



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

APPROVED

**Student Services Council
November 12, 2015
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

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

GUEST:

Victor DeVore	Student Services
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- 1.0 Approval of Minutes
 - October 8, 2015
 - Approved

- 2.0 Title IX Training for Staff and Faculty Demo (Victor DeVore)
 - The Council reviewed a demonstration of the new online sexual assault training for staff and faculty.
 - The purpose and focus of the training module is to educate all staff and faculty on the issues associated with sexual assault, relationship violence, and being a responsible bystander, which is required under the Violence Against Women Act (VAWA) and Title IX.
 - The online training provides key definitions, statistics, and resources. It also allows customization for campus-specific policies, procedures, and resources.
 - It was agreed that the Title IX team would review the module to determine if it aligned with the district processes and procedures specific to Title IX matters.

3.0 Title IX Student Training Flyer

- The Council reviewed a new flyer promoting training for students.
- It was agreed to provide feedback at the next meeting.

4.0 Student Services Council Annual Assessment Review and Discussion

- The Council reviewed and discussed the results of the Student Services Council annual self-assessment, as part of the *Districtwide Participatory Governance Survey 2014/2015*.
- Considerable discussion followed.
- One feedback on the survey insufficient time allotted to provide feedback from the campus prior to the Council making a decision. The Council recommended that we add deadline dates to the Student Services Council meeting agenda to assist with the time frame and to be conscious of the need to allow adequate time for input.
- The Council discussed ways to improve effectiveness. It was suggested to invite the Deans of Student Development to Student Services Council meeting every other month to discuss the Student Success and Support Program and Student Equity mandates.
- The Council also reviewed its efforts with discussed the effective communication through the semesterly districtwide counselor workshop where new business processes, practices and regulatory changes are discussed, as well as the Student Services newsletter published monthly.
- Overall, the Council agreed that it serves an important role in districtwide governance and that its actions contribute to the mission and strategic priorities of the district.

5.0 AP 3910.8 Math Substitution for Students with Disabilities as an Academic Accommodation

- The Council reviewed a draft administrative procedure AP 3910.8 *Math Substitution for Students with Disabilities as an Academic Accommodation* and petition form.

- The new draft procedure and petition form has been derived in consultation with the math chairs and DSPS and instructional leadership to respond to requests for an accommodation to substitute another course for the math graduation requirement.
- The Council agreed to discuss the draft administrative procedure and petition form with the academic senates and provide feedback at the next meeting.

6.0 Spring 2016 Service Hours

- The Council was provided with a draft of the spring and spring break 2016 office service hours schedule.
- The Council agreed to provide their final office service hours at the next meeting.

7.0 Board of Governors Fee Waiver (BOGW) Eligibility

- The Council discussed an advisory from the state Chancellor's Office.
- It was clarified that only those students participating in the BA program are required to complete a FAFSA or Dream Act application in lieu of a BOGW waiver. However, the upper degree courses are not eligible for BOG.
- The financial aid officers plan to continue with requiring a FAFSA since they believed the outcome of the new policy was positive. However, they are working on a hybrid approach to accommodate students close to the start of the semester. The plan will be brought back to Student Services Council.

8.0 Counselor Business Process Committee Update

- The Council was provided with an update on the recommendations from the committee convened to pursue input on changes to business processes with the new system, (Campus Solutions). The committee discussed catalog year, transcript evaluation, graduation GPA, transfer work for priority registration.
- The recommendations of the committee are under discussion at the counseling departments and formal recommendations will come forward to the Council.

9.0 Proposed Student Services Council Meeting Schedule

- The Council reviewed the proposed meeting schedule for January-May 2016.

- It was agreed to finalize the meeting schedule at the next meeting.

Standing Items:

10.0 ERP Update

- The Council was provided an update on the Campus Solutions implementation. The implementation date for Campus Solutions module has been moved to summer 2017 to ensure adequate time for testing and training of all users, and to go live on a smaller student population. There will be no change in the team meeting schedules since there is a considerable amount of work remaining to configure the system.

11.0 Accreditation

- Deferred

12.0 Other

- The Council discussed General Education (GE) patterns for four-year and two-year degrees as a recommendation by the state. It was agreed to bring this item at the next joint VPI/VPSS meeting.
- Ailene Crakes inquired about a request from one of the counselors to award a student a second degree (ADT) based upon only three additional units, instead of the 18 required by district policy. Lynn Neault reported that she is researching state practices and will be consulting with instructional leadership.