



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
March 19, 2015
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

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

- 1.0 Approval of Minutes
 - March 5, 2015
 - Approved
- 2.0 Finalized Summer 2015 Service Hours
 - The Council was provided with the final summer 2014 office hours which will be posted on the Student Services website.
- 3.0 Extended Fall Services Hours
 - At the March 5, 2015, Student Services Council meeting, the Council agreed to extended service hours for core services. The core services are admission/records, accounting, counseling, financial aid and DSPS. It was agreed at this meeting that following hours of operation will begin August 10th:
 - Monday-Thursday, 8:00 a.m. – 7:00 p.m.
 - Friday, 8:00 a.m. – 3:00 p.m.
 - Julie Barnes noted that Mesa College is revisiting hours for DSPS.
 - It was also agreed that the proposal would go forward to the next Chancellor's Cabinet meeting and that the Vice Presidents would brief their Presidents.

- Lynn Neault reported that the extended fall service hours will be brought back to Chancellor's Cabinet next week since not all of the Presidents were aware of the proposed change.
- The Council discussed the benefit for Saturday hours, the Saturday before classes begin.
- Miramar reported that there was traffic however did not assist the student targeted group of students.
- Mesa reported that having Saturday hours benefited their students.
- City reported that there was traffic at their campus however they were not ready to fully serve the students.
- It was agreed that the Vice Presidents would have a follow up conversation with their Presidents before next week's Chancellor Cabinet meeting.

4.0 Student Sexual Assault Online Training Demo Feedback

- At the March 5, 2015, Student Services Council meeting, it was agreed that Council members would provide additional feedback at this meeting on the student sexual assault online training demo.
- The Council had concerns if the training is compatible on a smart phone or electronic tablet. It was discussed that it is not compatible with other electronic devices beside a computer/CPU. The Council requested to inquire with the vendor if in the future will any other electronic device will be compatible to access online training. Note: It has since been confirmed that the new release of the software will be compatible.
- The Council agreed to proceed with the implementation of the online training and begin planning.

5.0 Value of Associate Degree Campaign Update

- At the March 5, 2015, Student Services Council meeting, Lynn Neault reported that the Associate Degree Outreach campaign has been actively launched. An update on the campaign was provided at this meeting.
- It was reported that the campaign materials include posters, banners, tent cards, and flyers were sent to each Vice President's office.

- Lynn Neault also shared that the number of students petitioning for degrees has increased and tentatively 909 Associate Degree for Transfer (ADT) degrees will be awarded.

6.0 Draft Policy and Procedure: Student Success and Equity Update

- At the March 5, 2015, Student Services Council meeting, the Council agreed to provide feedback on the 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* at this meeting.
- The Council made recommended changes to the draft policy and procedure. It was agreed to send the revised policy and procedure electronically.
- It was also agreed to review the changes at the next meeting.
- The Council also discussed the recommended board of trustees policy and administrative procedure review process and consultation. The following was recommended:
 - Draft policy and procedure reviewed by respective Council
 - Chancellor's Cabinet for review
 - Colleges/Continuing Education Governance Councils
 - District Governance Council
 - Board of Trustees' Approval (Policies only)
- It was agreed that the recommendation would go forward to the next Chancellor's Cabinet meeting.

7.0 Spring Counselor Workshop

- The Council discussed the possibility of a spring 2015 Counselor Workshop.
- It was agreed that the next Counselor workshop would be scheduled in early Fall 2015.
- It was also agreed to determine date for the fall counselor workshop in May.
- The Council also discussed future agenda items for the counselor workshop including updates on ERP Implementation, Title IX, Higher Education Act, Student Success and Support Program, and Noncredit.

8.0 Assessment Test Retake Policy

- At the March 5, 2015, Student Services Council meeting, Lynn Neault reported that the math retake policy guidelines will be provided at this 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. Discussion followed.
- It was agreed to provide assessment test retake logistics at a future meeting.

9.0 Financial Standards of Academic Progress Revisited

- At the March 5, 2015, Student Services Council meeting, the Council agreed to the following proposed revisions to Satisfactory Academic Progress (SAP) calculation and appeal process.
 - To remove the attainment of an Associate's Degree as a disqualifying factor.
 - To require students who have completed under 24 units to maintain a 2.0 GPA; the current requirement is 1.75 GPA.
- Lynn Neault provided an update at this meeting and reported that the Financial Aid Officers will work on aligning the appeal deadline dates at each campus.

10.0 Concurrent and Dual Enrollment, Advanced College Placement (ACP), Middle and Early College Definition (Gerald Ramsey)

- At the February 19, 2015, Student Services Council meeting, Gerald Ramsey requested that the Council have a future discussion to develop districtwide definition for concurrent enrollment, dual enrollment, the Advanced College Placement (ACP), middle college and early college. He indicated that there is currently not a common understanding or use of these terms. Discussion followed at this meeting.
- Gerald Ramsey provided background on his request. He stated a standard definition for concurrent enrollment, dual enrollment, the Advanced College Placement (ACP), middle college and early college is unreasonable since it differs all around the nation.
- The Council discussed that concurrent and dual enrollment are used interchangeably within the district. It was agreed to use concurrent districtwide.

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- It was also agreed to develop a list of programs and definitions at a future meeting.

11.0 ERP Update (Standing Item)

- Deferred

12.0 Accreditation (Standing Item)

- Deferred

13.0 SSSP Planning (Standing Item)

- Deferred

14.0 Other (Standing Item)

- The Council was reminded that next week's meeting has been cancelled. The next meeting will be held on April 9, 2015.