



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Student Services Council

October 28, 2010

9:00 – 11:00 a.m.

District Office, Room 110

Minutes

APPROVED

PRESENT:

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

1.0 Approval of Minutes

- October 7, 2010
- Approved

2.0 Spring 2011 Registration Preparation

- 16 Unit Limit Override
- At the July 29th SSC meeting, the Council was presented with a proposal to allow for overriding the 16-unit limit for spring since the district is adding additional class sections in high demand transfer and degree basic skills and select CTE courses. There is concern that some students may need to increase their unit load slightly during registration. The Council discussed and clarified the criteria in which an override would be permitted:
 - Good academic standing
 - 3.0 GPA or higher
 - No repeats of substandard grades
 - No repeats of multiple W's (2 or more W's in the same course)
 - Not enrolling in basic skills courses for the semester that the unit exception is requested
 - 6 course maximum

- David Navarro inquired if the same process could be used for auto, aviation and diesel students. David shared that occasionally he has a few students that he would like to include in the proposed process.
- Peter White stated that the athletes all have the similar problem; however, if it is only a few students, then those students should be handled on a case-by-case basis.
- Peter White stated that he will speak with the dean and have the counselors screen the students before the list goes to district Student Services for clearance. Barbara Kavalier agreed to do the same thing.
- The Council agreed to a Spring 2011 effective date for the 16-unit limit override. It was further agreed that the student would request an increase in units via a petition with a counselor. The Counselor will make a recommendation based on the established criteria. The petition will then be routed to the Vice President of Student Services and the Vice President will forward the approval to the district Student Services office.
- The Council discussed the process for athletes. It was agreed that processing exceptions for special programs with high unit requirements and athletes will be determined by the college. It was further agreed that the Vice Presidents could provide a list of students and required number of units to district Student Services for processing.
- **Service Hours**
 - The Council was provided with the draft service hours for Spring 2010 to update for Spring 2011.
 - The Vice Presidents agreed to submit their changes by the end of November.
- **Letter to Students**
 - The Council reviewed a draft of the letter to students regarding the budget situation and limited availability of classes, as well as deadline, e-mail messages and other important information. The letter was originally sent out prior to fall enrollment 2009 and has continued each semester.
 - The Council reviewed and provided feedback.

3.0 Prerequisite Clearance

- Draft Forms
- Assessment Scores from Outside Region X
- The Council was provided with the new draft form for the faculty initiated challenge, "*Change of Course Level within a Discipline*" for review. The Council discussed and made changes.
- Cynthia Rico Bravo inquired if this is the only form that has to be filled out or if there are other forms. It was clarified that this will be the only form that will initiate a change.
- The Council was provided with the revised *Proof of Prerequisite* form for review. It was clarified that this is the form that counselors use to verify clearance of a prerequisite using official documentation. It was noted that the "I Swear I Met the Prerequisite" box was removed per the Council's agreement. The Council discussed and made changes.
- **Assessment Scores from Outside Region X**
- Lynn Neault asked for clarification on whether the colleges use assessment test scores from outside of Region X or outside of California. She stated that there was an incident where test scores were used outside of California and it caused major problems for the student when it came to graduation.
- Cynthia Rico Bravo stated that Mesa uses only assessment scores for community colleges in California, not outside.
- David Navarro stated that he was under the impression that they could only use the Accuplacer. Lynn Neault reminded the Council that the assessment-placement, alternative measures grid was developed recently, with approval of the English and Math Chairs, to assist in the process.
- It was agreed to update the grid and resend it. It was further clarified that assessment test scores from outside of California will not be accepted.

4.0 Evaluations Business Process Changes Proposal

- Automatically Processing Certificates for Same Discipline as Degrees
- Waiving Transcripts for Certificates

- It was shared with the Council that the evaluations business processes continue to be reviewed and streamlined for efficiency. David Navarro acknowledged that he has seen improvement in various areas. He thanked Lynn Neault for all her work on this.
- Lynn Neault shared that one of the problems that we are encountering as we begin to centralize the work is that many of the processes are different at all the colleges. One example provided was that at Mesa they are automatically awarding certificates in the same discipline as the degree, even if the student does not request a certificate.
- Peter White stated that he does not have an objection to awarding both at the same time. Barbara Kavalier agreed as did David Navarro. It was agreed to make this a standard practice for all.
- **Waiving Transcript Requirements for Certificates**
 - Another variance was with the transcript requirement for certificates. The question was raised, if a student has earned a certificate of achievement, and all their coursework for the certificate has been taken at the district, can we waive the requirement that they submit their transcript? The Council discussed and agreed to waive the transcript requirement.
- **Blanket Approval**
 - It was shared with the Council that there is a practice at all the colleges where the departments have given the evaluators a blanket approval to waive or substitute degree requirements in various programs.
 - Lynn Neault stated that she is discontinuing this practice as all changes to programs should go through the curriculum approval process. The Council supported the change.
- **Foreign Student Waiver**
 - It was clarified that students with prior work in other countries be allowed to sign a waiver to waive the requirement to submit a foreign transcript. Currently, it is costly for students and rarely is any of the work applicable.

5.0 Standardized Tests Grid

- It was shared that CSU has made changes to their minimum SAT/ACT scores for English for admission. They will be lowering their verbal scores to 500 for the SAT and 22 for the ACT. Currently, the district is aligned with UC and CSU's scores with 550 for the SAT and 24 for the ACT. The Council discussed whether to change our test scores to align with SDSU or leave as is and remain aligned with UC. Lynn Neault stated that she will contact Chris Sullivan to convene the English Chairs for a recommendation as he was initially involved in the pilot and worked directly with the English faculty.

6.0 Student Health Insurance – Information

- The Council was provided with information on student health insurance at the request of Ron Perez from Mesa College. Ron was approached by a company asking if Mesa was interested in having their company provide health insurance to students, including international students.
- The Council discussed the information. The current practice is to not endorse any particular company. The Council agreed to reaffirm the current practice.

7.0 Policy 3100 & Procedure 3100.2 - Information

- It was shared with the Council that Policy 3100 and Procedure 3100.2 have been updated and are posted on the web.

8.0 Report on FYE 2010 (R&P)

- Cathy Hasson and Sam Ballard from Research and Planning provided the Council with a presentation on the Freshman Year Experience. Several questions were posed and the Council provided feedback on the need for greater clarity. Lynn Neault will follow up.

9.0 Other

- The Council discussed an upcoming Board report on special programs to improve outcomes for special populations. She will work with the Vice Presidents on the details of the presentation.