



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
September 4, 2014
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
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
Lynn Neault	Student Services
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

1.0 Approval of Minutes

- August 28, 2014
- Approved

2.0 Student Success Planning

- At the August 28, 2014, Student Services Council meeting, the Council reviewed last year's outreach email notices to students who had not been assessed, oriented, or had an education plan on file. The Council continued their discussion on developing a comprehensive plan for student outreach reminder notices based upon various student academic characteristics.
- The Council was provided with fall 2014 registration appointment counts which categorize the groups of students who are fully matriculated, exempt, non-matriculated.
- It was agreed to send an email notice to non-matriculated students that are missing one or more of the following services: orientation, assessment testing (skill levels), and a student education plan. It was also agreed to send an email notice to students who do not have their transcripts on file. The email notices will be sent out next week.

- The Council agreed to discuss and determine the comprehensive outreach plan at the next meeting.
- The Council also discussed student success and degree completion barriers. The Council agreed to focus on the following issues on degree completion: test preparation, math retake, movement through basic skills (pre-enrollment), and curriculum pedagogy (high failure, dropout rates, etc.).
- The Council suggested focusing on first-time students and making sure that they enroll in basic skill classes.

3.0 Disqualification Data

- The Council was provided with academic standing data for 2011-2014, which included students on probation, first disqualification, second disqualification, and third or more disqualification. Discussion followed.
- The data show substantial decline in the number of students who are on probation or disqualification from past years. There were no notable differences among the colleges, even though the intervention strategies vary.

4.0 ERP Implementation Update

- The Council was provided with an update on the ERP implementation. The core teams are meeting ten hours per week and system training will begin in October with 32 hours per week.
- The Council discussed the fact that there will be a need to change business practices as the project progresses and the Council will play a key role.

5.0 Spring 2015 Service Hours

- The Council was provided with a draft of the spring and spring break 2015 office hours.
- It was agreed to finalize the office hours at the next meeting.

6.0 8 Keys to Veterans' Success

- At the December 19, 2013, Student Services Council meeting, the Council agreed to update the *8 Keys to Veterans' Success* report every September. The Council was provided with last year's *8 Keys to Veterans' Success* report at this meeting.
- The Council reviewed and agreed to provide their feedback electronically.

- The Council also agreed to finalize the report at the October 2nd, Student Services Council meeting.

7.0 AA-T/AS-T Degree Verification Dates

- The Council discussed the AA-T/AS-T degree verification dates for the upcoming winter/spring 2015 and fall 2015 admission cycles notification from the State Chancellor's office.
- It was agreed that if the counselors and/or transfer center received this notification to forward the list to District Student Services. District Student Services will complete the verification on behalf of the colleges.

8.0 Fall Counselor Workshop

- The Council agreed that the fall 2014 Counselor Workshop will be held on October 24, 2014.
- The Council continued their discussion on the planning details and agenda.
- It was agreed to send suggested agenda items to District Student Services and to finalize a location at the next meeting.

9.0 Other

- Gerald Ramsey proposed Saturday student education planning sessions at Miramar. He requested feedback from the Council. There was discussion on promoting the Saturday session, appointments, staffing, and counseling.
- The Council agreed to discuss a plan for Saturday hours with their Presidents.