



# 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**  
**June 13, 2013**  
**8:30 a.m. – 11:30 a.m.**  
**District Office, Room 110**  
**Minutes**

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

**GUESTS:**

Gail Conrad	Disability Support Programs and Services (DSPS)
Helen Elias	City College
Brian Stockert	Continuing Education
Susan Topham	Mesa College

**1.0 Approval of Minutes**

- May 30, 2013
- Approved

**2.0 SB 1456 Planning**

- The Deans of Student Development and the Director of Disability Support Programs and Services (DSPS) were invited to attend the meeting to begin to develop a plan for implementation of the components of the Student Success Act (SB 1456), including review and definition of business processes.
- Lynn Neault provided a summary of the work of the Education Plan subcommittee of the Council.
  - The subcommittee agreed that an abbreviated education plan will be a two semester plan. This would not preclude counselors from preparing a one semester plan, however the standard will be a two semester abbreviated education plan.

SSC Meeting Minutes

Page 2

June 13, 2013

- The subcommittee discussed the business processes for serving students in preparation for registration, serving students who are disqualified, financial aid appeals, prerequisite overrides, and students transitioning from continuing education.
- It was agreed that the colleges should align the processes to the extent possible.
- It was agreed that the main goal for 2013-2014 is to prepare education plans for as many continuing and new students as possible by registration for fall 2014.
- The group discussed the priority registration and Management Information System (MIS) reporting operations issues including defining exempt versus non-exempt students.
- It was agreed that exempt means students are not required to receive matriculation services in order to be eligible for priority registration. It was also agreed that concurrently enrolled high school students would be exempt from matriculation.
- The group was provided with the approved priority registration criteria for fall 2014. It was agreed that exempt students should fall into the following groups.
  - Veterans, Foster Youth, DSPS, and EOPS
  - Non-matriculated: continuing, new, & returning
  - Students with 100+ units
  - Concurrently enrolled at a four-year institution or high school
  - Four or more certificate of achievement, students with two or more associate degrees, students with baccalaureate degrees
  - Students who lost priority due to academic standing.
- The group was provided with the current list of educational goals from the state Management Information System (MIS). It was determined that the following educational goals will be exempt:
  - Advance in current job/career (update job skills)
  - Maintain certificate or license (e.g. Nursing, Real Estate)
  - Educational development (intellectual, cultural)
  - Complete credits for high school diploma or GED
  - Four-year college student taking courses to meet four-year college requirements

SSC Meeting Minutes

Page 3

June 13, 2013

- Discussion ensued regarding the option of utilizing personal growth classes as a means for educational planning. The Council will discuss this idea further at a future meeting.
- The group discussed whether coursework in English and/or math completed at another college would count as initial assessment services for matriculation funding. Considerable discussion followed about the spirit and intent of the funding for services. It was agreed that coursework that resulted in a skill level assessment including coursework completed at another college would not count as a service for matriculation but would count for enrollment priority program.
- The group discussed if any of the assessment or orientation services provided by Disability Support Programs and Services (DSPS) would be considered matriculation services.
- Gail Conrad explained that DSPS students must see a DSPS counselor every semester to update their Student Education Contract (SEC) to receive accommodations and classes. However, beginning in fall 2014, the student must be fully matriculated to receive priority registration.
- After considerable discussion, it was agreed that the Student Education Contract would fit the criteria for an abbreviated education plan (two semesters) for purposes of matriculation.
- The group agreed that the orientation for DSPS would meet the criteria for matriculation, however DSPS assessment services would not.
- The Council clarified that in order to be considered assessed for enrollment priority purposes, students must be assessed in both English/ESOL and math, not just one of the tests. For purposes of matriculation services, any assessment would count as an initial assessment.
- Students who submit SAT, EAP, ACT or other assessment results will be considered to have initial assessment services, as well as meet the criteria for enrollment priority.
- The Council discussed the timing of determining matriculation criteria for registration appointments. The proposed plan is to look at the student's matriculated status in the current term as well as the registration term. For fall registration, the determination will be made based upon spring, summer or fall. The Council agreed to the detailed plan.

SSC Meeting Minutes

Page 4

June 13, 2013

- The Council discussed the technical process for a two semester abbreviated plan and how the Student Education Contract would work.
- The Student Services Council, Deans of Student Development and Director of Disability Support Programs and Services (DSPS) began to develop the 2013-2014 Outreach Plan and Calendar.
- It was agreed to continue the outreach planning at the next week's Student Services Council meeting.