



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
February 20, 2014
9:00 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 Academic Senate
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

GUEST:

Liane DeMeo Student Services

- 1.0 Approval of Minutes
 - February 13, 2014
 - Approved

- 2.0 Summer 2014 Hours
 - The Council was reminded to submit their summer 2014 office hours to District Student Services by Thursday, February 27th. It will be posted on the Student Services website.

- 3.0 Registration Options – Revisit
 - The Council reviewed the new proposed options for spring 2015 and summer 2015 registration timeline and discussion followed.

- The Council agreed to the following spring 2015 registration timeline:
 - Applications Available July 7
 - Priority Deadline November 6
 - Generate Appointments November 6
 - Email Appointments November 7
 - Mail Appointments November 10
 - Class Schedule on Web November (TBD)

 - Priority Registration: Special Populations November 17
 - Registration by Appointment November 18-December 12
 - First Year Experience Registration November 19
 - Open Registration December 15-January 22
 - Opening Day Processing (Thursday) January 22
- The summer 2015 registration timeline will be discussed at a future meeting.

4.0 SB 1456

- At the February 13, 2014, Student Services Council meeting, the Council agreed that each campus will submit their education plan templates to District Student Services by mid-March. The template education plan will be imaged and set up for software programming.
- The Council was reminded to submit their education plan template by March 7, 2014.
- The Council was provided with a draft of *Assessment Tests from Other Institutions* form for their review and feedback. Minor changes were made. The revised form will be brought back at the next meeting.
- Gail Conrad requested staff (approximately two representatives) from each campus to test the new Student Success and Support Planning (SSSP) screen on ISIS.
- The testing will begin in March and end in May. The tentative schedule is as follows: Tuesdays and Thursdays, 1:00 to 6:00 p.m., and Fridays, 8:30 a.m. to noon.
- At the February 13, 2014, Student Services Council meeting, the Council discussed MIS data collection for an abbreviated and comprehensive education plan. There were concerns on data collection for both education plans. It was agreed that Gail Conrad will follow-up and provide clarification at this meeting.

- Gail Conrad provided the Council with an update and is still working on the data. The data will be ready by next week's meeting.

5.0 Maximum Allowable Units – Revisit

- At the February 13, 2014, Student Services Council meeting, the Council had concerns about changing the maximum unit load per semester and it was agreed to have a decision at this meeting.
- The Council continued discussion on the 16 maximum unit load for fall semester. There were still concerns about changing the maximum unit load.
- The Council requested data on retention and persistence for students taking over 18 units. Gail Conrad will follow-up and determine if data is available.
- It was agreed to have a decision on the fall maximum unit load at a future meeting.
- At the February 13, 2014, Student Services Council meeting, the Council agreed to have a decision on the summer 2014 maximum unit load at this meeting.
- The Council agreed to the 12 maximum unit load for summer 2014.

6.0 Spring Counselor Workshop

- The Council agreed that the spring 2014 Counselor Workshop will be held on April 11, 2014.
- The Council discussed possible locations to have the Counselor Workshop such as Continuing Education North City or Miramar College LLRC. Brian Ellison and David Navarro will follow-up at the next meeting.
- It was agreed to finalize the details such as date, time, and location at next week's meeting.