



# 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 2, 2014  
9:00 – 11:00 a.m.  
District Office, Room 110  
Minutes**

Julie Barnes  
Ailene Crakes  
Stephen Flores  
Cathi Lopez  
Lynn Neault  
Gerald Ramsey  
Denise Whisenhunt

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

**GUESTS:**

Helen Elias  
Howard Irvin  
Star Rivera-Lacey  
Mark Manasse  
Susan Topham

City College  
Miramar College  
Continuing Education  
Miramar College (Doctoral Intern)  
Mesa College

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- 1.0 Approval of Minutes
- September 4, 2014
  - Approved

2.0 Student Success Planning

- The Deans of Student Development were invited to attend the meeting to begin discussion on *Student Success and Support Program* plan for the upcoming year.
- The Council was provided with a draft comprehensive plan for student outreach reminder notices based upon various student academic characteristics.

- It was agreed to send an email notice in October to the following groups:
  - Students who are concurrently enrolled in another institution advising to change their admission status.
  - Continuing students without an education plan and who do not have their transcripts on file from another institution.
  - Continuing students that are missing an education plan or orientation or assessment/skill levels.
  - Students approaching 100 units to advise of loss of registration priority once they reach 100 units.
- The Council discussed the email notice to students with 75-99 units. It was agreed to send this email notice in January 2015.
- There were concerns about email notice to students who are approaching 100 units and in danger of losing their appointment priority. The Council agreed to revisit the language on the notification at a future meeting. Howard Irvin stated that he had some language from his prior institution that he would provide to Lynn Neault.
- The cycle of spring email notices will begin in February and March.
- The Council was provided with layouts for monthly reports. District Student Services will routinely monitor services. It was discussed that the following reports will be provided:
  - Monthly report of all SSSP services provided during that term.
  - End-of-term report of all SSSP services provided for that term.
  - Report of counts of current non-matriculated students missing one or more key services.
  - August 2015: Comparison report of SSSP services provided in the current term compared to the previous term.
- The Council was provided with a draft planning agenda for *Student Success and Equity: Improving Student Outcomes 2014-2015*. The collective planning agenda was developed through feedback from Student Services Council and the Vice Presidents of Student Services and Instruction.
- The Council discussed the overarching goals, the data, and action plan for 2014-2015, and minor changes were made.
- The Council agreed to continue their planning discussion at a future meeting.

### 3.0 Revised Priority Enrollment Appeal Form – Revisited

- The Council reviewed and discussed the revised *Priority Enrollment Appeal* form.
- There were concerns regarding the extenuating circumstances option on the form. Discussion followed.
- It was agreed to work through the form at the Counselor Workshop to ensure the limited purposes of the form is clear.

### 4.0 Fall 2015 Application Deadline – July 1, 2015 (Agreed)

- The Council was provided with a draft of the impact of moving fall registration from mid-July to June 1<sup>st</sup>. The Council discussed the business process impact and the following issues: prerequisites, application deadline/student success services, pending legislative change to nonresident tuition for Veterans, textbook information, graduation processing, international student processing, financial aid processing and Veterans processing.
- The Vice Presidents agreed to discuss the impact with their Presidents prior to the next Chancellor's Cabinet meeting where it will be discussed
- The Council also agreed that the fall 2015 application deadline. The deadline is July 1, 2015.

### 5.0 ACA 2014 Open Enrollment

- Lynn Neault shared a summary report from a webinar she participated in on the Affordable Care Act.
- It was shared with the Council that the Affordable Care Act next enrollment period is November 15, 2014 – February 15, 2015, for coverage starting in 2015.
- The Council discussed that the District has implemented all the recommended priorities from the webinar.
- It was agreed to share this information with the campus and develop a plan to reach out to uninsured students during the upcoming open enrollment period.

6.0 8 Keys to Veterans' Success

- At the September 4, 2014, Student Services Council meeting, the Council agreed to provide their feedback electronically and finalize *8 Keys to Veterans' Success* report for 2014-2015, as part of our commitment.
- The final report will be included in the next draft of the Veterans Handbook.

7.0 Spring 2015 Office Hours (Final)

- The Council was provided with the final spring and spring break 2015 office hours and they will be posted on the Student Services website.

8.0 Violence Against Women Act (VAWA) Action Plan for Students

- Deferred

9.0 Attendance Accounting Relative to Veterans (Gerald Ramsey)

- Deferred

10.0 I-20s Processed at Multiple Campuses (Gerald Ramsey)

- Deferred

11.0 Late Adds (Julie Barnes)

- Deferred

12.0 Fall Counselor Workshop Cancellation

- Deferred