



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
April 9, 2015
9:30– 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
Ailene Crakes	Mesa Academic Senate
Helen Elias	City College (for Denise Whisenhunt)
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Miramar College
Kirk Webley	Miramar Academic Senate (for Rick Cassar)

- 1.0 Approval of Minutes
 - March 19, 2015
- 2.0 Extended Fall Services Hours Update
 - Lynn Neault reported that the extended fall service hours for core services (Admissions/Records, Accounting, Counseling, Financial Aid, and DSPS) were approved at Chancellor's Cabinet meeting on March 24, 2015 as follows:
 - Monday – Thursday, 8:00 a.m. – 7:00 p.m.
 - Friday, 8:00 a.m. – 3:00 p.m.
 - Extended Friday Hours
 - 8:00 a.m. – 5:00 p.m.
 - August 21st (Friday before classes begins)
 - September 4th (Last day to add/drop/pay)
 - Saturday Service Hours
 - Saturday, August 22nd (Saturday before classes begin)
 - 8:00 a.m. – 1:00 p.m.
 - Online Registration System Hours
 - Monday – Friday, 7:00 a.m. – 12 midnight
 - Saturdays, 8:00 a.m. – 1:30 p.m.

- The Council agreed that the extended fall service hours will be posted on Student Web Services by May 1, 2015.
- Julie Barnes noted that Mesa College is revisiting hours for DSPS.

3.0 Board of Trustees Policy and Administrative Procedure Review Process

- At the March 19, 2015, Student Services Council meeting, the Council discussed the recommended board of trustees policy and administrative procedure review process and consultation. The following was recommended:

1) Draft Policy and Procedure Reviewed by Respective Council



2) Chancellor's Cabinet for Review



3) Colleges/Continuing Education Governance Councils



4) District Governance Council



5) Board of Trustees' Approval (Policies Only)

- It was reported that the recommendation was approved at Chancellor's Cabinet meeting on March 24, 2015.

4.0 Draft Policies and Procedures

- At the March 19, 2015, Student Services Council meeting, the Council made recommended changes to draft of a new Board Policy 3050 *Student Success and Support Program; and Student Equity* and Administrative Procedure 3050.1 *Student Success and Support Program; and Student Equity*. It was agreed to review the changes at this meeting.
- The Council agreed to the draft language and that the draft policy and procedure would go forward to the next Chancellor's Cabinet meeting.
- The Council was provided with draft board policies BP 3015 *Residence Determination*, BP 3301 *Nonresident Tuition*, and administrative procedures AP 3000.4 *International Students*, AP 3015.1 *Residence Determination*, and AP 3301.1 *Nonresident Tuition*. Lynn Neault noted that the drafts had been reviewed by the Admissions and Records Subcommittee of the Council.
- The Council was asked to review the drafts with their constituents and bring back feedback to a future meeting.

5.0 SAT Pilot Analysis

- The Council was provided an analysis of the pilot use of standardized tests to clear the prerequisite for transfer level English & Math classes from Fall 2012 to Fall 2014.
- The Council agreed that the success rates are significantly higher for students who placed into transfer courses using the SAT/ACT/ELM/EPT our current assessment process.
- The Council agreed to continue with the pilot.
- There was a discussion on acceptance of unofficial assessment scores to receive clearance. The Council agreed that students can print unofficial standardized test results for a course and the counselor can send to district records office for clearance.

6.0 High School Counselor Newsletter

- The Council was provided with the new high school counselor spring newsletter *Pathways: Navigating the Community College Process*. The spring newsletter includes information on transfer to a CSU or UC, Student Success and Support Programs (SSSP), upcoming events at colleges, registration/application process, information on financial aid, and resources.

- The newsletter will be sent out every spring and fall to K-12 guidance counselors.
- The Council requested the website link to the newsletter.
- The Council suggested using SSSP funds for printing the newsletter for distribution.

7.0 University Transfer Brochure

- The Council was provided with a copy of the new *University Transfer* brochure. The brochures were sent to each campus outreach office.

8.0 Student Success Scorecards

- The Council was provided with the Student Success Scorecards summary for 2014/2015. The summary includes data on 2008/2009 cohort of students which is tracked for six years. The metrics are completion rate, completion on 30 units rate, persistence rate, remedial rate, career technical education rate, and career development and college preparation rate (noncredit). It was noted that the colleges/campuses are above the state average for a number of the metrics.

9.0 Online Complaint Process

- The Council was provided an update on the online complaint process. It is currently being programmed by Information Technology and will be live on August 1, 2015.

10.0 Fall Counselor Workshop Agenda Planning

- At the March 19, 2015, Student Services Council meeting, it was agreed that the next Counselor workshop would be scheduled in early Fall 2015.
- The Council continued planning the agenda for the workshop. The working agenda is as follows:
 - Title IX/Campus SaVE Act
 - Student Success and Support Program Initiative Update
 - Baccalaureate Degree Pilot Update
 - Math Retest Policy
 - Pending Business Process Changes with New ERP System
 - ERP Implementation Update
 - Q&A

Standing Items:

11.0 ERP Update (Standing Item)

- Deferred

12.0 Accreditation (Standing Item)

- Deferred

13.0 SSSP Planning (Standing Item)

- Deferred

14.0 Other

- At the March 19, 2015, Student Services Council meeting, the Council was provided with a copy of the assessment test retake policy language that is currently in the college catalog and student web services. It was agreed to provide assessment test retake logistics at this meeting.
- The Council was provided with a draft Math Retake Pilot which includes an overview of the terms and process.
- It was agreed that the Vice Presidents will discuss the pilot with their assessment department and provide feedback at a future meeting.