



# 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**

**September 23, 2010**

**9:00 – 11:00 a.m.**

**District Office, Room 110**

**Minutes**

**APPROVED**

Present:

Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Stephen Flores	CE Academic Senate
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

- August 26, 2010
- Approved

### 2.0 Prerequisite Evaluation (Revisit)

- Challenge Petition
- Faculty Initiated Appeal
- Documentation Validation
- The Council was provided with a draft of the Prerequisite Clearance Process for review and discussion. There are currently six possible options for clearing prerequisites. They are as follows:
  1. Official transcript to District office
  2. Unofficial transcript to District office
  3. Proof of Prerequisite (Counseling Office)
  4. Certification/No Documentation
  5. Petition to Challenge a Prerequisite
  6. Faculty Initiated Challenge to a Prerequisite

- The Council discussed each process in detail in an attempt to streamline the processes. The Council had much discussion.
- The Council discussed eliminating the *Faculty Initiated Challenge to a Prerequisite* and using only the *Petition to Challenge* as there appears to be confusion with the distinction of both forms.
- The Council discussed the Prerequisite Challenge Process. Peter White shared that at City there is a “scramble” to get the paperwork approved prior to the start of class, as students are always submitting it late. David Navarro stated that they have a process at Miramar and it works smoothly. If the student is late in submitted the form, it is not accepted. It was shared that at Mesa they have agreed to administer some of the challenge tests for the departments.
- The Council reviewed the proper process. Admission then sends the form to the chair and the chair contacts the student. It was reiterated that if the student goes directly to the chair before filing the petition, the student should be referred to Admissions. The student should file the challenge in the Admissions office. If there is a space in the class, the student is added, pending the outcome of the challenge.
- The Council agreed to eliminate clearing prerequisites without documentation that the student completed the course.
- Peter White is in favor of removing counseling from the process so that counselors are available to handle other pressing matters. Cathy Lopez agreed.
- David Navarro was opposed to removing counseling from the process as it would negatively impact students. Cynthia Rico Bravo agrees with David Navarro.
- Cathi Lopez stated she would rather spend her time doing career counseling than processing a prerequisite clearance.
- After much discussion, the Council agreed to eliminate the Faculty Initiated Challenge to a Prerequisite and replace it with a new form designed to move students who are in the wrong level course once the semester starts. Due to the short timeline, it cannot be fully eliminated for Spring; however, it will be reduced and eliminated entirely for fall 2011.

- Requisites will only be cleared through documented course completion, test or an official challenge.

### 3.0 Business Process Change Proposal (For Evaluations)

- Approval
- The Council continued to discuss the proposed business process changes for evaluations that were discussed at the previous meeting.
- The Council discussed 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
    - 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.
- It was shared with the Council that the recommendations came from the Evaluators and have been reviewed by the Vice Presidents in detail. The proposal is being submitted to streamline business processes to benefit students.
- The Council had much discussion and agreed to move forward with some of the recommended changes and bring back the document to the next meeting for additional discussion and approval.

### 4.0 Expiration Dates on Add Codes (Revisit)

- At the previous meeting, the Council discussed a proposal to add expiration dates on add codes, therefore all students would have a frame of time in which they have to add a class and could not wait until the last minute to add.

- At the time it was suggested that add codes expire after 48 hours after issuance.
- It was shared that the City Times has already contacted Peter White on this recommendation. Cathi Lopez shared that the idea originated with the counselors and they are in favor of expiration dates.
- Peter Fong supports the idea of having an expiration date. He feels that currently students are hoarding them; therefore another student is turned away.
- Peter White stated that one of the problems is that some faculty do not give them out until the 2<sup>nd</sup> week of instruction.
- David Navarro shared that Miramar was split on the issue. There is concern with the student that has the add code but cannot pay until a later date. There are feelings that the student should be made to pay the day they add the class.
- Peter White agreed and stated that if we move to have the student pay the day they add the course, it would resolve many of the problems at the campus.
- Cynthia Rico Bravo agreed to take the idea back to the campus for discussion.

#### 5.0 Spring Registration Processing Calendar

- The Council was provided with the Spring Registration Processing calendar. The Council reviewed and approved the dates.
- It was agreed that Reg-e will shut down at 6:00 p.m. on Thursday before the start of the semester to allow for processing opening day paperwork. It was further agreed that delivery of the rosters would continue to be on Friday, as this has worked out well in the past.
- It was shared that the above information has been shared with the Admission Supervisors as well.

#### 6.0 Changes in Application for Admission

- Business Process Fall 2011
- It was shared with the Council that the paper application for admission will be eliminated fall 2011. There will be a few paper applications for students that do not have access to a computer and for some special programs. All others will be processed online. Any paper applications will have to be processed by hand.
- Peter White reiterated that all of the campuses have computers available to students. He feels that the paper application should be completely eliminated.
- Peter Fong agreed to move solely to an online application with exceptions due to extenuating circumstances.

#### 7.0 Revised Free Speech Policy (Draft)

- Lynn Neault distributed a draft copy of the new free speech policy for review and discussion.
- It was shared that the vending and food handling section has been removed and will be a separate policy. The free speech will focus primarily on posting and distribution of literature and free speech locations on campus. It was further shared that the number of free speech areas on campus has been increased to ensure adequate opportunity for free expression. It was also stressed that if individuals are exercising their free speech rights in a non-free speech area and are not disruptive, they should be left alone.
- Lynn Neault shared that the district's attorneys have reviewed the draft policy. The next step is to take it to DGC.

#### 8.0 In Residence Requirements for Degrees

- Title 5, Section 55063
- The Council clarified the current catalog language for "Minimum Units in Residence."
- The current catalog language states that a minimum of 12 semester units must be completed at the San Diego Community College District.

- Title 5, Section 55063, states:
  - "...Of the total required units, at least 12 semester or 18 quarter units **must be completed in residence at the college granting the degree.** Exceptions to residency requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student."
- It was shared with the Council that the catalog language will be changed. The evaluators are preparing a summary of the impact.
- Cynthia Rico Bravo recommended not allowing catalog rights to this policy.
- Lynn Neault stated that this information is preliminary and she will come back with a plan as to how to handle those affected.

#### 9.0 San Diego Legal Secretaries Association

- 2011 Scholarship Programs
- Information on 2011 scholarship programs from the San Diego Legal Secretaries Association was distributed to the Vice Presidents for distribution on campus.

#### 10.0 Other

- Lynn Neault shared that she is also exploring not dropping for health fees. She distributed a copy of the number of students dropped for nonpayment of health fees for fall 2010. 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.
- Cynthia Rico Bravo asked if an error message could "pop up" that advises the student that they need to pay the health fee. Lynn Neault shared that there is a message that notifies the student that they owe payment for the health fee.
- Peter Fong stated that though the numbers seem high by themselves, they are small compared to the 11,000 students enrolled. He suggested adding, "your registration is not complete until you pay your health fee."
- It was agreed to add the item to the agenda for the next meeting for further discussion.