



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
January 8, 2015
9:30 – 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
Rick Cassar	Miramar Academic Senate
Ailene Crakes	Mesa Academic Senate
Brian Ellison	Continuing Education
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

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

2.0 Proactive Degrees - Revised Letter

- At the December 4, 2014, Student Services Council meeting, it was agreed to revisit the proactive degrees revised letter at this meeting.
- The Council reviewed and approved the revised proactive degree letter.
- Lynn Neault reminded the Council that it was agreed to develop a fact sheet on proactive degrees and it is currently a work-in-progress.
- At the December 4, 2014, Student Services Council meeting, it was agreed that students who earn a degree in a discipline that also has an Associate Degree for Transfer (ADT) degree would be sent a separate letter advising of the ADT option. The Council reviewed and approved the ADT letter at this meeting.

3.0 Student Success Planning

- At the December 4, 2014, Student Services Council meeting, the Council was advised of Title 5 language requiring follow up action on students with abbreviated education plans for more than three semesters. Beginning this semester, students who have had an abbreviated education plan for more than three semesters will lose their registration priority for the subsequent registration. It was also agreed to revisit putting a registration hold for this group in the future. The Council agreed to not place a registration hold for this group fall 2015.
- The Council reviewed the 2014-2015 Student Success Follow-Up Timeline. The Council requested an electronic copy of the timeline.
- The Council reviewed an email notice for students who completed three or more semesters and only have a CSUGE/IGETC education plan. The purpose of the email is to notify students to get a comprehensive education plan. It was clarified that this group will not lose their priority.
- The Council agreed to send the email notice.
- The Council reviewed the monthly report on Student Success and Support Program (SSSP) services. Discussion followed.

4.0 Draft Revised Student Services Policies and Procedures

- The Council was provided draft revisions to Board Policy 3105 and the following procedures: AP 3105.1 and AP 3105.2.
- Lynn Neault explained the origins of the required changes are recommendations from the Office of Civil Rights (OCR).
- The draft policy will be presented for first reading to the Board of Trustees at the January 29, 2015, meeting.

5.0 Campus Solutions Implementation Update

- The Council was provided with an update on the Campus Solutions Implementation. The implementation group will be reviewing the gaps in January. They will also provide an analysis and recommended options. It was also clarified that the implementation teams will resume meeting in February.

6.0 CSU ADT Verification Deadlines and Processing

- The Council was provided with the California State University Associate Degree for Transfer (ADT) verification deadline dates.

7.0 Delineation of Complaint Processes – Status

- The Council discussed the delineation of complaint processes. It was agreed to develop a webpage and process.
- The prototype will be presented at the next meeting.

8.0 Other

- The Council discussed service hours of availability on Saturday before opening day for spring 2015. It was agreed that it would not be cost-effective to have Saturday hours for spring.
- The Council agreed to revisit extending service hours for fall 2015, at a future meeting.