SAN DIEGO CITY COLLEGE  
STUDENT SERVICES COUNCIL  

March 26, 2009  
1:00 p.m. to 2:30 p.m.  
Conference Room D-121a  

Summary

PRESENT: Rafael Alvarez, Julie Barnes, Heidi Bunkowske, Dotti Cordell, Leslie Easton, Denise Hollis, Lou Humphries, Mary Jane Kruse, Bernice Lorenzo, Larry Maxey, Kathy McGinnis, Bonnie Peters, Alyson Ponomarenko, Gerald Ramsey, Megan Soto, Peter White, Denise Whisenhunt,

STAFF: Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS: None

A. UPDATE FROM DISTRICT SSC

Compressed Hours of Operation – Modified schedules for support services district-wide for spring break 2009, summer 2009, fall 2009, and Thanksgiving week were distributed for Council’s review. Peter reported that the Accounting Offices may be open during three Fridays during summer (May 29, June 12, and June 19) as they are special transaction dates. However, District SSC will make a recommendation to Administrative VPs to close Accounting Offices on Friday altogether since no other student services department will be open to students.

UPDATE from District Student Services Council (meeting 3/27/09): District received authorization from Administrative VPs to close Accounting Offices on all Fridays through summer. Lynn Neault will adjust the Friday deadlines to Thursdays to accommodate Friday closures.

SDSU Transfer Agreement – SDCCD and SDSU are working to seek expedient resolution with regard to hundreds of TAG agreements that were not honored for Fall 09. Peter reported that numerous students expecting to transfer to SDSU received rejection notices due to “glitches” in the web-based supplemental application process. Consequently, each student’s application and transcripts will need to be re-reviewed on a case-by-case basis to ensure the proper transfer requisites are in order. Peter asked Council members to be patient as Lynn works with SDSU representatives to address this problem.

Subpoena of Student Health Records – The SDCCD District and colleges are working to develop a protocol for the handling of subpoenas for student medical records (health and mental health). Peter will meet with Dotti Cordell and Leslie Easton to provide an update.

B. COMPRESSED SERVICE HOURS

Peter solicited feedback from Council members regarding compressed hours and a 7:30am – 6pm M-R workweek. Concern was expressed that students may need services more in the evening than at 7:30 a.m. It was suggested that changing office hours to 8am-6:30pm would better serve students needs. Council also discussed how to handle the week of July 4, since the date falls on a
B. COMPRESSED SERVICE HOURS (continued)

Saturday and is observed on a Friday. During this week, employees will work 32 hours total; however, the manager will need to work with employee schedules to ensure office service hours remain the same.

C. BUDGET UPDATE

This month, the Board is slated will approve a $1 student health services fee increase effective fall 2010. The increase will generate an additional estimated $22,000 for City’s Health Services expenses.

Council discussed strategies for covering the cost of interpreters in non-classroom situations. DSPS currently funds only classroom interpreters, while interpreters needed for counseling and special services must be funded through the general fund or other sources.

Peter announced he will meet with each dean and program manager to discuss strategies for dealing with the 10-percent 2009-2010 budget cut on top of the 2008-09 cuts. Julie Barnes noted that departments that rely on soft monies from BSI, FYE and Title V may be hurt two fold by having several sources of funding reduced.

D. SLO’S REPORT (Kathy McGinnis, Athletics)

Kathy McGinnis distributed copies of a matrix identifying the SLOs for Athletics as follows:

1) Create an educational plan with the Athletic counselor;
2) Develop a greater skills level in their sport;
3) Develop a player profile to be used as a recruiting tool for four year institutions;
4) Increase levels of physical fitness; and
5) Exhibit the qualities of teamwork as student relates to their sport.

She will work to develop the assessment tools during Fall 2009.

Next month, Greg Sanchez will present the SLOs for Financial Aid. Margie Aguayo and Christina Monaco will present the SLOs for Evaluations.

The database software, TaskStream, is currently being formatted to receive SLO information. Once the bones of the database are complete, instructional SLO information will be input, followed by student services, then administrative services. Although its primary purpose is to assist in the accreditation process in the collection of SLOs, the program will be a valuable tool for program review, master planning, and building reports. Dotti Cordell volunteered to provide a brief presentation during next month’s SSC meeting demonstrating how the software works and its potential benefits to the college.

E. ACADEMIC SUCCESS CENTER

Council briefly discussed the “L” building move and the secondary effects produced by vacated offices/departments. Several departments (World Cultures, Administrative Services, Outreach) have already submitting requests for additional space.
F. ACADEMIC SUCCESS CENTER (continued)

Rafael will survey “L” Building occupants to learn what challenges they face going into the new building and what resources will be needed. He is also working closely with the June Cressy and the Classified Senate to integrate the StrengthsQuest model into training and professional development sessions. StrengthsQuest is a personal/professional assessment and community-building tool that helps teams focus on and promote individual strengths.

G. GRADUATION UPDATE

Denise Whisenhunt announced we still need four readers (two faculty, two classified) for graduation. Berta Harris and June Cressy are following through to identify readers. Faculty speaker selection is currently underway. Elections will occur April 14 – 16. We should know who the Faculty Speaker will be by April 17. The Student Speaker is Chancellor’s Scholarship Recipient, Liya Vanyan. There is still a need for volunteers, especially ushers. Please contact Gail Rodriguez or Neary Sim if you would like to help.

Kathy assured Council that the Harry West Gym has been reserved for Graduation Day, just in case the weather changes.

H. PROGRAM REPORTS / SHARING

*President’s Council* agreed to implement a no-smoking pilot this summer that will limit smoking to specific areas on campus. Smoking areas will include the grassy area adjacent to the B-building (west Gorton Quad area), grassy area between the C and S buildings, and grassy area located at the front of the LRC (southwest corner). Parking lots will also be open to smokers. To assist in the notification of students, smoking locations will be in the printed schedule and signs will be posted. Associated Students has agreed to help with signage. Council discussed some problems that may arise in the future, such as dealing with the mess in smoking locations and enforcement issues.

The *Master Planning and Resource Oversight Council (MPROC)* reviewed and approved forms A, B, and new form T (Technology Plan) for 2009-2010. Julie Barnes reported that Form A will require departments to attach their completed SLO report (six-column chart) for 2008-09 and will ask questions that will prompt departments to provide hard copy evidence. Form B will now ask departments to identify “Administrative Outcomes,” which are goals to be reached at the departmental/program level. The Technology Plan (Form T) will be required for departments requesting “new technology.” Julie will forward the forms to Council members in early April.

Bonnie Peters reported that the *Counseling Center* will undergo a culture shift by directing students to Career Counseling prior to receiving academic counseling in the general Counseling Office. It is anticipated this change will help streamline the process for students by narrowing down their career interests before locking into courses. Counselors will spend time in both departments through a rotation system. She anticipates the new protocol will begin in April 2009.

The *Outreach Department* is scheduled to conduct recruitment activities at San Diego High School April 24-30. During this period, Larry Maxey and several Student Services ambassadors and program coordinators will have access to SDHS’ senior class, assisting them with application processing, followed by a weekend Student Services fair activities and workshops, and ending with academic testing on April 29 and 30. He encouraged Council members to participate in the weekend fair and promote their program’s services.
H. PROGRAM REPORTS / SHARING (continued)

_The Title V Program_ is working with Math, English and Personal Growth faculty this spring to test a student survey that is focused on effective classroom practices. The survey model was developed by The IDEA Center, and it addresses 20 pedagogical practices and 12 learning objectives tied to student learning. The survey was further customized for City College through the addition of survey questions that address cultural capital, learning styles and the 8 student principles from On Course. Rafael Alvarez noted that if successful, the survey model may be an excellent assessment tool that Basic Skills faculty can use to improve teaching effectiveness and student success.

NEXT MEETING DATES (2009). Meetings are scheduled 1-2:30 p.m., Room D-102.

2009

April 16
May 14
June 11