SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

February 10, 2011
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Debbie Berg, Heidi Bunkowske, Dotti Cordell, Maria Elena Delgado, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, Gerald Ramsey, Greg Sanchez, Megan Soto, Denise Whisenhunt, Peter White, Debra Wright-Howard, Xi Zhang

STAFF: Desiree van Saanen

A. GENERAL UPDATE

Student Completion Rates/Strategies (Short-term): It was reported that in the next day or two, Lynn’s office will send out letters to Fall & Spring “filers” (students almost ready to graduate) identifying courses lacking in meeting graduation requirements. Each letter will contain an Ed. Plan specific to the student, and will direct students to their respective counseling offices for assessment/assistance. This letter sparks the beginning of a larger district-wide campaign to address our District’s degree/certificate completion rate, which is not commensurate with the SDCCD’s student population. Peter suggested that the Counseling Office set up a “grad desk” with a counselor who is ready to provide assessment specifically for these students. He further suggested that EOPS students be directed to EOPS for their counseling needs in order to lighten the Counseling Department’s load. Lynn will be sending us the names of 126 City College students identified to be near graduation. Peter will meet with Denise, Cathi, and Megan on 2/11 at 10:00 a.m. to discuss strategies for processing these students.

Student Completion Rates/Strategies (Long-term): Peter reported that the district currently has over 2,000 students who have earned 100 or more units with an Ed. Plan but who have not filed for a degree. The District will generate an email to these students urging them to see a counselor and to check their academic status. Council members discussed the problem of students seeking two or more degrees or changing their educational objectives repetitively. Possible strategies to mitigate these behaviors were noted such as reexamining the current priority registration system or limiting students to taking only courses that are required for their major/graduation.

Report to Board of Trustees on Underrepresented Populations: The Board of Trustees have asked colleges to report on what they are doing to address historically underrepresented groups. Lynn has prepared a broad-based report to present to a board subcommittee tomorrow in preparation for the March 10 BOT meeting. The report demonstrates that student support programs (FYE, Umoja, Puente, etc) increase retention and persistence; however, the report does not demonstrate that these populations complete more courses successfully than other students across the board. Peter anticipates the report will initiate a broader discussion to identify the key factors behind what works and what doesn’t work.

UCSD Transfer: Effective Fall 2012, UCSD will raise the TAG GAP from 3.0 to 3.5. Peter noted that had the rule applied to Fall 2011 applicants, 2,000 of UCSD’s 5,000 applicants would have been turned away.
B. UPDATE ON REPLACEMENT OF DEAN OF STUDENT DEVELOPMENT – PERMANENT

Committee Chair Kathy McGinnis is currently awaiting appointees from the Faculty Senate. Classified representation is in place. It is anticipated the position will be filled by July 1, 2011.

C. UPDATE ON TITLE V COMMITTEE / ACTIVITY DEVELOPMENT DIRECTOR

Next meeting: Friday, February 11, 2011 at 3:00-4:30 p.m., Room D-102.

D. SUMMER 2011 UNIT LIMIT

Students registering for Summer 2011 courses will be limited to 9 units prior to the start of classes, but may register in a maximum of 12 units once classes begin (by the add deadline). Megan indicated that she thought the 9-unit limit without a 12-unit option after classes begin was limited to City College only. Peter will contact District for clarification of the summer unit limitation. Once clarification is received, it was recommended that fliers be prepared for financial aid students clearly outlining how the maximum units will affect their financial aid. An informational flier would be helpful to all front-line staff and counselors.

It was explained that limiting units is important to ensure the “rationing” of courses, especially against students who tend to “shop” for courses (enroll in more courses than they plan to take just to drop them early in the semester).

E. PROGRAM UPDATES AND ANNOUNCEMENTS

- **Financial Aid** – Greg Sanchez reported that City College’s financial aid staff processed more than 50% of the entire District’s Pell grants amounting to over $6 million. He noted that City College has experienced a 28% increase in Pell applications over a three-year period.

- **MESA** – Rafael Alvarez distributed a handout announcing a proposal to implement the 2011 Academy for STEM Success. The proposal is a joint effort of the MESA program and the School of Engineering & Technologies, Mathematics, Sciences and Nursing. The objective of the program is to provide a bridge for incoming high school graduates who plan to major in science, technology, engineering and Math (STEM majors) and provides a culture that emphasizes strategies for academic success. The Academy will be divided into two sub-academies—one for men and one for women. Rafael explained that the genders are separated primarily to benefit women, who often have more challenges stemming from socio-cultural barriers. Rafael thanked Cathi Lopez and Minou Spradley for their continued support during the implementation of this very important and innovative Academy.

- **Office Moves in “L”** – Gerald Ramsey reported that several departmental moves are scheduled for February. Calworks will be relocated from L-206 to L-121 (Umoja/Puente); Umoja/Puente will move to L-114 (formerly the TRIO office); New Horizons will remain in L-206, which will also be the new Title V location. Outreach will move to L-116 (formerly Evaluations). Heidi Bunkowske asked to be notified of the new department locations for the summer schedule as well as other postings & publications.
E. PROGRAM UPDATES AND ANNOUNCEMENTS (continued)

- **Communications, Web Training** – Heidi Bunkowske announced that a “Content Management System (CMS) Website Training” workshop for City College web authors will be held on Thursday, February 17, at either 2:45-4:15 p.m. or 3:45-5:00 p.m. in Room R-301. (Start time will be determined by highest number of respondents of the two time slots). The workshop will provide instruction on how to update website pages directly. Those who are interested in attending should email Heidi with their RSVP immediately to reserve a seat.

- **General: Summer Hours** – Council members briefly discussed the pros and cons of the 4/10 workweek during the summer (June and July). Greg indicated that the Financial Aid staff needs to work on Fridays to keep up with applications processing demands. It was agreed that the FAO would be open to the public Monday through Thursday, but that staff will be able to work Fridays behind closed doors. Debra Wright-Howard asked that DSPS also be given the permission to work behind closed doors on Fridays. Peter asked that she provide a justification statement outlining the work/tasks that need to be performed on Fridays and what staff is required for accomplishing the work. Peter will check with Lynn and the District SSC to see what plans are underway in regards to summer’s Student Services operations schedule.

**SPRING 2011 MEETINGS (Please Calendar):**

- March 10
- April 14
- May 12

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