



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
January 16, 2014
9:00 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes
Gail Conrad
Ailene Crakes
Stephen Flores
Cathi Lopez
David Navarro
Gerald Ramsey
Denise Whisenhunt

Mesa College
Student Services
Mesa Academic Senate
Continuing Education Academic Senate
City Academic Senate
Miramar Academic Senate
Miramar College
City College

1.0 Approval of Minutes

- December 19, 2013
- Approved

2.0 SB 1456

- At the December 19, 2013, Student Services Council meeting, the Council was provided with a draft of the proposed business process for SB 1456 requirements and MIS data collection. The process is for accepting test scores from other institutions and imaging one and two semester education plans. It was agreed that City, Mesa, and Miramar College would consult with their campus on the proposed business practice and provide feedback at today's meeting.
- The Council had concerns on who would be granted access for accepting test scores from other institutions. Discussion followed.
- The Council agreed to continue discussions at their campus and provide the names of who will be accepting test scores to District Student Services.
- At the December 19, 2013, Student Services Council meeting, the Council agreed that District Student Services will develop a draft education plan for imaging.

- The Council was provided with the draft of an education plan template for their review and feedback.
- It was shared that each campus has already established their own education plan template and would like to use their own.
- After much discussion, it was agreed that each campus can use their established education plan template as long as the College Student Identification (CSID) is consistent at the top left-hand side of the form.
- The Council discussed degree audit. It was clarified that comprehensive education plans are recorded by the degree audit and there is no need to scan since it will be automatic. If not in degree audit, then it will need to be manually marked (on the future SQSS screen).
- It was agreed to revisit the definition of comprehensive education plan at a future meeting.
- The Council discussed drafting a welcome letter for the student success welcome packet.
- City College shared a draft sample letter used at their campus.
- The Council discussed the following components that can be included in the letter: scaling up First Year Experience (FYE) or first year services to students, combining English and personal growth classes for first year students, mandatory three (orientation, assessment, and education plans), and providing program options.
- It was agreed that District Student Services will bring a draft letter to a future meeting.
- The Council requested to revisit the matriculation exemption list at a future meeting.

3.0 Counselor Workshop Update

- At the October 31, 2013, Student Services Council meeting, the Council discussed the process and barriers for priority of appointments after transcript evaluation. A discussion continued concerning the difficulty in prioritizing and meeting the demands with limited resources. The Council suggested changing the language in the email to students that had their transcripts evaluated therefore it may alleviate the demands and meet the flexibility at each campus.
- At this meeting, the Council was provided with the draft email notice that goes out to students after their transcripts has been evaluated. It refers the student to meet with a college counselor to discuss their educational plans. The notice includes each college contact information.
- The Council agreed and approved the email notice that will be sent out to students after their transcript is evaluated.
- The Council was provided with a final copy of the *Student Services and Support Planning Workshop Cabinet Objectives & Action Items*.
- It was discussed that each campus had developed their own plan that is parallel to the *Student Services and Support Planning Workshop Cabinet Objectives & Action Items* document.

4.0 Summer Schedule Advertisement

- The Council was provided with a previous summer schedule advertisement. It was agreed to provide feedback on the summer 2014 schedule advertisement at the next meeting.

5.0 Influenza Prevention Email (Julie Barnes)

- Julie Barnes inquired about sending an influenza prevention email notice to students districtwide. Gail Conrad will follow up on the request.

6.0 Associate Degree Completion Issue (Cathi Lopez)

- Cathi Lopez expressed her concerns that students are not able to finish their associate degree due to classes being closed by the time they register. Specifically, classes such as Child Development.
- The Council recommended referring the issue to the Vice President of Instructional Services.

7.0 Priority Registration Update

- There were no updates at this time.
- Julie Barnes would like to revisit the priority registration regulations for spring 2014 for a preliminary education plan (credit for the fall 2014) at a next meeting.

8.0 Other

- Gail Conrad reminded the Council to have *Rock the Vote* link on their college website.