Summary

PRESENT:  Alisia Acevedo, Dotti Cordell, Leslie Easton, Denise Hollis, Cathi Lopez, Kathy McGinnis, Bonnie Peters, Bill Ponder, DeeDee Porter, Greg Sanchez, Megan Soto, Tandy Ward, Denise Whisenhunt, Peter White, Debra Wright-Howard

STAFF:  Desiree van Saanen

A.  STATE BUDGET AND DISTRICT-COLLEGE IMPLICATIONS

Legislators are still negotiating on ways to reach an agreement by July 1. It was noted that legislators may start forfeiting salary if the deadline is missed. There is still much uncertainty and the threat of an “all –cuts” budget on the horizon.

B.  STAFF AND FACULTY TRAINING - AGENDA

The first Student Services Faculty and Staff training this summer is confirmed for Thursday, June 9, 3:00-6:00 p.m. in the Staff/Faculty Lounge. Council discussed primary topics and the structure of the event. In part, the agenda will include enrollment management changes and Freshman Year services. While handouts will be distributed, it was recommended that the structure include break-out sessions and report outs. It was further suggested that participants be seated in mixed groups so that each table has representatives from different areas, which will enhance the learning experience. Peter will send out an agenda on Monday. The training is mandatory and, therefore, departments will be closed during the three-hour period. Departments should post office closure signs by Tuesday, June 7.

One or two additional training sessions will likely be planned for the summer. One of the sessions will be an overview of the services offered in the Student Services community.

C.  SUMMER COURSES – REGISTRATION AND OTHER ISSUES

Summer Courses - Students registered in summer courses that begin next week (Monday, June 6) will be dropped this weekend if they have not paid fees by the end of today (Thursday, June 2). Peter reported that there are numerous students who are currently in this position; however, they been notified multiple times by phone and e-mail that they must pay their fees prior to the start of classes.

Students who are dropped due to non-payment will not appear on the course rosters and instructors will not have add codes. Student showing up to class who are not on the roster, whether they were dropped for non-payment or not, should be referred to the Records Office. payment. These students will be given an opportunity to manually enroll in their course(s) but must pay their respective fees THE SAME DAY. Students who claim they were never informed
C. SUMMER COURSES – REGISTRATION AND OTHER ISSUES (continued)

of the new process/deadlines will be referred to Peter, who will contact Catrina Hixon at the District, who is keeping a detailed log of the students who were contacted, when they were contacted and how they were contacted. * (See Update on page 4).

Enrollment Management Strategies starting Fall 2011 – Chancellor’s Cabinet approved several enrollment management strategies to address student demand and access:

- Fall 2011 application deadline of August 1, 2011 to be established. Students who apply after that date will not receive a registration appointment and will be advised to seek services for Spring 2012.

- Suspension of concurrently enrolled high school students (with the exception of some MOU programs as determined by the President).

- Reduction of course repetition allowance from four attempts to three for non-repeatable courses effective Spring 2012.

- Adjustments to lower enrollment priority status:
  - Students with BA or higher degrees
  - Students with two or more associate degrees
  - Concurrently enrolled university students
  - Students who have completed 100 or more units. (Students with 72-99 units will also be moved to a lower priority).

- Adjustment to higher enrollment priority status - Continuing Education students transitioning to the credit program will be considered “continuing” students, thereby raising their enrollment priority.

Prerequisite Clearance for Work In-Progress at Other Institutions – District Student Services Council agreed to allow summer work in progress from other districts to clear prerequisites for the fall 2011 semester only. Although the practice has been discontinued, an exception was made due to the hardship caused by the cancellation of SDCCD summer courses. Students will be required to complete a Prerequisite Challenge form and bring it to the Records Office for prerequisite validation. Students who do not provide confirmation of prerequisite grade by will be dropped from requisite course(s).

Council members discussed discrepancies between the regional prerequisite grid and the district’s prerequisite grid. Peter will discuss the matter with district SSC to ensure the lists we use are consistent and correct.

Placement Test Validation – A grid of Placement Test Validation Timelines was distributed. It was noted that District Institutional Research office will look at MDTP (math assessment) and Companion/Accuplacer (English reading and writing) test results this summer to determine whether there exists a “disproportionate impact” on special student populations. Further research to determine “consequential validation” will be evaluated in spring 2012. The research is necessary to determine the validity of the testing instruments in use.
D. GRADUATION DEBRIEF

Denise Whisenhunt reported that many key players met Friday to discuss what strategies worked and what did not work. Next year, graduation will held on May 18 and will begin at 5 p.m., one hour earlier, in order to keep daylight throughout the program. One of the most popular recommendations was to shorten the program by reducing the number of speakers and allowable speaking time. Council members congratulated Denise and the entire Student Affairs crew and volunteers for a job well done.

E. PROGRAMS AND SERVICES UPDATES

**Student Affairs** – Tandy reported that Grad Fest Week was a success. However, he recommended that it could be improved somewhat if it were pared down to fewer days. He is currently training the incoming AS officers. Bill reported he is beginning to see a few complaints now that grades have been posted.

**Financial Aid** – Greg indicated that the FAO is currently working through the process to eliminate duplicate IDs. Also, an email blast was sent to students urging them to visit the FAFSA link and to complete their admissions applications. It is hoped students will not wait until the last minute to complete their applications.

**Bookstore** – DeeDee reported that the Bookstore gave away $53,000 in “buy-back” this year, approximately $10,000 less than last year. The decrease may be due in part to the on-line rental option now available to students. The rental option is now available in-house. Council briefly discussed the pros and cons of ordering through City versus ordering through major book vendors such as Amazon. While other vendors may be cheaper, they can take up to one month to fill orders. City’s fill time is only a few days.

**Student Health Services** – Dotti announced that, due to the cancellation of most summer courses, Student Health Services has reduced its hours to eight hours weekly, 9:00 a.m. to 1:00 p.m., Tuesdays/Thursdays.

**DSPS** – Debra recently attended a regional workshop on new ADA regulations. She noted that the new “service animal” policy restricts service animals to trained dogs that have been registered by the department and/or have a county medallion. “Comfort animals” will not be allowed to attend classes and/or events. Council members discussed situations where unregistered animals have caused disruption or have created an unhealthy or unsafe environment for others.

**Student Development/Counseling** – Megan and Cathi are working together to develop a “cheat sheet” for students and staff that outlines the steps new students should take upon applying to the college. Rather than sending students to see a counselor first, Denise emphasized that a new process/culture will direct students first to an orientation. During the orientation, students will meet with a counselor.

**First-Year Services** – Bonnie is currently hiring peer mentors and noted that the program has attracted many great candidates.

F. RUMOR CONTROL – No Update
G. FALL SSC MEETINGS

September 8
October 13
November 10
December 8

Note: All meetings will be held 1-2:30 p.m. in room D-102.

*UPDATE (correspondence from VP White to managers/deans on 6/8/11).

There are more than a few such students, all of whom have been notified multiple times by phone and e-mail that they must pay their fees prior to the start of classes.

As a result of being dropped, the students will not appear on the course rosters that the instructors will have on the first day of instruction next week. Unlike our labor-intensive “drill” of the past two weeks, students who are dropped from these courses for failure to pay the respective fees on time will not be accommodated. They will not be manually registered on Monday or any day thereafter, nor are any add codes available for these courses. The student who is dropped for failure to pay the registration and Health fees by June 9 will simply have to wait until the Fall semester to take the course.

If the student shows up to class wanting to register in it despite not being on the roster, the instructor may send the student to the respective instructional dean for a full explanation of why it is important to register and pay fees on time, why it is important to look at the e-mails sent by the District in regard to such deadlines, and a reminder that registration for Fall classes will begin in mid-July.

Instructors should not send the student to the Records office either on campus or at the district. There is nothing that Records staff can do for these students.