



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

**Student Services Council
May 27, 2010
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
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

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- 1.0 Approval of Minutes
 - May 13, 2010
 - Approved
 - 2.0 First Year Experience Program
 - Cynthia Rico-Bravo provided feedback on the FYE application. She requested that additional information be added to the form to further clarify and align with the Mesa supplemental worksheet for FYE.
 - 3.0 Spring 2011 Registration Options
 - The Council was presented with options for the Spring registration schedule. It was agreed that registration would begin December 6 for DSPS, EOPS and military and December 7 for all others. Spring classes begin January 24, 2011.
 - Lynn Neault shared that the Spring 2011 schedule rolled on May 14th. She further shared that the Vice Presidents are discussing the feasibility of an annual schedule development process.

4.0 Notifications to Students

- The Council reviewed a draft email notice that will be going out to students regarding important changes to business practices as a result of Title 5 changes:
 - Intervention for Excessive Withdrawals
 - Assessment Skill Levels
 - Basic Skills Enrollment
- The Council reviewed the notice for intervention for excessive withdrawals in detail. It was agreed that beginning fall 2010, students will be prevented from enrolling in any course in which 3 withdrawals have already been earned. Students who have 3 W's in any one course will be required to meet with a college counselor for an intervention and if appropriate to obtain approval to enroll again for that course.
- It was shared that after 4 W's in a single course, the student will not be able to enroll again unless they receive approval from the Vice President since funding will not be allowed for the additional repeat.
- A temporary "W Intervention Waiver" form was shared with the Council for feedback. The form is only temporary as the system will be automated in the fall.
- The Council agreed that due to workload and availability, counselors will **only** be available to meet with students regarding excessive withdrawals for fall 2010 registration from June 21st to July 9th. It was further agreed that October 25th through November 5th will be the window period for Spring registration.
- Assessment Skill Levels: Students will be notified that they will now have the option to send or bring in official copies of the SAT, ACT, EAP, EPT, or ELM in lieu of taking the assessment test to determine readiness for English 101 or 105, and courses with a Math 096 prerequisite. Students will be provided with the minimum scores to meet the required skill levels and be advised that if their score falls below the minimum, they must take the college placement test to determine the appropriate English and/or math course. The Council agreed that unofficial standardized test reports will not be accepted.

- **Basic Skills Enrollment:** The Council has been discussing the Title 5 limit (30 units) on the number of units earned in basic skills (remedial) courses. At a previous meeting, the Council agreed to put a hold on enrollment for students when they reach 20 units of basic skills and refer them to counseling for educational planning. A general email will be sent to students notifying them of the state regulation and students with 20 units or more will be sent a notice that a hold has been placed on their record and to meet with a college counselor for educational planning.
- The Council discussed a possible long-term solution and agreed that students with 20+ units will have a hold placed on their record. After meeting with a counselor, the counselor can remove the hold; however, the hold will go back on once they reach the 30 unit limit.
- **Reg-e Repetition Error Message:** The Council reviewed the warning messages that students will receive if they have the following:
 - Repetition Violation – existing (standard grade, lapse of time, extenuating circumstances)

This is a repetition violation. You have previously completed or are currently enrolled in this course or its equivalent. Please make another selection or contact the college counseling office for additional information.
 - Repetition Petition Required (repeat course with 2 prior substandard grades)

Our records indicate that you have two substandard grades in this course. Petition required.
 - See Counselor (3 W's)

You have reached the maximum allowable W's in this course. Please see a college counselor.
 - Warning (2 W's)

Our records indicate that you have earned two W's in this course. Be advised that if you earn one more W, you will be prevented from enrolling in this course a fourth time.

- Max W's (4 W's)

You have reached the maximum W's for this course and may not enroll in this course again.

- The Council discussed the error messages. It was shared that due to the new regulations, the district will see more and more registration holds on student records.

5.0 Policies & Procedures (Revisited)

- At a previous meeting, 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.
- The Council agreed to move forward with the changes.
- The drafts will be reviewed with the United Student Council and District Governance Council prior to going to the Board for approval.