



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
August 28, 2014
9:30 – 11:00 a.m.
District Office, Room 110
Minutes**

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

1.0 Approval of Minutes

- June 12, 2014
- Approved

2.0 Student Success Planning

- Denise Whisenhunt requested that we continue the comprehensive plan for the student outreach email reminder notices based upon various student academic characteristics. At the July 18, 2013, Student Services Council Meeting, the Council identified student groups as follows:
 - 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).
 - 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.
 - Group 2: Degree/transferred goal; 30-59 units completed, transcripts on file.
 - Group 3: Second year students; transcripts on file, degree, certificate, transferred goal.

- The Council reviewed last year's outreach email notices. Discussion followed.
- It was agreed to have a communication plan for this year.
- The Council was provided with data on student success tracking for fall 2014. The data included fall 2014 counts of first-time students that are fully matriculated and not matriculated. Discussion followed.
- District Student Services will routinely monitor the fully matriculated and not matriculated students on a monthly basis and will provide an update to the Council.
- It was clarified that a "first-time" student is one that never attended a college. It was also clarified that fully matriculated students are oriented, assessed (with skill levels) and have an education plan on file. Not matriculated students are missing one or more of the following: orientation, assessment (skill levels), and education plan.
- The Council requested data showing the specific services that the non-matriculated students are missing. It was also agreed that future emails will refer the student to the counseling office and/or special program counseling office (i.e. EOPS, DSPS, TRIO, etc.).
- The Council discussed the extenuating circumstances options on the *Enrollment Priority Appeal* form: academic standing, over 100 units, disability and other. It was agreed to ensure that the limited purpose of the form is clear and to have a discussion with the counselors at the fall 2014 workshop.
- The Council was provided with data on students with multiple certificates. It was agreed that the impact of students is small.
- Ailene Crakes reported that the counselors have concerns about the abbreviated education plan and if the plan requires a counselor's signature.
- The Council agreed that no signature is needed on the plan, however it should have the counselor's name printed on the plan.
- A concern was raised about the comprehensive education plan definition in the class schedule as it states that it is a two-year plan. It was agreed to revise the definition in the class schedule.

3.0 ERP Implementation Update

- The Council was provided with an update on the ERP implementation. The process will begin next week. It will involve the core teams over the next three months. The process will begin in September, consisting of eight hours a week. Core training will begin in October for 32 hours a week.
- The Council discussed staffing issues. Non-Academic, Non Classified Employees (NANCE) have been hired and will report to the campuses on September 2, 2014.

4.0 Saturday Hours

- The Council discussed hours of availability on Saturday before opening day for spring 2015, including extended hours during the week before classes begin and the first week of classes.
- The Council agreed that the Vice Presidents will consult with their Presidents and confirm at the next meeting.

5.0 Step Forward Information Materials Campaign

- The Council was provided with the *Step Forward* information materials campaign from the State Chancellor's office. Discussion followed.
- It was agreed that the materials will not be distributed at the campuses since there is no college identity on the documents.

6.0 Accuplacer Prep Classes at Continuing Education (Brian Ellison)

- Brian Ellison provided an update on Accuplacer Prep classes at Continuing Education.
- Brian has been in planning discussions with City and Miramar Colleges. Mesa College indicated that they are also interested. Brian will follow-up.

7.0 SSC Meeting Schedule (September- December)

- The Council approved the Student Services Council meeting schedule for fall 2014 as follows:
 - September 4th
 - September 18th
 - October 2nd
 - October 16th
 - October 30th
 - November 6th
 - November 13th
 - December 4th
 - December 18th

8.0 Other

- The Council agreed on a tentative date for the fall 2014 Counselor Workshop. It was proposed that it will be held on October 24, 2014, at City College's Corporate Education Center.
- The Counselor Workshop planning details and agenda will be discussed at the next meeting.