



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

APPROVED

**Student Services Council
June 12, 2014
9:30 – 11:00 a.m.
District Office, Room 110
Minutes**

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

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

GUEST:

Helen Elias City College
Catrina Hixon Student Services

1.0 Approval of Minutes
• May 8, 2014

2.0 San Diego Unified School District

- The Council was provided with the San Diego Community College District (SDCCD) and San Diego Unified School District (SDUSD) Collaborative Programs and Activities final draft. This was approved at the May 6, 2014, SDCCD/SDUSD Joint Partnership meeting.
- The Council made a minor change to the final draft. Gail Conrad will provide a final update to the SDCCD/SDUSD Joint Partnership committee and Chancellor's Cabinet.
- At the May 8, 2014, Student Services Council meeting, Gail Conrad reported that SDCCD and SDUSD were finalizing the high school concurrent application and important facts on concurrent and partnership enrollment. It was agreed to share the final draft at this meeting.

- The Council had concerns on the academic standing rules on the high school concurrent application. It was agreed that if special part-time students whose grade point average falls below 2.0, or who do not complete 60% of all units attempted will not be permitted to re-enroll.
- The Council also suggested revisiting the language on the high school application to allow the student to take two courses instead of one. It will be revisited at a future meeting.
- The Council reviewed and approved the final draft of the important facts on concurrent and partnership enrollment.
- At the May 8, 2014, Student Services Council meeting, it was agreed that a draft letter to high school principals will be provided at this meeting. The Council was provided with a draft letter to high school principals for fall 2014. It was agreed to finalize the letter and it will be sent on June 17, 2014.

3.0 SSSP Update

- Catrina Hixon reported that the testing process of the new Student Success and Support Program (SS) screen is completed and can be accessed on June 23, 2014. District Student Services will send out a memo to notify the campuses of the turnover.
- It was agreed to contact District Student Services for SS screen training at the campus.
- The Council was provided with a draft enrollment priority appeal process form and business process. Discussion followed.
- The Council made changes to the form and agreed to finalize the form. The form will be sent to campuses.
- The Council was provided with an update on the education plan scanners. The scanners at City, Mesa, and Miramar colleges will be installed on the following dates:
 - City College – June 17, 2014
 - Mesa College – TBD (Mesa will work with their Information Technology (IT) department to coordinate the installation of scanners)
 - Miramar College – June 19, 2014
- District Student Services will follow up with IT on programming and installation of the scanners.

- It was agreed that the education plan scanners training will begin at the end of July. The campuses will provide the names of participants to District Student Services.
- The Council was provided with the academic standing statistics for 2013-2014, on probation and disqualified students. Discussion followed.
- Gerald Ramsey requested to revisit the disqualification policy at a future meeting in the fall.

4.0 Office Services Hours 2014

- The Council was provided with the final fall 2014 office hours. The grids will be posted on the District Student Services website.

5.0 Accuplacer Prep Classes at Continuing Education (Brian Ellison)

- At the May 8, 2014, Student Services Council meeting, Brian Ellison requested to keep *Accuplacer Prep Classes at Continuing Education* as a standing agenda item.
- There are no updates at this meeting.

6.0 Cancel July 10th meeting

- The Council agreed to cancel next Student Services Council meeting, July 10, 2014, due to conflicts in scheduling.

7.0 Other

- The Council was provided with an update on Saturday work day before opening day. It was agreed at Chancellor's Cabinet that the campuses are to be opened on Saturday, August 16, 2014.
- The Vice Presidents of Student Services agreed the core departments (i.e. Admissions, Financial Aid, Accounting, and Counseling) will remain open from 8:00 a.m. to 12:00 p.m.
- The Council was provided with the *Programs to Improve Outcomes for Underrepresented Students* report. This is provided to the Council every year. It was agreed to consult with their Campus Based Researcher (CBR) or District Institutional Research and Planning office if they have questions and/or concerns.