



# 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*

**APPROVED**

**Student Services Council  
January 26, 2012  
9:00 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Present:

Cynthia Rico Bravo	Mesa Academic Senate
Gail Conrad	Miramar College (Interim)
Brian Ellison	Continuing Education
Stephen Flores	CE Academic Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Brian Stockert	Mesa College (Interim)
Peter White	City College

---

1.0 Approval of Minutes

- December 8, 2011
- Approved

2.0 Registration Priority Criteria for Fall 2012

- The Council was provided the new priority registration criteria that align with the recommendations of the Student Success Task Force. The changes are planned for fall 2012 registration.
- Lynn Neault shared that in the event of extenuating circumstances; there will be an override in place.
- It was shared that Foster Youth were added to the priority group due to recent changes in state law.
- The Council reviewed the priority registration groupings in detail.

- Peter White inquired if matriculated students have the same priority as before or if the new grouping affected their standing. It was confirmed that they fall under the same order in the new priority registration criteria.
- The Council had much discussion. The Council was advised that a lot of research and discussion has gone into fine-tuning the priority registration criteria.
- The Council agreed to review the new priorities at the Districtwide Counselor Workshop that is scheduled for March 23, 2012. [This date was not confirmed at the meeting. At the February 9<sup>th</sup> SSC meeting the date was confirmed for April 20, 2012].

### 3.0 International Students (Peter White)

- Earlier Admission Application Window
- Mandatory Health Insurance
- Peter White raised the issue of the application deadline for international students. He shared that City would like to move the deadline earlier. In the past, the three colleges have been consistent with the international student deadline.
- The Council had discussion and agreed to the following dates:
  - City: May 1<sup>st</sup> and October 1<sup>st</sup>
  - Mesa: June 1<sup>st</sup> and November 1<sup>st</sup>
  - Miramar: May 1<sup>st</sup> and October 1<sup>st</sup>
- Peter White raised the issue of mandatory health insurance for F-1 students. He shared that in the past there has been discussion that F-1 students should be required to have insurance, yet it is not something the colleges offer. He inquired if mandatory health insurance should be pursued and what would be an acceptable form of insurance from students.
- The Council had much discussion. Lynn Neault suggested requiring a notarized letter (in English) from the student certifying that he/she has secured health insurance coverage, in the United States, for the duration of their studies. The Council agreed.

#### 4.0 Evaluations Business Process Guidelines

- The Council was provided with a copy of the Evaluations Business Process guidelines which detail the procedures at the campus and the district office procedures.
- The Council reviewed the handouts and was very pleased to have a consistent document as a resource guide to be used at the campuses. It was shared that the guidelines will be updated annually or as updates occur.

#### 5.0 Freshman Year Experience

- Lynn Neault shared with the Council that it has been suggested that the Council revisit the Freshman Year Experience program to ensure that the campuses are consistent in their processes.
- The Council had much discussion and agreed that there has been some deviation from the original structure of the program and perhaps it would be a good idea to bring in the campus leads to further discuss the campus process.
- The Vice Presidents agreed to invite their campus leads; Bonnie Peters, Ysenia Gonzales, Helen Elias, Gabriel Adona, Ailene Crakes, and Kirk Webley to the February 9, 2012, Student Services Council meeting.

#### 6.0 Application Deadline for Fall 2012 (Peter White)

- Peter White would like to begin the discussions on having a consistent application deadline for fall 2012. He would like to begin planning and strategizing as he felt the August deadline for fall 2011 worked out well for City. He suggested an earlier deadline of July 1<sup>st</sup>.
- Cathi Lopez shared that the application deadline made a huge difference in the student traffic at City. The staff was organized and prepared for the students and they did not have the three hour wait lines they usually experience the first day of school. She further stated that the students understood and accepted the new process and had a positive reaction.
- Cynthia Rico Bravo stated that Mesa did not have a smooth process since Mesa did not adhere to the fall deadline. She is requesting data from City, i.e., how many students filed after the deadline, how many classes were open after classes started, what type of message was given to the students, how the students responded, etc.

- Miramar also did not adhere to the application deadline and reported that they had a lot of seats open in classes after the August 1<sup>st</sup> deadline.
- The Council had much discussion about the implications of agreeing to a consistent process.
- Lynn Neault voiced that if City is the only campus interested in a deadline then perhaps only City should move forward with a deadline.
- Peter White would like to continue the practice for City. He is recommending a July 1<sup>st</sup> deadline. Cathi Lopez supports a July 1<sup>st</sup> deadline.
- Brian Stockert voiced that if there is agreement on the deadline, he will ensure that Mesa implements the necessary steps and adheres to the deadline.
- Peter White would like to send a consistent message to the high school counselors regarding the deadline.
- After much discussion it was agreed to bring the item back to the next meeting for further discussion and agreement on an application deadline.

#### 7.0 New Repetition Regulation Implementation – Review

- The Council was provided with a handout on the new repetition rules that will be effective with summer 2012 enrollment.
  - Student may earn three symbols in a course (grades and withdrawals), including a substandard repeat.
  - Student may petition to repeat a course for a 4<sup>th</sup> time only if either of the following two conditions has been met:
    - Significant lapse of time as defined in Title 5, §55043.
    - Extenuating circumstances as defined in Title 5, §55045.
- The Council reviewed the changes in detail and had much discussion.
- Lynn Neault provided the Council with a draft of the emails that will be going out to students with multiple repeats for spring 2012. The emails will be sent to:

- Students who have enrolled in a course for the third time and did not have a passing grade the previous semester.
- Students who have completed a class without a passing grade and are currently enrolled for the second time.

Summer 2012 and beyond:

- Students will receive a warning message at the time of registration when they attempt to enroll a third time in a course.

#### 8.0 Catalog Production Timeline Process

- The Council was reminded that the deadline for the catalog production timeline is March 9<sup>th</sup>. There is a district copy and a college copy. Any Districtwide changes are brought forth as recommendations to the Council.

#### 9.0 Counselor Workshop/Retreat/In-Service (Cynthia Rico Bravo)

- Cynthia Rico Bravo inquired if March 2, 2012, was a possible date for the Counselor Workshop Retreat? The Council tentatively agreed to the date; however, it was agreed to report back for confirmation.
- After the meeting, it was noted that the March 2<sup>nd</sup> date presents a conflict; therefore the Council discussed moving it to March 23<sup>rd</sup> as a possible date. [This date was not confirmed. At the February 9<sup>th</sup> SSC meeting the date was confirmed for April 20, 2012].
- The Council agreed to begin developing the agenda at the next Student Services Council meetings. A few of the items for discussion will be:
  - Repetition/Withdrawal
  - Registration Priorities
  - Financial Aid Changes

#### 10.0 2012 Financial Aid Changes (Information Only)

- The Council was provided with a handout of the financial aid changes that will be taking place this year. Some of these changes will be effective with spring grades. Students will also be receiving a letter from the financial aid office notifying them of the changes in financial aid.

#### 11.0 Disqualification Statistics (Information Only)

- Deferred to next meeting.

## 12.0 Summer Proposal 2012

- Lynn Neault shared with the Council that the colleges will not be offering a summer session for 2012, with the following exceptions:
  - Summer Basic Skills classes at SDSU;
  - Pre-season courses for intercollegiate sports teams that are competing in the fall and must practice due to competition (not fitness center);
  - Year-round modularized programs;
  - MCAS classes at Miramar (due to previous commitment) - not state supported;
  - Summer Bridge classes for incoming freshmen;
  - Selected summer in-service classes at Miramar;
  - Special grant-funded classes – not state supported;
  - Continuing Education classes that end on July 2<sup>nd</sup>;
  - Selected spring in-service classes at Miramar that will end July 2<sup>nd</sup>.
- It was further shared that all enrollment will be done by add code on the first day of the class; appointments will not be generated and students will have to have a current application on file.
- Lynn Neault agreed to bring the detailed procedures plan to the next Student Services Council meeting, as well as to the next Admission Supervisors meeting.