



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**Student Services Council  
June 30, 2011  
9:30 – 11:00 a.m.  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

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

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1.0 Approval of Minutes

- June 2, 2011
- Approved

2.0 Prerequisite Grids (Peter White)

- The Council was provided with background information on two documents used for assessment and prerequisites. The two documents: SDICCCA sequence grid and SDCCD prerequisite grid were distributed and reviewed. Lynn Neault clarified the difference between the purpose of the two grids.
- The purpose of the SDCCD prerequisite grid is to determine the equivalencies from other colleges to clear SDCCD prerequisites. The purpose of the SDICCCA grid is to outline the sequence for the curriculum for math and English courses.
- The SDCCD prerequisite grid should be used at the campuses to determine the equivalencies of prerequisites.

3.0 Districtwide Counseling Standards and Approaches (Peter White)

- Item was removed from the agenda.

4.0 Registration Priority

- The Council was provided with the proposed changes for priority registration. It was previously reviewed and discussed by the Matriculation Deans and Vice Presidents of Student Services. Lynn Neault shared their input with the Council.
- The Council discussed and reviewed the priority groups:
  - 1) EOPS and DSPS students
  - 2) Active Duty Military and Veterans students who meet the eligibility criteria
  - 3) Continuing students
  - 4) New matriculating & Continuing Education students
  - 5) First-time & returning students
  - 6) Concurrently enrolled university students
  - 7) Students with 100+ units (no degree)
  - 8) Students with 2 or more Associate Degrees
  - 9) Students with a Baccalaureate or higher degree
- The Council discussed the Matriculation Deans' recommendation to place the 4 or more certificate/degree holders at the lower priority of registration. The Council agreed.
- The Council agreed to switch the ranking on #6 and #7, above, and move students with 100+ units (no degree) up and lower the concurrently enrolled university students.
- Priority groups #6 through #9 was further discussed and questioned if they will ever move up in the priority list.
- It was proposed to the Council that students in group #9 with an educational plan in a career technical program would move to a higher priority. The Council agreed to move students in group #9 to the bottom of the priority, along with groups #6 through #8. No exceptions will be made.

5.0 All Counselor District In-Service (Cathi Lopez)

- Cathi Lopez proposed a retreat to discuss the new policies and procedures with all counselors including special program counselors, such as EOPS and DSPS. This will be a refresher on prerequisites and basic skills.

- The Council agreed to have the Counselor Retreat on Friday, October 7, 2011, from 8:00 a.m. to 12:00 p.m. Lynn Neault will be responsible for developing an agenda and providing refreshments. David Navarro will be responsible for the venue; he proposed the new facility at Miramar College. The Council will send their input on the agenda to Lynn Neault and provide a headcount to David Navarro by next week. The Council further discussed the invitation list.

#### 6.0 Draft Process for Academic Disqualification (Revisited)

- The Council was provided the data on probation and disqualification, spring 2011 grades.
- The changes to probation /disqualification process, effective fall 2011 grades were discussed. The Council discussed the following consequences of being academic or progress disqualified:
  - **1<sup>st</sup> Disqualification:** Academic contract required for readmission; counselor to list conditions for the student to be readmitted. Completion of conditions will be the basis for readmission.
  - **2<sup>nd</sup> Disqualification:** Early readmission no longer permitted via petition. Sit-out one year (no exceptions). No automatic readmission after one year sit out. Academic contract required. Student could be referred to specific Continuing Education courses as an intermediary option.
  - **3<sup>rd</sup> Disqualification:** Early readmission no longer permitted. Minimum one year sit out. Student must petition for readmission. Hearing process to determine readmission will be scheduled in July for fall readmits and November for spring readmits. There is no appeal process and decision is final.
- An updated draft of the *Student Academic Contract* was provided to the Council. The Council made minor changes to the contract.
- Notices to students were discussed.

#### 7.0 Student Success Task Force Update (Cynthia Rico Bravo) - Revisited

- No discussion

#### 8.0 GE Worksheets

- The Council was provided with copies of proposed changes to the General Education worksheets from City, Mesa and Miramar. The proposed changes are coming from the Articulation officers and the current changes are not supported by City and Miramar counselors. The Council agreed that Student Services input is needed and will be addressed at the next VPIs/VPs joint meeting.

#### 9.0 High School Student Letter

- The Council was provided with a draft of the High School Student letter. This will be going out to every high school student in the database who is concurrently enrolled, along with new applicants who are concurrently high school students. The letter had been requested by the Admission Supervisors and Matriculation Deans. The Council reviewed and agreed to send out the letter.

#### 10.0 AP 3105.2 Service Animals (Deferred)

#### 11.0 "W" Waiver (David Navarro) (Deferred)