SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

April 16, 2009
1:00 p.m. to 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Margie Aguayo, Rafael Alvarez, Alisia Acevedo, Julie Barnes, Heidi Bunkowske, Dotti Cordell, Denise Hollis, Lou Humphries, Mary Jane Kruse, Bernice Lorenzo, Larry Maxey, Kathy McGinnis, Christina Monaco, Bonnie Peters, Alyson Ponomarenko, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Lance Soukhaseum, Peter White, Denise Whisenhunt

STAFF: Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS:

New Financial Aid Supervisor, Alisia Acevedo, was introduced to Council. Ms. Acevedo replaces Teresa Vilaboy, who recently accepted a promotional position at Miramar College. Welcome Alisia!!

A. UPDATE FROM DISTRICT SSC - None

B. COMPRESSED SERVICE HOURS

VP White solicited feedback from Council regarding Spring Break to determine whether the office closures were successfully completed. Most departments reported working on special projects and catch up on filing. VP White further noted that the campus will be closed to students during the week of Thanksgiving; however, Monday, Tuesday, and Wednesday of that week are regular workdays. Staff will have the option of working those days or taking vacation. Thursday and Friday are district-observed holidays. December 21 and 22 (the Monday and Tuesday before winter break) will be handled in the same manner. Departments will soon be asked to provide staffing schedules for these periods.

BUDGET UPDATE

The State will implement a revised calculation for FTES reimbursement, which will further burden funding to districts as well as Basic Skills FTES. Compounding the dire economic situation, SDCCD enrollment is up an estimated 8.3%, and the colleges will need to rely on creative budgeting and enrollment management to ensure services to students are maintained. Spring 2009 enrollment at City College is up 7.6% from last year. Reporting from Instruction Services Council, Julie Barnes indicated City College is planning a reduction of at least 250 sections in the 2009-10 academic year (a reduction of 50 sections in summer 2009, 100 sections in fall 2009, and 100 sections in spring 2010).

Categorical programs for California Community Colleges have been given the go ahead to carry out 2008-09 outstanding budgets into 2009-10. CalWORKs programs are precluded from this opportunity as the program is funded through a different formula.

[Type text]
B. MASTER PLAN FORMS A, B. AND T

Julie shared with Council the updated Master Plan Forms A and B and noted that the forms have been reworded to include language consistent with accreditation criteria and to reflect integration of institutional priorities. It is anticipated the revised forms will assist in creating a more streamlined process that demonstrates a clear relationship between master planning, program review, accreditation, SLOs and budgeting.

Sandra Pesce distributed Form T for review and feedback. This form is supplemental to Form B and is intended to help integrate technical planning. Departments requesting equipment, software and services on Form B must also complete Form T and will be expected to contact a representative of IT, Sunguard, or the Multimedia Center to discuss their project/program plans in order to determine their specific equipment/software needs. The technical representative will provide the requestor a written estimate, which must accompany form T when MP forms are submitted. Sandra asked Council to provide feedback to her by Monday, April 20 so that this year’s master planning cycle may get underway. Council thanked Sandra for her part in developing the form and her contribution to the refinement of the master planning process.

C. STUDENT LEARNING OUTCOMES

Financial Aid (Greg Sanchez presenting) – Greg Sanchez provided a matrix outlining the Student Learning Outcomes for the Financial Aid department and how each is linked to instructional priorities. Three SLOs and their means of assessment are identified as follows:

1) **Students will learn how to effectively use online services to successfully navigate and complete the financial aid process.**

   Measurements: Applicant count for BOG Fee Waivers and FAFSA
   Number of FAFSAs submitted online
   Online entrance and exit loan counseling
   Online viewing of financial aid status and awards

2) **Students will know how to maintain financial aid eligibility by understanding the Satisfactory Academic Progress (SAP) standards.**

   Measurements: 2009 disqualified students (end of spring, 2009)
   Number of students who submit financial aid appeal
   Count of previous year disqualified students for unsatisfactory GPA

3) **Students will understand the consequences of dropping or withdrawing from all classes in a semester.**

   Measurements: Count of students receiving federal aid who drop/withdraw from all classes each semester
   Count of students receiving all “F” grades each semester
   Count of students required to repay funds each semester based on R2T4 calculations
C. STUDENT LEARNING OUTCOMES (continued)

Evaluations (Margie Aguayo and Christina Monaco presenting) – Evaluations will focus on “students’ ability to access and complete the proper forms and petitions to achieve their educational goals.” This SLO will be measured and assessed by 1) maintaining accurate daily statistical data on the number of students served and the petitions and forms successfully submitted and 2) maintaining accurate daily statistical data on number of degrees and certificates petitioned and awarded. Most of this information is currently maintained and tracked. The department is also in the process of implementing proactive awarding of degrees and certificates of achievement, as well as a vigorous advertising campaign.

TaskStream (Dotti Codell presenting) - The database software, TaskStream, is still in the process of being formatted to receive SLO information. Dotti will assist with inputting SLOs once the format and development of the database is complete. She will keep Council updated on her progress.

D. ACADEMIC SUCCESS CENTER

A matrix showing current vacant offices resulting from the “L” Building remodel was distributed. Included with the matrix were proposals for usage of the vacated areas. Recommendation was made to add to the proposal list the need for general office space for adjunct and pro rata faculty.

Peter stated that as we look into the future, we will need a “bank” of vacant space to handle movement of offices while ongoing reconstruction occurs. Therefore, the current vacated space (“swing space”) will only be used on a temporary basis and primarily for the housing of people/departments that are displaced due to reconstruction. He explained that the opening of the new CTC building in January 2010 will mark the beginning of Phase II of the reconstruction/relocation process by creating additional swing space in the vacated areas of the T Building. Council also discussed other options for maximizing existing space and the possibility of utilizing the roof of the A building for additional office space and a student-life area.

E. GRADUATION UPDATE

Denise Whisenhunt reported that ten non-food vendors are in place for the Graduation Fair on May 5 and 6. There are booths available for more non-food vendors at $30 per booth. All faculty regalia have been ordered. Student regalia are due to arrive April 20. Volunteers for graduation are still needed.

F. PROGRAM REPORTS / SHARING

Transfer Center – The Transfer Center will host a Transfer Celebration on May 14, 12noon-2:00 p.m. in Gorton Quad. Marilyn encouraged Student Services personnel to attend. Concern was raised that the Transfer Fair conflicts with the Honors Luncheon at the Prado in Balboa Park.

Financial Aid – Greg Sanchez announced City will sponsor that this year’s district-wide “Cash In For College” event on May 2, 10:00 a.m. to 2:00 p.m., wherein senior high school students and their parents are invited to learn about financial aid options and how to apply. He encouraged other student support areas to consider setting up information tables during this event. He further announced that students who have unspent monies on their 2008-09 Pell will be able to apply the outstanding credit to their summer tuition. Students should contact the FAO to determine their eligibility.
F. PROGRAM REPORTS / SHARING (continued)

**Bookstore** – DeeDee Porter announced that the City College Bookstore will soon carry City Knights T-shirts and sweatshirts. The bookstore should receive its first shipment before the semester’s end.

**Student Affairs** – Student elections for the ASB President are underway and the turnout is very good. Three students are running for the position. The AS Dance Committee is coordinating a “Dance Nights Under the Lights” fundraising event, scheduled for May 15. Tickets may be purchased soon.

**CalWORKs** – Bernice Lorenzo expressed thanks to the people who donated clothing and accessories during the CalWORKs clothing drive.

**Student Health Services** – City College is moving toward becoming a smoke-free campus. Dotti Cordell indicated that as early as summer 2009, smoking areas will be restricted to only a few locations on campus. and by fall 2009, smoking will be further limited to parking lots and city streets. Currently, State law prohibits smoking within public building or in outdoor areas within 20 feet of a main exit, entrance, or operable window of a public building. Student Health Services hopes to make the transition easier for students by posting “No Smoking” signs that convey positive messages rather than punitive ones.

**Athletics** – Kathy McGinnis shared that several men’s basketball players received scholarships including:

- Marquintice Davis – Cal State Dominguez Hills
- Malcolm Thomas, San Diego State University
- Jamel McGuire – Cal State Fullerton
- Myles Luttman, San Marcos University
- LaTroy Taylor – Lubbock Christian University, Texas

**GO KNIGHTS!**

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

**2009**

May 14 (To meet 2:30-3:30 pm)
June 11