



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

**Student Services Council
October 7, 2010
9:00 – 10:30 a.m.
District Office, Room 110
Minutes**

APPROVED

Present:

Brian Ellison	Continuing Education
Stephen Flores	CE Academic Senate
Peter Fong	Miramamar College
Erika Higginbotham	Mesa Academic Senate (for Cynthia Rico-Bravo)
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

- September 23, 2010
- Approved

2.0 Prerequisite Evaluation (Status)

- It was shared with the Council that Lynn Neault has been to the City Senate and Mesa Chairs and Counseling meeting to discuss the proposed prerequisite clearance process. Specifically, eliminating the Faculty Initiated Challenge to a Prerequisite form and replacing it with a new form designed to move students who are in the wrong level course once the semester starts.
- David Navarro inquired as to the process for using the Accuplacer scores from another institution to clear prerequisites. Lynn Neault stated that as long as they have the course level, on an official score report, counselors can continue to clear prerequisites that way.
- The Council agreed to move forward with eliminating the Faculty Initiated Challenge to a Prerequisite form and require that all prerequisites are cleared with official documentation.

3.0 Evaluations Business Process Change Proposal

- At the previous meeting, the Council discussed the proposed business process changes for evaluations and agreed to bring the item back for final discussion and approval.
- The Council agreed to move forward with the recommended changes to the following:
 - Course Repetition
 - Remove evaluator from petition process
 - GE Certification
 - Change the name to *Request for Transfer Evaluation*
 - Change to an online form with processing similar to online Petition for Graduation
 - Record Adjustment Form
 - Change to an online form with processing similar to online Petition for Graduation
 - Foreign Transcript Waiver
 - Waive the requirement for foreign transcripts. The majority of courses from a foreign institution are not useable and the evaluation process usually costs a minimum of \$200 by outside agencies
 - Make sure students are informed of the implications
 - Military “Smart” Transcripts
 - Most courses taken while in the military can only be used for elective credit.
- David Navarro inquired as to the proposal to waive foreign transcripts. It was agreed that the student would have the option to sign an informal waiver. The proposal to waive all foreign transcripts would begin for the fall 2011 admission cycle.

4.0 Expiration Dates on Add Codes (Revisit)

- The Council has been discussing the idea of adding expiration dates on add codes, which would have a consistent time frame to add a class and students could not wait until the last minute to process add codes.
- Lynn Neault shared that she was invited to attend the City Senate meeting to discuss some of the pending issues, including the expiration date on add codes and there seemed to be the same strong opposition.

- Peter White shared that the problem is that the student holds onto the add code and uses it at the last minute or doesn't use it and other students miss the opportunity to add. He agreed to follow-up with the City faculty.
- Lynn Neault stated that she stressed to the senate that the item is in the early discussion stages.

5.0 In-Residence Requirements for Degrees (Revisited)

- At the previous meeting, the Council clarified the current catalog language for "minimum units in residence," and it was agreed that the language would be changed to correctly reflect Title 5, Section 55063, that states that the 12 units must be at the college awarding the degree.
- The Council discussed an action plan to align with Title 5. It was agreed that posters would be posted in Counseling, EOPS and Admissions to alert students of the change. It was further agreed that the rule will not be grandfathered; however, students that petition to graduate in June, and do not have 12 units at one college, will be honored.
- The Council agreed that Fall 2010, Spring 2011 and Summer 2011 graduates will not be affected. Barbara Kavalier requested to take the item back to the campus for feedback. Peter White and Peter Fong are both in agreement that those graduates should not be affected.

6.0 Not Dropping for Health Fee

- At the previous meeting, the Council discussed not dropping for health fees. The plan would be to not drop the student, but to freeze their record so they are unable to make any changes until they pay the health fee.
- Peter White provided feedback from City College. He stated that he received mixed feedback and it was equally divided. Lynn Neault reported that she has received mixed feedback as well.
- David Navarro inquired as to how the hold would work on their record. It was shared that the hold would be treated like an unpaid add code and would freeze their record.
- Peter White shared that he will not continue to pursue the issue. He would like to strategize on how we can better advise students.

7.0 Veterans Brochure

- It was shared with the Council that it is time to update the Veterans brochure. The Council reviewed the brochure and had discussion.
- It was agreed that the Vice Presidents would make any changes and return the draft to Lynn Neault's office by October 22nd.