



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
April 29, 2010
9:00 – 10:30 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Brain Ellison	Continuing Education
Cynthia Rico Bravo	Mesa Academic Senate
Adela Jacobson	Miramamar College (for Peter Fong)
Barbara Kavalier	Mesa College
Cathi Lopez	City Academic Senate
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Peter White	City College

1.0 Approval of Minutes

- April 22, 2010
- Approved

2.0 Organizational Planning – Evaluations

- The Council was provided with a draft business process plan for a centralized evaluations function. The plan addressed current business practices and how they would be accomplished under a centralized model. There were several suggestions including fill-able electronic forms establishing a designated number that counselors could call for immediate assistance, provisions for printing Smart transcripts, periodic staff that include the college assistant who will be the “intake” person for student services and evaluations and the need to reassess the business process for processing student petitions.
- The faculty representatives on the Council stressed that they do not support a centralized model, but if the decision is made to centralize they will help make it work.
- The draft plan will be updated and brought to Chancellor’s Cabinet later in May.

3.0 Board Reports

- **Mental Health:** The Council reviewed a draft of the Board report on Mental Health. Barbara Kavalier suggested re-formatting the list of services into the following broad categories: Education/Prevention Planning, Intervention and Monitoring/Follow-up. The item will be placed on the May Board agenda.
- **Categorical Programs:** The Council provided information for a Board report on the impact of budget cuts in the categorical programs. Discussion followed. The report will be presented at the May 13, 2010, Board meeting.

4.0 30-Unit Remedial Limit

- The Council was provided with the background on the limit in Title 5 on the number of units earned in basic skills (“remedial”) courses. Lynn Neault noted that her office has been manually monitoring enrollment over the years and there have not been any students who have reached the limit. However, in the last two years several other English and Math courses have been designed as “basic skills,” therefore, she is in the process of automating the monitoring.
- The plan is to put a hold on enrollment for students when they reach 24 units of basic skills work and refer them to Counseling for an educational plan and counseling on the consequences of reaching the limit (once the limit is reached students can no longer take degree applicable courses with basic skills advisories or prerequisites). Peter White indicated that he would like to review the Title 5 citation as he was unaware of this restriction. In addition, he expressed serious concern about the availability of counselors. Lynn Neault will send the Council the citation and put the item back on the agenda for the next meeting.

5.0 Transfer Applicant Denials – SDSU

- The Council discussed the large number of transfer students who were denied admission to SDSU and no information as to the reason. It was decided to send them a letter, similar to a letter Santa Barbara City College sent students, advising them that they have a right to know why they were denied and to appeal. Discussion followed. The letter will be sent out by email.

6.0 Policies & Procedures – Revisit

- The Council reviewed the latest group of revisions to student services policies and procedures. Lynn Neault walked the Council through the changes at the last meeting. Barbara Kavalier indicated that she has some feedback from her leadership team and will send it to the Council for review.

7.0 Freshman Experience

- Cynthia Rico-Bravo requested that the statement on Mesa's program form be added to the districtwide form.