



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
May 7, 2009
9:00 – 10:30 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

John Bromma	Academic Senate, CE
Rick Cassar	Academic Senate, Miramar
Brian Ellison	Continuing Education
Peter Fong	Miramamar College
Shelly Hess	Instructional Services
Barbara Kavalier	Mesa College
Lynn Neault	Student Services
Guillermo Marrujo	Academic Senate, Mesa
Bonnie Peters	Academic Senate, City
Peter White	City College

1.0 Approval of Minutes

- April 23, 2009
- Approved

2.0 Fall Schedule Production

- Lynn Neault shared with the Council that the Combined Schedule Committee continues to have discussions about the production of the fall schedule of classes and specifically the commitment that we reduce the size and cost of the schedule while maintaining a strong presence in the community.
- The Council reviewed the campus quantities for Fall 2009.
- It was shared with the Council that the version that will be mass mailed to the community will be stripped of all information except for the course listings, which will significantly reduce the cost to mail.
- The campus version will also be reduced; however, it will be a complete version with a reduction in the number of ads.
- Lynn Neault shared that the City Academic Senate has concerns about reducing the ads; therefore, it was proposed that the quantities be reduced significantly, as well as have a plan for distribution. She stated that the PIO's and Mary Benard are in favor.

- If the quantities are reduced, there should be a distribution plan to ensure there are sufficient supplies.
- John Bromma shared that Continuing Education has a significant number of students that do not have computers and need a hard copy of the schedule. He would be hesitant to reduce their numbers.
- Brian Ellison stated he would like to see an electronic board with schedule information posted. He would like to get away from hard copy class schedules; however he stated that ads are very important to CE as the community depends on those ads.
- Guillermo Marrujo shared that he would like to see kiosks and signage throughout the campus along with information booths and maps to help students locate their classes.
- Peter Fong shared that at the last community college he worked at they had information booths in the middle of campus for one week with computers linked to the web, which staff used to look up class information for students. They also distributed maps to students showing them the location of their class. He shared this worked well.
- Peter Fong stated that Miramar still has one full palette of Spring schedules leftover and the semester is almost over. He is in agreement that the numbers should be reduced.
- Barbara Kavalier stated that Mesa had agreed to reduce the quantities but was told that there would not be a cost savings. Shelly Hess agreed to look into it and check on the college savings.
- Brian Ellison stated that the real savings is not the distribution at the campuses; it is in the home delivery. Peter White agreed with Brian. Brian would like to see just a simple brochure mailed out to the community, instead of a full schedule of classes.
- Bonnie Peters shared that City Counselors promote the online schedule because the paper schedule becomes outdated the minute it comes out. She is in agreement that the quantity of schedules should be reduced. Guillermo agreed that the paper schedule is obsolete as soon as it is printed.
- Lynn Neault shared that the Board and Chancellor feel strongly that the district have a presence in the community.

- Peter White agreed to consult with the campus and get back to Lynn on the quantities to reduce at City. Shelly Hess will speak with the PIOs.

3.0 Drop for Non-Payment

- Lynn Neault shared with the Council that due to the modified hours for support services on Fridays during the summer, the drop for non-payment schedule will need to be modified.
- The drop for non-payment deadline will be moved to Thursday at the close of business, instead of Friday.
- It was shared that the drop for non-payment new warning message will be modified to inform students that they have until Thursday, close of business, instead of Friday to get their payment in. However, the actual drop will not occur until Friday night; therefore, the colleges will be able to post payments on Friday morning.

4.0 ROTC Agreement

- At the last meeting, Lynn Neault agreed to bring copies of the formal agreement between San Diego State University, San Diego State University Army ROTC, San Diego Community College District and City, Mesa and Miramar colleges.
- The agreement was initiated by City College and is a new agreement. Students enrolled in City, Mesa or Miramar ROTC classes will get credit for ROTC classes at SDSU. Uniforms, textbooks and other costs will be reimbursed by SDSU ROTC. The ROTC students will be able to transfer to SDSU after meeting all the requirements for transfer.

5.0 SDICCCA Update (Transfer Task Force)

- The Council was provided copies of the SDICCCA Regional Transfer Task Force membership, accountability and purpose structure. It was shared that the history of the task force was presented to SDICCCA, as well as the fact that it is currently not fulfilling its proposed purpose of policy making.
- Lynn Neault shared that at the SDICCCA meeting, the 4-year partners stated that they were interested in continuing to be part of the task force. It was further shared that the committee will be reconvened and re-constituted based on the proposal presented to SDICCCA by the Region X Vice Presidents of Student Services.

6.0 California Foundation Scholarship Endowment (Osher Foundation)

- At the previous meeting, the Council discussed the Osher Foundation Scholarship Endowment for California Community Colleges and the qualification criteria. It was agreed that Lynn Neault would meet with the Financial Aid officers and ask them to develop a process, including selection criteria, an application form and processing dates. The Vice Presidents agreed to work with their campus on the connection with the Foundation office.
- It was shared that Lynn Neault met with the Financial Aid officers and discussed a process for communicating and awarding the scholarships. The Council was provided with a draft project plan as developed with the Financial Aid officers.
- Lynn Neault shared that the State Chancellor's office has been providing workshops for colleges on the scholarship. The presentation indicates that students must receive a BOG, therefore, it precludes Continuing Education students from participating. Lynn agreed to follow-up with the Chancellor's office regarding Continuing Education student participation.
- The Council discussed the proposed plan and provided feedback. It was agreed that the scholarship money will be deposited into the foundation account; however, it needs to be drawn out into the financial aid accounts for disbursement to students.
- In the future, it was agreed that the scholarships will be processed earlier in Spring and presented at the scholarship banquets.

7.0 Assessment APG Recommendations

- The Council was provided with the Assessment APG Recommendations as provided by Debbie DiThomas, Associate Vice Chancellor, Riverside Community College. It was shared that Debbie DiThomas will be submitting her report to the Assessment Action Planning Group (APG), and was asking for regional feedback.
- The Council reviewed and discussed the proposed recommendations as a group.

Recommendations:

- 1) Change Title 5 to only require faculty-conducted Content Review (per Model District Policy on Prerequisites) for validation of a prerequisite.

Position: Oppose due to the potential to create barriers for students without empirical scrutiny of the prerequisite. In addition, there may not be sufficient available sections of the prerequisite courses for students to meet the prerequisite.

- 2) Support state-wide prerequisites for specific courses to be phased in over time.

Position: Support with some reservations: Identify things that need to be considered. What would it take to implement? Will there be common course numbering?

- 3) Support ongoing System efforts to increase Matriculation funding.

Position: Strongly supports.

- 4) Investigate including counselors and librarians with "classroom faculty" for purposes of calculating 50% (or higher) Law compliance.

Position: Strongly supports.

- 5) Investigate effect of removing "non-classroom" loads of counselors and librarians in 50% Law calculations.

Position: Strongly supports.

8.0 Fee Deferment Practices – Revisited

- The Council agreed to bring the information back and discuss at the next meeting.

9.0 EAP Update (Brian Ellison)

- Brian Ellison provided the Council with a copy of the California Community Colleges Early Assessment Program Implementation plan.
- Brian shared that the bill was signed by the Governor in September, 2008 and goes into effect in the 2009-2010 academic year. The focus of the program is on 11th graders who take the EAP during their junior year. Students will be able to receive information and guidance on their readiness for CSU while still in high school. The State and the community colleges are discussing the role of the community colleges.

- The bill provides the Chancellor's office the authority to access data on 11th grade students who take the EAP. Participation by community colleges is voluntary. Those that participate will be able to request their prospective student data from the Chancellor's office.
- The Council reviewed the handouts and had much discussion. Brian Ellison shared that this is really a statewide effort and driven outside the district; however, Continuing Education is thinking of moving in the direction of providing basic skills support for students who are deficient in the number of credits they have earned by the time they are seniors in high school. He is exploring a program to get these students enrolled in basic skills classes and the Joint Diploma program as he feels it would be an advantage to the college in the long run.

10.0 Mental Health Update from Conference (Leslie Easton/Dotti Cordell)

- At a previous meeting, it was agreed that Leslie Easton and Dotti Cordell would provide the Council with an update on the Mental Health Conference that they both attended.
- The Council agreed to invite them to the May 14th at 9:15 a.m. [This presentation has since been cancelled and will be rescheduled.]
- Peter Fong raised mental health reorganization issues at Miramar and inquired about the structure at the other colleges. Both City and Mesa have Mental Health Services as part of Health Services, however, Miramar does not. Peter Fong indicated he would like to see Mental Health as part of the Health Services at Miramar. Peter White indicated that one of the reasons for the current structure may be that there must be a certificated supervisor overseeing the counselors/interns. It was agreed that this was an issue that was unique to Miramar and would be addressed by the college.

11.0 Academic Senate Reports

- None

12.0 Curriculum Instructional Council Report

- Shelly Hess provided a copy of the CSU GE pattern title changes. She stated that all the changes will go into effect for 2009-2010. Lynn Neault stated that this change will affect the education plan as well.

13.0 SSC Subcommittee Reports (Standing)

- None