



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

**Student Services Council
August 25, 2011
9:00 a.m. – 12:00 p.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Randy Barnes	Miramar College (Acting)
Cynthia Rico Bravo	Mesa Academic Senate
Brian Ellison	Continuing Education
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Acting)
Peter White	City College

GUEST:

Leslie Easton	City College
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1.0 Approval of Minutes

- June 30, 2011
- Approved

2.0 Proposed Spring 2012 Registration Dates

- The Council was provided with the proposed spring 2012 registration timeline options. The Council reviewed and discussed the three options. The Council agreed on the following timeline:

Application Deadline: December 1st
Generate Appointments: November 17th
E-mail Appointments: November 18th
Mail Appointments: November 16th
Priority Registration: December 2nd – DSPS/EOPS/Military
Begin Registration by Appointment: December 5th
Freshman Experience Registration: December 7th
Open Registration: January 9th-19th

- The Vice Presidents also reviewed the spring 2012 service hours, particularly selected Fridays, since limited hours on some Fridays has had an impact on students.

3.0 Counseling Retreat Update

- The Council was provided a draft agenda for the districtwide counselor retreat. The Council reviewed and discussed the tentative topics; edits were made and Lynn Neault will send an updated version to Council, via email, for final review.
- David Navarro reported that he has secured the venue, it will be held at Miramar College in I-101 A/B classroom on October 7, 2011, from 8:00 a.m. to 12:00 p.m.
- The Council agreed to distribute the tentative agenda.
- All Counselors will attend.

4.0 Mental Health Workshop Planning (Leslie Easton)

- Leslie Easton (Mental Health Director) from City College presented a plan for a workshop to address mental health issues, particularly focused on release of confidential medical/mental health information. She stressed that the concern is how we protect the mental health information of the students while ensuring the overall safety of the campus.
- Leslie proposed a districtwide workshop in October to discuss the issues on mental health. She has invited a mental health specialist/attorney with 30 years experience. The attorney will be presenting on mental health issues and concerns on how to handle the confidential health information.
- The Council discussed the proposal and agreed. The districtwide workshop will be held at City College on October 14, 2011.
- The Council agreed to no more than nine individuals per college/Continuing Education to keep the size of the workshop manageable for a meaningful dialogue.

5.0 Review Draft Policies & Procedures

- The Council was provided drafts of the following policies and procedures:
 - BP 3120; AP 3120.2 (Form 3120.2 & Advisor Travel Guidelines)

- BP 3125; AP 3125.2 (Forms 3125.2 SS Travel Waiver & Minor Release)
- BP 3200; AP 3200.1; AP 3200.2
- AP 3105.2
- Lynn reported that the edits have been reviewed by the Deans of Student Affairs and student leaders. The Council reviewed and minor edits were suggested.
- The drafts will move on through the consultation process.

6.0 Priority Registration Changes – Revisited

- The Council was provided with an update on the proposed changes for registration priority.
- The Council discussed and reviewed the priority groups:
 - 1) EOPS/DSPS students
 - 2) Active Duty Military
 - 3) Continuing students
 - 4) Continuing students with BA/BS degrees
 - 5) First-Time and returning students
 - 6) Students with 100+ units
 - 7) Concurrently enrolled (4-year) university students
 - 8) Students with 4 or more certificates of achievement; students with 2 or more associate degrees; and students with baccalaureate degrees.
- The Council was provided with data on the cumulative units for DSPS students for spring, summer and fall 2011. Since there have been some concerns about DSPS students with more than 100 units moving to the lower priority, the data showed almost 20% of DSPS students last year had in excess of 100 units.
- The Council agreed that registration priority for DSPS is intended to help students meet an individual goal. Therefore, students with priority should also be subject to the excess unit criteria and move to the lower group. The DSPS leadership is analyzing the data and will come up with a plan to be proactive with students in the excess unit category.

- The Council discussed continuing students with BA/BS degrees. It was agreed that DSPS, EOPS and Veterans/Military students should have first priority within this group. It was stressed that students with a BA/BS degree who will be moved to a higher priority group must see a counselor and have an educational plan for a career technical program. The Council agreed.
- The Council approved the updated priority registration document and no changes were made.

7.0 Fall Service Hours December 19-21

- The Council discussed what offices will remain open during December 19-21, 2011. It was proposed that counseling, financial aid, admissions, and accounting will remain open.
- The Council agreed that only main service offices will be open with minimal staffing. The Vice Presidents will make the determination.

8.0 Student Health Fee Increase (Peter White)

- Peter White addressed the issue of an increase in the student health fees based upon the recent notification from the state. He shared that due to the budget needs of health services, City strongly supports the increase in the health fees for spring 2012.
- Peter also inquired about splitting the revenue from the health fee when students take classes at more than one college.
- Peter also discussed the issue of serving students at other district colleges due to limited hours at City. The Council agreed.
- The Council also discussed the lost revenue for the program due to summer and the agreement to move the cost of the accident insurance to the district's insurance fund.
- The Council agreed to not split the fees. Distribution of fees will be on hold for this year.

9.0 "W" Waiver (David Navarro)

- The Council agreed to further discuss in detail the "W" waiver at the districtwide Counseling Retreat on October 7, 2011.

10.0 Proposed New Academic Standards Policy

- The Council was provided with a summary of the proposed new process. It was reviewed and several business processes were clarified. The proposed draft of the *Student Academic Contract* was approved by the Council.
- The Council was provided with data on the number of students on probation and disqualified.
- The Council agreed that for spring 2012, students will be grandfathered under the old policy. All students will be subject to the new policy for fall 2012.
- Lynn Neault will bring the updated summary back for review at the next meeting.

11.0 Student Task Force – Cynthia Rico Bravo

- Cynthia Rico Bravo provided the Council with an update on her work with the Student Success Task Force.
- The Council discussed some of the recommendations from the matrix of student services, student readiness, performance based, and basic skills.