



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
July 18, 2013
9:00 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

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

GUESTS:

Sam Ballard	Institutional Research and Planning
Gail Conrad	Disability Support Programs and Services (DSPS)
Cathy Hasson	Institutional Research and Planning

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- 1.0 Approval of Minutes
 - June 20, 2013
 - Approved

 - 2.0 Programs to Improve Outcomes for Underrepresented Students 2011-2012 (Cathy Hasson/Sam Ballard)
 - Cathy Hasson and Sam Ballard from the Research and Planning office presented the Council with a summary report on *Programs to Improve Outcomes for Underrepresented Students*.
 - Cathy Hasson provided the Council with a brief overview of the learning community program models, learning community programs at San Diego Community College District and their descriptions and annual headcount by ethnicity at each college/Continuing Education.
 - Sam Ballard shared the highlights on retention success and degrees and certificates.

- The Council discussed the findings on enrollment, headcount, persistence, retention, success, degrees and certificates, and transfer. Discussion included the identification of recommendations based upon the data.
- The report will be posted on the Institutional Research and Planning website.

3.0 Commencement 2014 Deadline Dates

- The Council was provided with a draft of the 2014 Commencement deadline dates.
- The Council made minor changes with an updated version posted on the Student Services website.

4.0 Proposed Business Process Change – Foreign Transcript and Military Credit

- The Council was provided with a proposed business process change to foreign transcript and military credit.
- The Council discussed removing foreign transcript credit. It was agreed that the student must complete *Request to Remove Foreign coursework* form and submit to the college Evaluations office, then college Evaluations will forward to district evaluators to be evaluated.
- The Council also discussed the removal of military credit. It was agreed that students who wish to have the units reduced from service schools may file a *Request for Military Credit Adjustment* form and submit it to the college records office. It was also agreed that the records offices will forward to the district prerequisite evaluators who will reduce the units to a maximum of 10, which will include up to two units for health and two units for physical education.
- The Council agreed and approved the business process change. The final business process change and forms will be sent out to the colleges.

5.0 Priority Registration Update

- At a previous meeting, the Student Services Council developed the 2013-2014 Outreach Plan and Calendar.
- The Council was provided with a draft outreach plan and calendar.

- The Council agreed to the following comprehensive plan for student email notices based upon student academic characteristics. The identified student groups are:
 - Group 1a: degree/transferred goal; 60-90 units (with skill levels and no education plan and without skill levels and no education plan); transcripts on file (evaluated and non-evaluated). It was agreed that the notice will be sent out on August 26th.
 - Group 1b: send email notice to students without transcripts, with degree/transferred goal. These students are required to request transcripts and then go to counseling to complete form to request transcript evaluation. It was agreed that the notice will be sent out on September 9th.
 - Group 2: degree/transferred goal; 30-59 units completed, transcripts on file. It was agreed that the notice will be sent out on October 1st.
 - Group 3: 2nd year students; transcripts on file, degree, certificate, transferred goal. It was agreed that the notice will be sent out on October 20th.
- The Council agreed the changes to the outreach plan and calendar will be finalized at the next meeting.
- The Council was also provided with an update on the proposed priority registration criteria for fall 2014.
- The Council reviewed the State Chancellor's Office brochure on priority registration and it was agreed that the brochure did not follow the processes we have developed. An email will be sent to all students to inform students of priority registration changes for fall 2014.

6.0 Fall 2013 Welcome Letter

- The Council will be provided with an electronic copy of the fall 2013 *Welcome Letter*. It will be mailed to students on August 12, 2013.

7.0 Spring 2014 Schedule and Registration Timeline

- The Council reviewed the final spring 2014 registration options. The application deadline is November 6, 2013.

8.0 Fall 2013 Service Hours

- The Council reviewed the fall 2013 student services office hours. It was agreed that the service hours will be finalized at the end of the week and posted on the district student services website.

9.0 Removal of Disruptive Students Faculty Incident

- The Council was provided with the following new forms *Incident Report* and *Faculty Removal of Disruptive Student from Class*. Both forms will replace the current form *Removal of Disruptive Students Faculty Incident* form.
- The forms will be available on Faculty Web Services and in the Dean of Student Affairs office.

10.0 Draft Travel Manual – Final Review

- The Council was provided with a draft of 2013-2014 *Student Travel Guidelines* manual. The deans of Student Affairs have developed a guide for travel involving students.
- The final manual will be sent to Student Affairs deans for distribution.

11.0 New Administrative Systems Input Teams

- The Council was informed that a development of a Request for Proposal (RFP) is in process for a new Administrative System.
- The Council discussed on how to facilitate completion in the four-week timeline, teams from throughout the district will be meeting to complete the 3,000 questions dealing with Student Services and Instructional issues.
- The Council also discussed participants to assist on identifying various groups to support the needs of RFP. A website will be developed to inform the district of progress on selection of new system.

12.0 Proposed Student Services Council Meeting Schedule (September-December)

- Deferred