



# 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  
August 29, 2013  
9:00 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Julie Barnes	Mesa College
Gail Conrad	Student Services
Ailene Crakes	Mesa Academic Senate
Brian Ellison	Continuing Education
Stephen Flores	Continuing Education Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

**GUESTS:**

Liane DeMeo	Student Services
Helen Elias	City College
Brian Stockert	Continuing Education
Susan Topham	Mesa College

---

1.0 Approval of Minutes

- August 22, 2013
- Approved

2.0 Priority Registration Update

- The Council reviewed the two draft email notices for Group 1b. These are students that have a degree/transferred goal; 60-90 units; no transcripts; no education plan; and not assessed.
- The Council made minor changes to the draft email notices and will be sent out to students by next week.
- The Council also requested a data update on the identified students in this outreach group. Gail Conrad will send the updated data to the Vice Presidents Student Services.
- At a previous meeting, the Council requested for *the Request for Transcript form* be fillable. Gail Conrad reminded the Council that the fillable form is used for the purpose to fill out electronically and to be printed. It was clarified that the form will not be submitted electronically.

- The Council agreed and the process in submitting the *Request for Transcript* at each campus will remain the same.
- The Council was provided with an electronic copy of the form.
- Julie Barnes informed the Council that she will be participating in a conference call with the Matriculation Advisory Committee (MAC) this week to discuss the *MIS Element Alternate Test* and will report back at the next meeting.
- The Deans of Student Development and the Council discussed the updates on Student Success (SB 1456).
- Julie Barnes provided the Council an overview of the twenty-two Student Success recommendations, loss of Board of Governors Fee Wavier (BOGW), priority registration, and new matriculation. There were discussions on implementation, goals, and objectives for 2013-2014.
- The Council also discussed their concerns on class offerings and servicing students. Discussion followed.
- The Council recommended that basic skills transition to Continuing Education will be future discussion for the upcoming joint Vice Presidents of Instruction and Student Services meeting.
- At a previous meeting, David Navarro expressed his concerns about the need to have college catalogs available early to align with fall advising.
- Gail Conrad reported that there is a districtwide College Catalog Committee since 2011, and this will be the forum to discuss the concerns. The College Catalog Committee is also requesting for one student services representative and one evaluator representative. Gail Conrad will provide the committee with the representative names.
- Gail Conrad requested the Council to follow up with their campus representative.
- Ailene Crakes requested a generic education plan code in Integrated Student Information System (ISIS). This would be used when student is transferring to a private college or when their plan is for something other than certificate, degree, or transfer to California State University (CSU) or University of California (UC). It was agreed to wait for the new system or for limited use. This will be further discussed at a future meeting.

### 3.0 2013 Chancellor's Student Success Award

- The Council agreed to nominate City College for the 2013 Chancellor's Student Success Award. Gail Conrad will report the Council's recommendation at the September 4, 2013, District Governance Council meeting.

### 4.0 CalWORKs Work Experience Agreement

- The Vice Presidents of Student Services at each campus were reminded to assign a person from the college to sign off on the CalWORKs Work Experience Agreement. It was agreed that there will be no district representation to sign off on the agreement and it will be handled at the individual campuses.
- Vice President Gerald Ramsey requested that the agreement be reviewed by Human Resources Risk Management office. Gail Conrad will provide risk management's feedback to the Vice Presidents by the end of this week.

### 5.0 High School Outreach with SDUSD Counselors

- The Council discussed their outreach efforts with San Diego Unified School District (SDUSD) counselors. The colleges reported they have their individual annual events and meetings with the SDUSD.
- The Council discussed the possibility of having a districtwide Counselor Conference with SDUSD in the fall or spring. The idea will be discussed at a future joint SDUSD/SDCCD joint partnership meeting.

### 6.0 Counselor Workshop Fall 2013 Planning

- The Council continued their discussion on the upcoming districtwide Counselor Workshop for November 8, 2013.
- It was agreed to have the districtwide Counselor Workshop at Continuing Education North City location, from 8:00 a.m. to noon.
- The Council began to develop a working agenda for the upcoming fall 2013 Counselor Workshop.
- The Council was asked to submit their agenda items by next week.
- A draft of the working agenda will be provided at a future meeting.