



# 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  
April 8, 2010  
9:00 – 11:00 a.m.  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

Cynthia Rico-Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Peter Fong	Miramamar College
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
    - March 25, 2010
    - Approved
  
  - 2.0 District Shared Governance Self-Assessment Results (Cathy Hasson @ 10:30)
    - At the March 11<sup>th</sup> SSC meeting, Cathy Hasson provided the Council with an overview of the district Shared Governance Self-Assessment plan. Assessment of governance structures is one of the components of accreditation. Cathy further shared that she is meeting with all eight of the districtwide shared governance councils and conducting the assessment based on the indicators of shared governance established by the District Governance Council. Each Council will be asked to complete an online assessment and the results will be compiled and reported in April.
    - Cathy Hasson attended the meeting and provided the Council with an overview of the results. The Council provided feedback and Cathy agreed to incorporate the changes. She shared that the Research office is hoping to finalize all of the reports by the end of April.
    - Lynn Neault shared that the goal is to take recommended actions and incorporate them into an action plan for next year.

### 3.0 Interventions for Multiple Withdrawals (Revisited)

- At the previous meeting, the Council discussed the issue of identifying “interventions” for multiple withdrawals in accordance with changes in Title 5. The academic senate representatives agreed to discuss the interventions with their Counseling departments for feedback. Miramar provided some recommendations. Discussion followed.
- The Council agreed upon the following interventions for Fall 2010:
  - Students will be referred to Counseling between June 21-July 9, for fall 2010 registration to address multiple withdrawal issues. Students who come to counseling after this date will be advised that they have “missed the window” for fall and they will have to return during the “window” for spring registration (to be determined);
  - Registration for a class in which a student already has three withdrawals will not be permitted for summer;
  - If a student is denied registration for a class after meeting with a counselor, they can file a student petition. The petition will go to the academic review/standards team/committee at each college for final decision;
  - Counselors will put a comment on the AC screen as to the reason for approval/denial;
  - Approval for readmission after the 3<sup>rd</sup> withdrawal will remain the sole responsibility of counseling and will be accepted for two consecutive semesters, districtwide;
  - Students who have 3 W’s in a course after spring grades, will be sent an email advising of the process and the “window” to see a counselor for fall registration.
- Lynn Neault agreed to send an email to students that are enrolled now and have registration appointments for summer, advising them of the changes.
- The email will advise them of important changes for fall, including the intervention for excessive withdrawals. The Council was provided with a copy of the draft email for review.
- The Council agreed that students with three or more W’s will not be allowed to enroll in “summer,” unless there is an extenuating circumstance.

- Cynthia Rico-Bravo inquired as to why a specific “window” of time (June 21-July 9) for referring students to Counseling for fall registration. She reported that Mesa Counseling was a bit uncomfortable with “turning students away.” However, after a lot of discussion it was agreed to go forward for fall.
- Peter White shared that the rationale for a specific “window” of time was because that period of time is somewhat less frantic for counselors and we are trying to manage expectations with fewer resources. Students often come in at the last minute and expect to be served. This will not be possible with budget reductions.
- Lynn Neault shared that if a specific “window” of time is set, the Counselors need to adhere to that specific timeline or students will not take it seriously. Peter White would like to try it out this year and see how it goes. Cynthia Rico-Bravo would like to speak with the academic senate committee and get back to the Council.
- Cathi Lopez shared that at City they have a process for math and English repeats. Those students are referred to the department chairs. She stated it works well very for City and suggested the same type of process for the multiple W’s. Peter White stated that the logistics need to be worked out a bit more. He can understand that it works well for substandard grades but may not work well for the multiple W’s. She shared the Counselors would like to refer the “W” repeats to the Academic Standards committee via a petition.
- Barbara Kavalier stated that she feels counselors are much better equipped to assist students, as opposed to the discipline faculty. David Navarro agreed and would like to see some involvement with the counselors rather than the math and English department.
- The Council agreed that the approval/denial of the petition will be districtwide.
- The Council agreed to pilot the interventions for one year and bring it back next year as a follow-up.

#### 4.0 Student Services Policies & Procedures (Review)

- It was shared with the Council that a new group of Student Services policies and procedures are moving through the process and being aligned with the current CCLC format.

- The Council was provided a copy of a draft of the most recent policies and procedures that are being updated. The majority of the changes are minor; citation changes and format changes, except for Policy 3100, where some significant changes have been made. Lynn Neault briefly reviewed the policies and procedures with the Council.
- The Council agreed to review the draft policies and procedures and put them back on the agenda for the next meeting.

#### 5.0 Evaluations & Staffing Options

- The Council was provided with an update of the options for staffing evaluations. It was shared that the Chancellor's Cabinet will ultimately make the final decision.
- The Council reviewed the proposal with the four possible options and discussed. David Navarro recommended additional language for the options and asked that the placement of the options be revised so that centralization appears last.
- Cynthia Rico-Bravo provided the Council with examples as to why it is important to the counselors to have the evaluators at the campus. Peter White stated that it appears to him that the response would be faster if the evaluators are remote, as there would be a core of people available to respond as opposed to one person. Cynthia Rico-Bravo shared that to her it is faster if she walks the student over to the evaluators. She expressed concern that if centralized, there will be more work for the counselors.
- The options will go back to Chancellor's Cabinet and District Governance Council.

#### 6.0 Transfer Information

- It was shared with the Council that it has been requested that the district send out an email to all transfer students regarding SDSU's new transfer admission criteria.
- Lynn Neault drafted an email; however, she is concerned that it may cause more confusion. Peter White noted that to date the colleges have not received any communication from SDSU on the number of students that were denied.
- The Council reviewed the draft email. Cynthia Rico-Bravo would like to have the transfer center directors review the email before it goes out.

- Lynn Neault shared that she has confirmed there is a problem with the supplemental application although SDSU believes it is not a glitch. She has been working with SDSU to look at the problem.
- The Council was asked to share the draft email with the transfer center directors and bring any feedback to the next meeting.
- Peter White shared that effective July 1<sup>st</sup>, Bonnie Peters will be the interim Transfer Center Director for one year while Marilyn Harvey works for the City College Foundation. The Foundation will provide 12 months of adjunct backfill to replace Marilyn.

7.0 Academic Senate Reports

8.0 Curriculum Instructional Council Report

9.0 SSC Subcommittee Reports (Standing)