



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council
June 2, 2011
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

APPROVED

PRESENT:

Randy Barnes	Miramamar College
Cynthia Rico Bravo	Mesa Academic Senate
Stephen Flores	CE Academic Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramamar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College
Peter White	City College

1.0 Approval of Minutes

- May 5, 2011
- Approved

2.0 College Catalog – Student Services Development

- The Council discussed the major changes to the college catalogs this year. Lynn Neault reviewed the process for the benefit of the new Vice Presidents. She explained that there are two groupings of content; 1) college specific and 2) district copy.
- Lynn Neault explained that the sections in the catalog that are district copy should be changed as a group since they pertain to all colleges.
- The Council discussed the proposed changes to the matriculation section. The group agreed that due to timing, only minor changes will be made this year.
- Peter White suggested reviewing the 2012-2013 catalog earlier in the year. He also suggested that the Council revisit “what matriculation is” and how to describe it collectively as a group. The Council agreed.

3.0 Summer 2011 Update

- The Council was provided with a copy of students with past due payments for summer as of May 27, 2011. These students have not been dropped. Classes start June 13, 2011 and the goal is for the students to pay before classes start. Due to the unique situation for summer, it was agreed to wait and not drop them until it gets closer to the start of the summer.
- Student Services will continue to closely monitor.
- The Council was provided with an update on summer enrollment as of June 1, 2011. It was shared that we have 653 students enrolled in summer courses needed for graduation.
- The Council was reminded of the need to make sure the faculty do not accept crashers and to refer them to the Admissions office. The instructors will not have add codes to distribute.

4.0 Process for Clearing Prerequisites from Other Institutions for Work In Progress (Summer 2011)

- The Council recently made a decision to discontinue allowing work in progress at another institution to clear prerequisites, due to the considerable workload that it takes to follow up to confirm that the class has been successfully completed.
- Due to the cancellation of summer, students who must take courses outside the district will be able to register for fall due to a pending prerequisite.
- The Council agreed to make an exception for Fall 2011 only, and allow work in progress to clear prerequisites, pending confirmation. It was recommended to follow the same process as last year.
- The Council further discussed the process for clearing prerequisites with work in progress. The Prerequisite Challenge form will be used in this process. Students must complete the form and submit it to the Admissions Office with documentation of enrollment in the required prerequisite class. The Admissions Office will maintain a list of students who submitted the form for in-progress work at another institution and submit the list to District Student Services, beginning August 3, 2011.
- In the event the prerequisite course in progress at another institution is not on the grid, the form will be sent to Counseling to clear, then returned to Admissions to process.

- District Student Services will continue to closely monitor.

5.0 Early Approval to Repeat a Course for Substandard Work in Progress

- It was proposed to no longer allow students to see a counselor about failing a class and receive permission to repeat the class the next semester, before receiving the substandard grade. The Council agreed on this proposal.

6.0 Freshman Experience Fall 2011 Important Dates

- The Council was provided with a draft copy of the Freshman Experience Fall 2011 Important Dates.
- Fall 2011 classes begin on August 22, 2011. District Student Services is requesting a list of students by June 27, 2011 to change the registration appointments to July 14, 2011. The hold will expire on April 20, 2012.
- Mesa has a special non-credit cohort that are not full-time. District Student Services will monitor them separately.
- David Navarro shared Miramar's Freshman Year Experience program brochure with the Council.

7.0 Draft Process for Academic Disqualification

- A draft copy of the Probation/Disqualification Proposal and Student Contract form was provided to the Council. The new process will be effective with the Fall 2011 grades cycle.
- The Council discussed and reviewed the consequences of being "Academic or Progress Disqualified" and made the following changes:
 - **1st disqualification:** No sit out period. Academic contract required for readmission; counselor to list conditions for the student. Completion of conditions will be the basis for readmission.
 - **2nd disqualification:** Early readmission no longer permitted via petition. Sit out one year. No automatic readmission after one year sit out. Academic contract required for readmission – student must provide written evidence of what has changed since the first sit out and/or contract reward progress/success.

- **3rd disqualification:** Early readmission no longer permitted. Minimum one year sit out, No automatic readmission after sit out. Student must petition for readmission. Hearing process to determine readmission.
- The 2nd disqualification process will have to be revisited at the next meeting. The Council is requesting data on the number of students on 2nd disqualification status after the one year sit out.
- The Council reviewed the draft copy of the Student Academic Contract form and made changes. The Council agreed on finalizing the draft.
- David Navarro inquired about the process for notifying probation students of the new guidelines. This will be discussed at a future meeting.

8.0 Enrollment Management Strategies for Fall 2011 (Revisited)

- The Council was provided with a final copy of the Enrollment Management Strategies 2011-2012 from the Chancellor's Cabinet Update.
- Lynn Neault thanked the group for their work on the recommendations.

9.0 Placement Test Validation Timelines

- The Council was provided with a copy of the Placement Test Validation Timelines as of May 10, 2011.
- Institutional Research and Planning will start validating the placement test for Disproportionate Impact and Consequential Validation for English and math.
- The Council had a parallel discussion on tests for English ESOL & math.

10.0 University Link (Update) – Cynthia Rico Bravo

- Cynthia Rico Bravo shared with the Council that USCD plans to design a one year pipeline program for students who are in transition, originally in the TAG program with 3.0 GPA. The program is called University Transition.
- It is unclear how this is going to impact future admissions since there are capacity issues.

11.0 Student Success Task Force Update (Cynthia Rico Bravo)

- Cynthia Rico Bravo provided the Council with an update on her work with the Student Success Task Force.
- The Council reviewed and discussed the various policy recommendations from the study group. The Task Force has been discussing performance based funding, student services, student readiness and issues on orientation programs.
- Cynthia Rico Bravo requested feedback from the Council on student readiness and performance based funding.