



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

APPROVED

**Student Services Council
May 7, 2015
9:00– 11:00 a.m.
District Office, Room 110
Minutes**

Julie Barnes	Mesa College
Rick Cassar	Miramamar College
Brian Ellison	Continuing Education
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Gerald Ramsey	Miramamar College

GUEST:

Victor DeVore	Student Services
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- 1.0 Approval of Minutes
 - April 9, 2015
- 2.0 Veterans Mobile Application Demo – Victor DeVore
 - The Council reviewed a new mobile application for veteran students.
 - The mobile application will guide veterans on using their GI Bill at each campus and Continuing Education including the following: registration tips; GI Bill 411; SDCCD Vets; veterans resources; and contact information. The mobile application is updated in real time and will be live beginning Fall 2015.
 - The Council commended Victor DeVore for his work on the mobile application.
 - It was agreed that the veterans mobile application would go forward to the next Chancellor's Cabinet meeting.

3.0 Standardized Test Pilot for Transfer Level Courses

- At the April 9, 2015, Student Services Council meeting, the Council was provided an analysis of the pilot use of standardized tests to clear the prerequisite for transfer level English and Math classes from Fall 2012 to Fall 2014. At this meeting, the Council agreed to continue with the pilot and that students can print unofficial standardized test results for a course and the counselor can send to district records office for clearance.
- The Council discussed last year’s previous action to limit the pilot to only the SAT exam.
- It was agreed to resume the original plan as follows:

Test Number	Test	Minimum Required Score	Reading	Writing	Math
07*	SAT – Engl	500	R 50	W50	
07*	SAT – Math	560			M50
06*	ACT – Engl	22	R50	W50	
06*	ACT - Math	23			M50
63	EAP	“Ready for CSU College-Level English/Math Course”	R50	W50	M50
64	EPT	151	R50	W50	
65	ELM	50			M50

*The score for English will be entered in score 1 and Math in score 2 on SQAB.

- The Council also agreed to send a memo to the campuses for clarification.

4.0 Appeals for Priority Enrollment

- The Council reviewed and discussed the *Priority Enrollment Appeal* form.
- The Council discussed the need for consistency in the review and approval process.
- It was also agreed to conduct a case study review of all approved appeals at the next meeting.

5.0 Proposed Revised Financial Aid Standards of Academic Progress

- The Council was provided with the proposed revised standards of academic progress for financial aid students.
- The Council reviewed the following changes to the proposed financial aid standards of academic progress:
 - 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.
- It was agreed that financial aid would provide a business process plan for appeals.

6.0 Fall 2015 Office Service Hours (Final)

- The Council reviewed the final fall 2015 office service hours which has been posted on Student Web Services.

7.0 Draft Policies and Procedures

- At the April 9, 2015, Student Services Council meeting, the Council was asked to review the following draft policies and procedures: 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 it was also agreed to provide feedback at this meeting. The revisions have been reviewed by the subject matter experts districtwide.
- It was agreed to send the draft policies and procedures to the academic senates and provide feedback at the next meeting.

8.0 Follow up Edition – High School Newsletter

- At the April 9, 2015, Student Services Council meeting, 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.
- At today's meeting, the Council was provided with a follow-up edition which includes DSPS information.

- The Council was reminded that the newsletter will be sent out every spring and fall to K-12 guidance counselors.
- It was agreed to review the fall newsletter at the September Student Services Council meeting.

9.0 Communication Plan for Change in UCSD Transfer Requirement Fall 2017

- The Council was provided with a draft communication plan for change in University of California, San Diego (UCSD) transfer requirement for fall 2017.
- The Council reviewed the following issues:
 - 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.
- The Council also reviewed the outreach plan which includes the following: send an email notice to all students enrolled fall 2015 with a transfer goal who completed 24 units (or in progress), and education plan on file. Transfer centers will be asked to collect contact information and planned major for all students who contact them and follow up will be conducted to track progress of students' preparation.
- It was agreed to consult with their campus transfer directors and provide feedback at a future meeting.

10.0 Math Retake Pilot Campus Feedback

- At the April 9, 2015, Student Services Council meeting, the Council agreed that the Vice Presidents will discuss the Math Retake Pilot with their assessment department and provide feedback at this meeting.

11.0 Preliminary 2014-2015 Degree & Certification Awards

- The Council was provided with preliminary 2014-2015 graduation statistics. There is a significant increase in awarding associate degrees (37%) and certificates remain flat. Final data will not be available until September.

- It was shared that the next phase of the associate degree initiative is to analyze degree patterns and determine what the barriers in obtaining an associate degree are. The results will be available this summer.

12.0 Student Services Council Meeting Schedule Draft (June-September)

- The Council approved the Student Services Council meeting schedule for the summer 2015 as follows:
 - June 11th
 - July 16th
 - July 30th
 - August 6th
 - September 3rd

13.0 Fall 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
 - Baccalaureate Degree Pilot Update
 - Assessment/Placement Update
 - Campus Solutions Update
 - Transfer Update
 - Legislative Update
 - Q&A
- It was agreed to tentatively have the fall counselor workshop on Friday, September 25th, 8:00 a.m. – noon.

Standing Items:

14.0 ERP Update

- Lynn Neault reported that the Campus Solutions team is diligently working on the implementation. They are currently waiting on a project plan to guide the remainder of the implementation.

15.0 Accreditation

- It was shared that the District Integrated Planning and Model was approved at District Governance Council on May 6, 2015.

16.0 SSSP Planning

- Deferred