It was recommended that the degree be promoted on the cover of the schedule of classes.

12.0 Academic Senate Reports

- None

13.0 Curriculum Instructional Council Report

- Shelly Hess shared that the math prerequisites for Econ 120, 121 were passed; effective Fall 2010 and that Math 46 will replace Math 95.
- The Council discussed the best way to get the information out to students. Lynn Neault agreed to notify the students.

14.0 SSC Subcommittee Reports (Standing)

- None