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
October 17, 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
Brian Ellison	Continuing Education
Stephen Flores	Continuing Education Senate
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

GUEST:

Liane DeMeo	Student Services

1.0   Approval of Minutes
- September 26, 2013
- Approved

2.0   Priority Registration Update

- At the previous Student Service Council meeting, the Council reviewed the draft email notices that were sent to Group 2 students (students that have a degree/transfer goal; 30-59 units; no transcripts/transcripts; no education plan; and not assessed/assessed), notifying them of the new priority registration changes that will be in effect beginning fall 2014.

- At today's meeting, the Council reviewed draft email notices that will be sent to Group 3 students (students that have a degree/transfer goal; 24-29 units; no transcripts/transcripts; no education plan; and not assessed).

- The draft email is very clear to students that they must get in to see a counselor in order to receive priority registration for fall 2014.

- The Council was provided with data analysis on Group 3 students. These are students that have a degree/transfer goal; 24-29 units; no transcripts/transcripts; no education plan; and not assessed. The data provided the number of students by college that represents this group. The Council agreed that this grouping is small. The email to this group will be sent out on October 21, 2013.

- The Council was also provided with an update on the proposed registration criteria for fall 2014, reflecting the legislation changes to CalWORKs, EOPS, and DSPS.

- Ailene Crakes inquired on the difference in the registration priority for this group and whether it will affect their registration date. It was clarified that the registration date will remain the same, however the appointment times will differ.

- David Navarro asked for clarification on students in high unit majors and expressed his concern with students who are one class away from graduating. He inquired if they will remain in group 5. It was clarified that their priority will be adjusted on an individual basis and district student services will override their dates. A business process has not been developed for this and it was agreed to discuss at a future meeting in spring 2014.

3.0 Draft Spring 2014 Office Service Hours

- The Council reviewed the spring 2014 student services office hours. It was agreed that the service hours will be finalized at the next meeting and posted on the district student services website.

4.0 Limited Student Support Services & Hours of Operation Draft

- The Council reviewed the student service office hours for the week of December 16-20, 2013. It was agreed that the service hours will be finalized at the next Student Services Council meeting.

5.0 First Year Experience (FYE) Priority for Spring

- Denise Whisenhunt requested clarification on spring priority registration for First Year Experience (FYE) students.

- The Council discussed and agreed that continuing FYE students with 50-69 units will not lose their early registration date. Their registration date will always be the second day of continuing student registration. Spring registration begins on November 18, 2013, for priority groups; November 19, 2013, for continuing students; and November 20, 2013, for FYE students.

- Denise Whisenhunt requested that FYE priority registration information be included in the priority registration poster for the next update.

- David Navarro shared that the timelines/deadlines are provided to the FYE students during their meeting with a counselor.

6.0   Catalog Timeline Review

- Gail Conrad shared that she notified Instructional Services regarding her concerns with the college catalog production deadline. The printed copies of the college catalog will be distributed in July, however Counseling needs them earlier for the Student Success planning in June. She suggested an earlier start date in production.

- Since the catalog is produced in the summer, David Navarro expressed his concern on inputting a catalog date/year when meeting with students. It also impacts the veteran students since a proper education plan cannot be developed.

- Ailene Crakes shared her concerns on how the catalog timeline will impact *SB 1440 - Associate Degree for Transfer (ADTs)*. Discussion followed.

- Gerald Ramsey proposed a two-year college catalog. He expressed his concern on the production of the college catalogs during the summer. Since there is an influx of students during the summer, he feels that this does not reflect accurate information of the goals/information on students' education plans.

- Brian Ellison suggested that the college catalogs be electronic since the college catalog production timeline is based mainly on printing.

- Ailene Crakes shared that the counselors prefer a hard copy of the catalog.

- David Navarro will address the Council's concerns at the upcoming *Catalog Committee* meeting on November 20, 2013, and will report back.

- 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. There will be further discussion at a future meeting.

7.0   Student Success Funding (Gerald Ramsey)

- Gerald Ramsey did not have anything to report at this time.

8.0   Maximum Units Per Semester (Gerald Ramsey)

- Gerald Ramsey inquired about changing the 16 maximum unit load per semester since he routinely approves higher units. It was agreed to reevaluate and discuss this in February 2014.

9.0   National DOE Vet Initiative (Denise Whisenhunt)

- Denise Whisenhunt reported that the National Department of Education Veteran Initiative was signed. It consists of the eight keys to veterans' success:

  o Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.

  o Ensure consistent and sustained support from campus leadership.

  o Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.

  o Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space (even if limited in size).

  o Collaborate with local communities and organizations including government agencies, to align and coordinate various services for veterans.

  o Utilize a uniform set of data tools to collect and track information on veterans including demographics, retention, and degree completion.

  o Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.

- o Develop systems that ensure sustainability of effective practices for veterans.

- Gail Conrad shared that each campus is in the process of identifying how they are supporting the eight keys to veterans' success. Their feedback will be drafted in a report and brought back to Student Services Council.

10.0 Alternative Test Data Follow Up

- At a previous Student Services Council meeting, Gail Conrad shared that the state will allow us to continue using alternate measures as long as they are validated. She shared that she would like to have SAT and ACT validated. She agreed to follow up with Institutional Research and Planning.

- Gail Conrad reported that she is working with Institutional Research and Planning. They will use the SAT group data since there is not enough data in the ACT group and will capture all three semesters.

- The data will be available early spring (end of January/beginning February) and will be provided to the Council.

11.0 Emergency Alert System Follow Up – Continuing Education

- At a previous Student Services Council meeting, the Council was informed that the Emergency Alert System was utilized for Miramar's power outage on September 11, 2013. The Emergency Alert System sent out text messages to 8,000 students. The Council inquired if Continuing Education students taking classes at Miramar College were included in the Emergency Alert System.

- Gail Conrad reported that Continuing Education students were notified. In addition, we will continue to evaluate on how to notify Continuing Education employees working on college campuses.

12.0 Counselor Workshop Fall 2013 Planning
- November 8, 2013

- The Council discussed the draft agenda for the districtwide Counselor Workshop that will be held on November 8th and will be finalized at the next meeting.