



# 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 10, 2013  
9:30 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Ashanti Hands  
Cathi Lopez  
David Navarro  
Lynn Neault  
Cat Prindle  
Gerald Ramsey  
Cynthia Rico  
Denise Whisenhunt

Mesa College (Interim)  
City Academic Senate  
Miramar Academic Senate  
Student Services  
Continuing Education Academic Senate  
Miramar College  
Mesa Academic Senate  
City College (Interim)

**GUEST:**

Beth Kelley

San Diego State University (Intern)

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1.0 Approval of Minutes

- December 13, 2012
- Approved

2.0 Spring 2013 Welcome Letter

- The Council was provided with a draft of the spring 2013 *Welcome Letter* that will be mailed to students on January 27, 2013.
- The Council reviewed and made minor edits to the letter.

3.0 Student Services Policies and Procedures – Revisited

- At a previous meeting the Council was provided with the following draft policies and procedures:
  - BP 3000 – Admission of College Students
  - AP 3000.2 – Student Admission Status
  - AP 3002.1 – Enrollment Priority System

- The Council revisited and reviewed a new draft policy; *BP 3002 Student Enrollment*. The Council provided feedback.
- It was agreed to take the draft policies and procedures to Chancellor's Cabinet and District Governance Council (DGC) in January and to the Board of Trustees meeting in February.

#### 4.0 Prerequisite Challenge (Gerald Ramsey)

- Gerald Ramsey reported that there are challenges with manually enrolling students who are challenging a prerequisite and he is requesting that the process be automated.
- Lynn Neault explained the process for prerequisite overrides, which was designed to allow students to add the class and hold a seat until the final decision on the challenge has been rendered. The manual process balances access to the class with the need to monitor the final outcome.
- The Council suggested waiting for the new administrative system.

#### 5.0 Scheduling and Reporting System (SARS) Support (Denise Whisenhunt)

- Denise Whisenhunt reported that the Scheduling and Reporting System (SARS) support software cost is increasingly mounting. SARS is scheduling software for counselors at the colleges.
- Denise Whisenhunt asked the Council for feedback on reducing the cost of the software. The Council suggested removing features such as texting. Discussion followed.
- Denise Whisenhunt will do further research on the product pricing and report back at a future meeting.

#### 6.0 Defining Education Plan for Enrollment Priorities - State Update (Cynthia Rico)

- The Council continued their discussion on forming the planning group, including timeline and process.
- It was agreed that the group would be comprised of the counseling chairs from each college and Continuing Education, one representative districtwide from EOPS and DSPS and the Matriculation Deans.
- The Council agreed to schedule the first meeting in February.

7.0 Servicing Continuing Education Students on Campus (Facilities) (Gerald Ramsey)

- Gerald Ramsey inquired about other college practices with regards to opening classrooms for Continuing Education classes scheduled on the college campuses when college classes are not in session. Discussion followed.
- It was agreed that it was a facilities issue.

8.0 Spring 2013 Counselor Workshop Planning (Cynthia Rico)

- At the previous meeting, the Council developed a working agenda for the upcoming spring 2013 Counselor Workshop. Agenda items to date:
  - Priority Registration Plan
  - Repetition Regulations Changes
  - Clarification on 3<sup>rd</sup> Disqualification
  - Online Rosters for Spring 2013
  - Associate Degrees for Transfer (SB 1440) Update
  - SB 1456 – Student Success Act of 2012 Planning
    - MT Screen Overview
    - Defining Education Plan for Enrollment Priority Purposes
    - State Update (Cynthia Rico)
      - MIS Reporting and Funding
      - Scorecard
  - International Transcript Processing Changes
  - Tours of Student Services Building