



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
December 19, 2013
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
Gail Conrad	Student Services
Ailene Crakes	Mesa Academic Senate
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

GUEST:

Liane DeMeo	Student Services
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- 1.0 Approval of Minutes
 - December 5, 2013
 - Approved

- 2.0 8 Keys to Veterans' Success – Final
 - The Council was provided with the final report on the *8 Keys to Veterans' Success*.
 - It was agreed to update the report every year in September and present it at the Board of Trustees meeting.

- 3.0 Priority Registration Update
 - The Council was provided with a draft email notice to students for services required to maintain their fall 2014 registration priority. The notice will be emailed to students at the beginning of the spring semester.
 - The Council reviewed and made minor edits to the notice.

4.0 SB 1456 Student Success Act

- The Council was provided with a draft of the proposed business process for SB 1456 requirements and MIS data collection. The process is for accepting test scores from other institutions and imaging one and two semester education plans.
- City, Mesa, and Miramar College will consult with their campus on the proposed business practice and will provide feedback at the next meeting.
- At the October 14, 2013, Student Services Council meeting, the Council discussed the need for education plans to be accessible electronically as indicated in the *Student Success Act*. It was proposed that education plans be imaged. It was agreed to discuss this at this meeting.
- It was agreed that document imaging scanners will be purchased by each campus.
- The Vice Presidents will identify the number of scanners needed at their campus and determine the department/offices where the scanners will be located.
- It was agreed that District Student Services will develop an education plan template form that will be imaged. Gail Conrad will provide a sample at the next meeting.
- Ailene Crakes inquired about including mandated matriculation language to the college catalog. It was agreed to further discuss this at a future meeting in February.

5.0 Student Services Policies and Procedures

- The Council was provided with the following draft policy and procedure:
 - BP 3105 - *Academic Accommodations and Disability Discrimination for Students with Disabilities*
 - AP 3105.1 - *Academic Accommodations and Disability Discrimination for Students with Disabilities*

- The policy and procedure were updated to reflect current legal standards. It was agreed to take the draft policy and procedure to Chancellor's Cabinet, District Governance Council (DGC), and Board of Trustees meeting in January.

6.0 Counselor Workshop Update - Deferred

- Process for Priority of Appointments after Transcript Evaluation Barriers
- Student Services and Support Planning Workshop Objectives & Action Items Update

7.0 Associate Degree Completion Issue (Cathi Lopez) - Deferred