



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

**APPROVED**

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

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

**GUEST:**

Cathy Hasson                      Institutional Research and Planning

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- 1.0 Approval of Minutes
  - May 7, 2015
- 2.0 Multiple Measures Assessment Project (MMAP) Update (Cathy Hasson)
  - At the February 5, 2015, Student Services Council meeting, the Council was provided with a draft of the *Common Assessment Initiative: Multiple Measures Assessment Project*. The pilot project was approved at the January 20<sup>th</sup>, Chancellor’s Cabinet meeting. The analysis of the pilot data will be conducted by the district office of Institutional Research office in collaboration with the College-Based Researchers. The multiple measure design is being modeled after the *Long Beach Promise* that received accolades a couple years ago. In addition, the project is part of the statewide Common Assessment project. It was agreed that Lynn Neault will keep the Council informed at a future meeting.
  - Cathy Hasson provided an overview of the *Common Assessment Initiative (CAI)*. She reported that a statewide group was formed in 2014 and as well as CAI workgroups in English, Math and ESL begin working on the competency maps that have been sent to English and math faculty at the colleges. She encouraged the colleges to provide feedback.

- Cathy reported that pilot will run through fall 2015. In addition, by spring 2016, the state will request that all colleges participate in field testing the new statewide assessment test instruments. The Council had concerns about participating at this time since this is during the implementation of the new ERP system.
- The Council requested that Cathy Hasson draft an assessment plan and it will be presented at the Student Services Council meeting in August.

### 3.0 Readmission Timeline for Disqualified Students 2016-2017

- The Council was provided with a draft of the Academic Standards policy and readmission timeline for fall 2016 and spring 2017 for students who have been disqualified. The Council approved the readmission timeline dates.

### 4.0 Loss of BOGW Eligibility and Enrollment Priority

- At the May 7, 2015, Student Services Council meeting, the Council discussed the need for consistency in the review and approval process for appeals of loss of priority enrollment.
- The Council was provided with an analysis of the criteria for appealing loss of BOGW eligibility and enrollment priority. The Council discussed the Title 5 definition of extenuating circumstances and interpretation of extenuating circumstances.
- After careful review, the Council decided that appeals for restoration of enrollment priority and loss of BOGW would be considered together rather than separate appeals to ensure that students that are approved, would not be disadvantaged in anyway. The colleges will form a small review committee to include a financial aid specialist and dean. The Council agreed to revisit the process and appeal committee at the next meeting.
- The Council agreed to discuss this recommendation with their campus and provide feedback at the next meeting.
- The Council also agreed to develop a process and form for loss of enrollment priority.

#### 5.0 Proposed Financial Aid Standards of Academic Progress Update

- At the May 7, 2015, Student Services Council meeting, the Council was provided with the proposed revised standards of academic progress for financial aid students. It was agreed that financial aid would provide a business process plan for appeals at this meeting.
- The Council reviewed a draft business process plan and timeline of appeals which is now aligned across all colleges.

#### 6.0 Communication Plan for Change in UCSD Transfer Preparation Requirement Fall 2017

- At the May 7, 2015, Student Services Council meeting, the Council was provided with a draft communication plan for change in University of California, San Diego (UCSD) transfer preparation requirements for fall 2017.
  - Beginning with the fall 2017 admission cycle (applications due November 2016), UCSD will require transfer students to complete all preparation for the major to transfer.
  - Students currently attending City, Mesa and Miramar who are planning to transfer to UCSD may be unable to enroll in all of the additional required classes by UCSD application deadline due to high demand.
- It was agreed that the Vice Presidents would consult with their campus transfer directors and provide feedback.
- The Council recommended sending the notice mid-fall 2015(around September).
- The Council agreed to consult further with their transfer center directors and provide feedback at the next meeting.

#### 7.0 Draft Policies and Procedures

- At the May 7, 2015, Student Services Meeting, the Council agreed to discuss the following draft policies and procedures with the academic senates: AP 3000.4 *International Students*, BP 3301 *Nonresident Tuition*, AP 3301.1 *Nonresident Tuition*, BP 3015 *Residence Determination*, and AP 3015.1 *Residence Determination* and provide feedback at this meeting.
- The Council agreed that the draft policies and procedures would go forward to the next Chancellor's Cabinet meeting.

- The Council was also provided with draft board policies BP 2015 *Student Membership(s)* and BP 3200 *Student Government and Organizations*, and administrative procedure AP 3200.1 *Student Representation on the Board of Trustees*. Lynn Neault noted that the drafts had been reviewed and approved at Chancellor's Cabinet on June 9, 2015. The changes were due to an Education Code change.
- The Council agreed that the draft policies and procedures would go forward to the next United Student Council meeting and District Governance Council meeting.

#### 8.0 Counselor Workshop Agenda Planning – Revisited

- The Council continued planning the agenda for the workshop. The workshop agenda is as follows:
  - Title IX/Campus SaVE Act
  - Student Success and Support Program Initiative Update and Student Equity
  - Baccalaureate Degree Pilot Update
  - Assessment/Placement Update
  - Campus Solutions Update
  - Transfer Update
  - Legislative Update
  - Q&A
- It was agreed to have the fall counselor workshop on Friday, September 25<sup>th</sup>, 8:00 a.m. – noon and it will be held at Continuing Education, North City campus.

#### *Standing Items:*

#### 9.0 ERP Update

- Lynn Neault reported that the implementation is gearing up in July and additional staff will be needed, the first need is to add two more evaluators to the project for a total of eight district staff full-time on the project. The extent of other staff needs will be forthcoming. Lynn is waiting for the analysis of the project plan.

#### 10.0 Accreditation Deferred

#### 11.0 SSSP Planning

- The Council was provided with an updated 2015-2016 Student Success and Support Program (SSSP) Follow-Up Timeline. The Council reviewed and requested an electronic copy.