SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

June 12, 2008
1:00 p.m. to 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Margie Aguayo, Rafael Alvarez, Julie Barnes, Heidi Bunkowske, Dotti Cordell, Leslie Easton, Lori Erreca, Marilyn Harvey, Denise Hollis, Mary Jane Kruse, Cathi Lopez, Bernice Lorenzo, Christina Monaco, Alyson Ponomarenko, Greg Sanchez, Megan Soto, Lance Soukhaseum, Teresa Vilaboy, Peter White

STAFF: Desiree van Saanen

A. WELCOME AND ROUNDTABLE INTRODUCTIONS

Council welcomed incoming Student Services Vice President Peter White to City College. Round table introductions followed.

B. ROUNDTABLE ANNOUNCEMENTS

Career/Transfer Services – Marilyn Harvey reported that the center is currently gearing up for Freshman Year Students (FYE). Over 150 students are anticipated for Fall 2008, doubling last year’s enrollment.

Financial Aid – Greg Sanchez and Teresa Vilaboy will soon return to City College after managing FAO operations at Miramar on a rotation basis. They will conduct interviews to fill Miramar’s Financial Aid Officer position in two weeks. VP White thanked them for their help in ensuring continuity of services for Miramar students. Welcome back Greg and Teresa!

The District and FAOs will be testing a new direct deposit system for financial aid students. With the new system, student financial aid checks will be automatically deposited into the student’s own checking account. Greg indicated any banking/savings institution or credit union may be used. It is hoped the new system will be activated by Fall ’08, however, determining when the system comes on line will depend primarily upon testing and the time it takes to identify and resolving glitches. In the interim, the District and colleges will advertise the new services in the coming weeks.

Evaluations – Margie Aguayo announced that the evaluators will be inputting the catalog at the District (Muir) June 23 through July 2. Evaluators will be updating the 2008-09 Ed Plans on ISIS and implementing the new General Education patterns. Clerical staff will be present during this period to assist students and staff. Margie further noted that as they await the posting of final grades, they are receiving numerous “Report Delayed” or “RD” indicators.

Counseling – Megan Soto announced that the Counseling Office is piloting a new walk-in system for Math and English assessment/placement testing. Students will need to be screened for eligibility prior to testing. She is currently working with counselors and staff to develop the protocol for this process. Once the process is ready for implementation, she will develop a flyer for students and will share the details with Council members. It is anticipated the new system will be in place by July 1.
B. ROUNDTABLE ANNOUNCEMENTS (continued)

Admissions/Records – All staff are posting spring 08 grades while gearing up for fall 08 registration. Denise Hollis reported most wait lists are full, enrollment is up and all lines are busy. Council briefly discussed City’s summer enrollment figures and, compared to last year, enrollments are significantly higher. However, the exact figure and percentage will not be known until the 8-week census. Enrollments for high-enrollment courses are continuing to rise while enrollments for traditionally low-enrollment courses are declining.

Communications Office – Heidi Bunkowske reminded Council to check their SDCC websites often to ensure program and personnel information is accurate. She also encouraged Council to take advantage of the 6” x 11” two-sided rack cards for promoting programs and services. She has worked closely with Rafael Alvarez and Evaluators Margie Aguayo and Christina Monaco to develop a comprehensive two-sided rack card advertising City’s Academic and Career-Technical offerings. Council agreed that this rack card would be an excellent resource for student counseling and recruitment.

Title V – Rafael Alvarez stated Title V is currently updating the “Map to Student Success” webpage and asked Council members to review the draft document and any narratives pertaining to their area(s). The draft is accessible at http://www.sdcity.edu/support/YAH2008.pdf. He will also send out an email reminder. Changes are due to him by June 27. Rafael further indicated that the “Getting Started” webpage now includes a list of Learning Community Programs—also referred to Student Success Pathways. Programs include City Links, FYE (First Year Experience), Honors, Puente, and Umoja. He noted that many changes to the Website were based on student recommendations. As a result of student feedback they will incorporate a “Welcome” page, as well as build more comprehensive orientation and assessment pieces. Rafael thanked Heidi, Christina, and Margie for their contributions to the development of the rack card, as well as their assistance updating the Title V Website.

The Title V department is working with Research/Planning to identify variables that can be captured in measuring the progress of students in the learning communities. However, fall 2007 statistics already reveal positive student learning outcomes. He noted that 90% of learning community students passed English 51 with “C” grades or better, while only 61% of non-LCOM students passed. He further noted that 100 % of Latino LCOM students passed English 51 with a “C” grade or better—and averaged a GPA of 3.45, while only 56% of non LCOM Latino students passed with a grade of “C” or better, averaging only a 1.97 GPA.

Tutoring Center – Lance Soukheseum reported tutoring services will be available June 17 through August 7, Monday through Thursday, 10:00 a.m. to 4:00 p.m. (Room R-212). Friday services may become available if the demand for services increases. For evening services, online tutoring will be available Monday through Thursday, 6:00 to 9:00 p.m. He asked Council members to refer any potential tutors to the Tutoring Center as they could always use more.

New Horizons – Mary Jane Kruse reported serving 157 students (unduplicated) during the 2007-08 academic year. The New Horizon program loaned out nearly 400 textbooks and stocked the library with 750 books. Approximately 35 summer students thus far have been served/enrolled. Mary Jane will begin registering students for fall 08 on August 14.
B. ROUNDTABLE ANNOUNCEMENTS (continued)

**Instruction** – Lori Erreca asked Council to watch for an email from Greg Duenas, soliciting their input on the new Faculty Handbook. Submissions are due this month.

Lori also presented to Council a new resource publication. “The Essential Resource Guide...to San Diego’s Community Services” offers a collection of services offered in San Diego County for a variety of needs ranging from critical emergencies to financial guidance. This new guide will be especially useful in high-traffic student support areas. A summary of the Guide, which includes contact numbers only, is also available in a compact brochure. Continuing Education covered the bulk of the expense for the publications; however, Lori did spend much of her own money and time to ensure the brochures were available as a compliment to the Guide.

City College has Early College High School grants with two of the schools in the San Diego High School Complex: Media, Visual and Performing Arts (MVPA) and Lead, Explore, Achieve Discover and Serve (LEAD). The programs are funded by the Bill and Melinda Gates Foundation. The goal of the grants is to serve high school students grades 9-12 who are at risk and help them prepare for successful career and educational transitions through high school and into college and the World of Work. Each grant is for $173,000 and each are funded for a 3- year period. The college is currently working with San Diego Unified School District to develop a third Early High School grant serving students from the SD High School Complex, more information to come.

As of July 1, there will be management changes on the instructional side of the house, both in personnel and in organization. Instructional schools will be reorganized as follows:

**Major Schools:**
- Arts, Humanities, Communications, and Telecommunications (vacant dean position, to be filled by an interim)
- Business, Information Technology, and Cosmetology (Barnes/Sim, to move to T-Building)
- Engineering & Technologies, Mathematics, Sciences and Nursing (Benard/Gregory)
- Behavioral & Social Sciences, and Consumer & Family Studies (Erreca/Cordero)
- Health, Exercise Science, and Athletics (McGinnis/Garcia, in P-Building)

**Other Assignments:**
- Apprenticeship (S. Ford, Associate Dean)
- C.A.C.T. (T. Gerald, Associate Dean)
- Nursing (D. Berg, Associate Dean)
- M.E.S.A. (A. Ponomarenko, Director)
- Off Campus Programs (Vacant, to be filled on an interim basis)

Paulette Hopkins and Lou Ascione will soon leave City College to assume permanent dean positions at Miramar. **Congratulations to Paulette, Lou, Kathy, and Lori for your promotions and permanent assignments!**

**Student Development** – Julie Barnes reported on the K-16 collaborative, which is part of the City Heights Collaborative funded by Price Charities. The program’s function is to ensure the seamless transition of high school students to SDSU. However, due to a lack of transfers, coordinators soon realized the program needed a community college piece, and with City College as that link, the program has been very successful. Julie is also working to secure a SDSU City Links agreement that is by contract (in writing) “guaranteed” for SDCC transferring students.
B. ROUNDTABLE ANNOUNCEMENTS (continued)

**Student Development (continued)** – Julie Barnes stated as we near accreditation, we will need to ensure that City’s Matriculation, Student Equity, and Basic Skills Plans are current. In order to avoid duplication, she recommended developing a “City College Student Success Plan” that would encapsulate all primary SLOs, measurements and related responses/plans.

**Mental Health Services** – Leslie Easton announced the Mental Health Services Department will have four volunteer interns working this summer beginning June 23 and through Fall 08. They will spend part of the time working with CalWORKs students. She is currently speaking with other student support areas for collaboration and to help disseminate the services MHS has to offer.

Council discussed the emergent veteran’s population and the impact they will likely have on our services in the near future. It was noted that approximately 40% of soldiers have been prescribed anti-depressants, without therapy, to stave off the affects of Post-Traumatic Syndrome. Council expressed support of strategies to assist veterans such as a Veterans Brochure and a Veterans Student Club that can provide veteran advocacy and resources that meet the unique needs of this population.

**Student Health Services** – Dotti Cordell assured Council that City has a full complement of health services available to students this summer. Also, she will be available most of the summer to assist with our health OR accreditation (SLO) needs.

**CalWORKs** – Bernice Lorenzo reported that the CalWORKs clothing drive was a success and shared her appreciation to all those who donated and participated this year. She noticed that students’ needs go far beyond clothing. Students need money, too. In some cases, students are using their food stamps to pay for gas. Students were very glad to receive monetary donations.

CalWORKs MIS reports 300 students (unduplicated) were served in the last academic year. Thus far this summer, CalWORKS has recorded 120 students.

A CalWORKs Advisory Board was established and met for the first time on May 30. Sixteen people, including two members from Catholic Charities, attended the meeting. Bernice reported that they are working on publishing a brochure to assist students with their employability. The brochure will discuss, among other strategies, is expunge” old records that may have persistent negative effects on employability.

**TRIO** – Cathi Lopez indicated the department is operating at full scale. They have served 214 students this year. She and Freddie Richards will be working this fall for a grant, which is due this fall.

C. REPORT FROM DISTRICT STUDENT SERVICES COUNCIL (White)

**High School Concurrent Enrollment** – District is compiling a list of Dance and Physical Education courses that may be considered for high school concurrent enrollment. The joint list will be will be disseminated to campuses once finalized. Other courses may be approved for this purpose on a case-by-case basis.

**Scoring/testing – paper or on-line** – The District system for scoring paper tests is antiquated and in constant danger of failing. Fortunately, the number of paper tests used districtwide is declining while on-line testing/scoring is on the rise. City College is at the forefront of that trend.
C. REPORT FROM DISTRICT STUDENT SERVICES COUNCIL (continued)

Military Spouse Program – The SDCCD, Workforce Partnership and the military are continuing to work together to iron out glitches that exist in the evolving Military Spouse Program. Currently, Workforce Partnerships is developing a list of approved courses/programs and how CAA forms will be processed. Given the lengthy turnaround time it takes for Workforce Partnerships to approve students for funding, a plan will need to be in place that allows students to pay in advance and then seek reimbursement through Workforce Development. In any case, the District and colleges are committed to serving students who qualify for this assistance. The Military Spouse Program is funded by the Department of Defense and the Department of Labor.

International Students – VP White indicated that he, Edwin Hiel and the International Student Team will work to come up with long-term strategies to identify recruitment/enrollment barriers for international students, including those with F-1 visas. The purpose of this action is to build the F-1 visa and international student population, which has been on a steady decline since 9/11.

Hours of Operation – In the coming weeks, VP White will work with Student Services departments to ensure office hours are consistent and maintain a commonality of hours of business. It was noted that some areas will pose challenges where staffing is an issue.

NEXT MEETING DATES (2008-09). Meetings are scheduled 1-2:30 p.m., Room D-102.

2008
September 11
October 9
November 13
December 11

2009
January 8
February 12
March 12
April 9
May 14
June 11