



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

**Student Services Council
August 26, 2010
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Cynthia Rico Bravo	Mesa Academic Senate
Barbara Kavalier	Mesa College
Cathi Lopez	City Academic Senate
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Peter White	City College

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- 1.0 Approval of Minutes
 - August 5, 2010
 - Approved
 - 2.0 Draft Procedure 3108.1 - Accessibility Standards for Electronic and Information Technology (EIT) – Section 508
 - At the August 5th meeting, the Council was provided with a draft copy of AP 3108.1 for review by the constituent groups. There were no recommended changes and the Council approved the procedure.
 - 3.0 Clarification on Process for Serving Students with Approved Petitions
 - At the last meeting, the Council discussed the process for serving students with approved petitions for exception to policy. At that meeting, Joi Blake, who attended the meeting on behalf of Barbara Kavalier stated that if Mesa approves a petition, it is for Mesa only.
 - Barbara Kavalier questioned this practice and believes the campus only questions whether the student has followed the agreed upon standards. She agreed to follow-up.
 - The Council confirmed that it was clear that there is a possibility that a petition approved at another campus could be denied at Mesa after going through the committee.

- The Council discussed and clarified that the campuses should be honoring each other's approved petitions for repetition and W's.
- Barbara Kavalier stated that she will request that the petitions, funded and unfunded, get routed to her office for review. They will be reviewed and considered, regardless if they are from a different campus.
- It was further agreed that approved unfunded repeats from another campus do not have to be honored due to funding implications. The unfunded repetition is the 4th or more substandard repeat and the 5th or more W. All funded and approved petitions will be honored at each other's campus.

4.0 Prerequisite Evaluation

- Challenge Petition
- Faculty Initiated Appeal
- Documentation Validation
- Lynn Neault shared that there appears to be confusion with the distinction between "Faculty Initiated Challenge to a Prerequisite" and the "Petition to Challenge." She gave a brief history of how the "Faculty Initiated Challenge" originated. It was developed when the district first started to have mandatory prerequisite checking in the event there was a student in the classroom that the faculty did not feel was at the right level. The faculty could then initiate the movement of the student to the "correct" level.
- The "Petition to Challenge," was designed with the academic senates when prerequisites originated as the official mechanism for a student to challenge a prerequisite. The petition is filed for a specific CRN, not a blanket override since one of the requirements in Title 5 is that the instruction of the course being challenged cannot be part of the approved process. The petition is processed in Admissions. If space is available, the student is enrolled. Admission sends the petition to the department chair for consideration. If the department denies it, the student is dropped out of the class and if it is approved, the student remains in class. If the class is full the petition still gets processed in Admissions and obtains an add code or goes on the waitlist, if approved.
- The procedure states that a student must file a challenge 10 days before the start of the class to allow sufficient time for department review. All approved petitions must be processed by the add deadline.
- The current problem with having both petitions is that it is causing confusion as the chairs are using the "Faculty Initiated Challenge," when they are approached by a student.

- It was proposed that the “Faculty Initiated Challenge” be eliminated and the “Petition to Challenge” be the only form used. Lynn Neault stated that the only implication is that faculty will not be able to approve a challenge as it goes to the department chair or authorized individual from the department. Peter White stated that the colleges have always been in violation by allowing the instructor to clear the individual student.
- Peter White agrees with the recommendation and will take it to the campus for discussion. He further stated that at City they currently have three processes and he would like to have one process
- The item will be added to the next SSC meeting.

Chemistry Prerequisites

- It was shared that the chemistry chairs are having continuous problems with co-requisite and prerequisite approvals. Lynn Neault has been working with the chairs on how the registration system works and how the chemistry prerequisites are set up in the system. They are asking that chemistry prerequisites and co-requisites only be cleared through official transcripts. They would like to eliminate any other process.
- The concern is that too many students are getting cleared without official documentation and have not taken the prerequisite courses. They are also taking up seats from other students who meet the prerequisite.
- The chemistry chairs are suggesting that students either get their transcripts in to clear the prerequisite or file a petition. If students submit their transcript, the prerequisite will automatically be cleared.
- The Council discussed the option of requiring transcripts to clear all course prerequisites, not just chemistry prerequisites. All students that wish to get a prerequisite cleared would either submit their transcript or file a “Petition to Challenge” in Admissions. Barbara Kavalier stated that the new practice would ensure consistency across the board.
- The Council agreed to take it back to the campus for discussion.
- The Council agreed to discuss the item on their campus and bring the item back for further discussion.
- It was clarified that if the student submits a transcript, the transcript would clear all course prerequisites that are applicable; however, if the student petitions for a challenge, the student is cleared for that specific CRN only.

5.0 Confirm SSC Schedule for 2010

- The Council confirmed the SSC meeting schedule for the remainder of the year.

6.0 Evaluations Website

- Lynn Neault provided the Council a brief presentation of the new Evaluations website. They were also provided with the revised evaluations business process. The Council reviewed the proposed changes and discussed:
- It was agreed that there would be no change to the “Letters of Completion and Certificates of Performance.”
- Record Adjustment Timeline: Cynthia Rico Bravo inquired as to what type of message could be relayed to students that are waiting for a stipend that is delayed due to our processes. Lynn Neault stressed the need to inform students of the delay and said she will be monitoring the process very carefully.
- Modification of Record Process: Cynthia Rico Bravo understands that all modifications go through the chairs. She is asking if the evaluators can keep the current “blanket understandings.” She inquired if it is possible to get a list from the evaluators to give to Otto Lee for his confirmation that current “blanket understandings” will be honored.
- Waitlist Discussion: David Navarro expressed concern about faculty adding students who are not on the waitlist. Faculty should have to honor the waitlist. There is concern that faculty are adding crashers and not honoring the waitlist.
- Peter White inquired if our add codes have an expiration date on them? Peter White would like to see a 24/48 hour expiration date, therefore, everyone that has an add code has a frame of time in which they have to add the class.
- It was agreed that the Council would take the issue to their leadership teams for further discussion. Cynthia Rico Bravo inquired if Lynn could come speak to the Mesa senate. Lynn Neault agreed.

7.0 Transfer Admission Guarantee – Clark Atlanta

- Barbara Kavalier shared a final draft of the Transfer Admission Guarantee from Clark Atlanta University with the San Diego Community College District. She asked if the other colleges had seen it. Peter White was not sure.
- Barbara Kavalier shared that she was told that all the colleges worked together on establishing the transfer guarantee. Peter White stated he does not have a problem with it; however, he wants to follow-up on it. It was agreed that the MOU process should be revisited.