SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

September 22, 2011
1:00 – 2:30 p.m.
Conference Room B-104

Summary

PRESENT: Alisia Acevedo, Debbie Berg, Dotti Cordell, Denise Hollis, Lou Humphries, Mary Jane Kruse, Kathy McGinnis, Greg Sanchez, Megan Soto, Denise Whisenhunt, Peter White, Debra Wright-Howard

STAFF: Desiree van Saanen

A. REPORT FROM DISTRICT SSC

All-Counselors Meeting – A district-wide, all-counselors training is scheduled for Friday, October 7, 8 a.m. to 12 noon at Miramar. During the training session, counselors will review/discuss procedural changes for disqualifications, prerequisite challenge, Basic Skills limitations, and registration priorities and deadlines. An agenda is forthcoming. Helen Elias, Gerald Ramsey, Debra Wright-Howard, Lou Humphries, Denise Whisenhunt and Denise Hollis will be in attendance. Kathy McGinnis recommended that counselor Jennifer Aase also attend the meeting.

Mental Health Workshop – On October 14, City College will hold a two-part mental health workshop that will include a Mental Health board meeting hosted by Leslie Easton, followed by district discussion with regional mental health experts. Nine individuals per site are expected to participate in this district-wide event. Peter asked council members to identify key people to participate and to relay names to Leslie. Kathy McGinnis will contact Leslie to insure Lori Ray is included as a participant. Participants will discuss, in part, HIPAA/FERPA and their boundaries, effective protocols for managing mental health emergencies, and legal issues.

Dec. 1 Application Deadline and Feedback – Peter solicited recommendations from council members concerning preparatory strategies for the spring semester deadlines and processing changes. Council agreed that the strategies employed in preparation for the fall ’11 application deadline —information booths, workshops, communication strategies—worked well in alleviating confusion and frustration on the part of students and staff alike. The recommendations will be shared with District SSC and will be employed in preparation for the spring ’12 semester.

Spring 2012 Schedule and Registration Timeline –

The spring 2012 Schedule and Registration Timeline, as approved by District SSC on September 1 was distributed for review. Key dates:

Schedule on Web: November 7
Appointments generated: November 17
Application deadline (to receive appointment): December 1
Priority registration begins: December 2
Open registration: January 9 - 19
A. REPORT FROM DISTRICT SSC (continued)

*Spring 2012 Schedule and Registration Timeline* – (continued)

Revised registration priorities, effective Fall 2012 will affect students with 100+ units (not including basic skills courses). EOPS, DSPS, Veteran and Foster Youth students who have accumulated 100+ units will have priority only in the 100+ unit group. Peter noted that we may need to incorporate a way to “flag” exceptions to some priority-registration rules when we need to accommodate students with special circumstances.

Council discussed the possibility of limiting the number of units students are allowed to waitlist in any given semester. Peter will check with Lynn and/or address this question at the next district SSC meeting.

Concern was raised that some students, fearing they may receive low priority due to having units/degrees, may decide not to report courses taken at other colleges/districts. Greg noted that students receiving financial aid will not be able to employ this strategy.

B. DISQUALIFIED STUDENTS – CHANGES IN NOTIFICATION AND PROCESSING

The new process for probationary/disqualified students is almost finalized. The draft process was distributed for Council’s review and comments. Key changes for newly disqualified students include:

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<tr>
<th>Level</th>
<th>Requirement</th>
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<tr>
<td>Probation</td>
<td>Student is notified of academic standing</td>
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<tr>
<td>1st DQ:</td>
<td>Student to develop Student Academic Contract w/ counselor for readmission. If student is enrolled and nor formally readmitted, student will be dropped from next semester classes.</td>
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<tr>
<td>2nd DQ:</td>
<td>Student must sit out one full academic year. Student must develop Student Academic Contract w/ counselor before readmission. If student is enrolled and nor formally readmitted, student will be dropped from next semester classes.</td>
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<tr>
<td>3rd DQ:</td>
<td>Student must sit out one full academic year. At the end of the one-year sit out, student must file a Petition for Readmission and go through a hearing process.</td>
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Council members discussed the content of the contract as well as where/how to store the student’s contractual information. The process will remain status quo until the new process/contract is finalized.

C. STATEWIDE STUDENT SUCCESS TASK FORCE

Peter reported that he briefly addressed the California Community Colleges’ Board of Governor’s on September 12 at Butte College. (He was given only three “timed” minutes to provide feedback). He noted that the Statewide CSSO Association agreed with many of the recommendations in the draft report in that they align with best practices as perceived by most educational professionals (i.e. orientation, assessment, education plan preparation, student monitoring, enhanced collaboration with K-12). However, the task force recommendations do
C. STATEWIDE STUDENT SUCCESS TASK FORCE (continued)

not address how to provide funding for enhancement of workplace strategies, staff and technology. Still, other recommendations create a “double jeopardy” situation for many of our neediest students.

Peter noted that one recommendation restricts credit apportionment for Basic Skills coursework in English, ESL and mathematics to two levels below college-transfer level. *(Post script: the recommendation was deleted by the Task Force in a revised version).* Students assessing below this level would lose financial aid if the courses they needed were only offered through Continuing Education on a non-credit basis. Another recommendation asks that we encourage students receiving financial aid to attend school full-time. However, full-time student status may not be in the best interest of our neediest students who must work full time and/or are single parents.

The CSSO Association will host a “drive-in conference” at Mira Costa College on Friday, October 7 and the principal topic will be the Task Force recommendations. Representatives of the Task Force will make a summary presentation; then there will be an open discussion to solicit feedback. Peter had asked that Gerald, Debra, Helen and Greg also attend, given the impact of the recommendations on their areas.

D. PROGRAMS & SERVICES UPDATES

- **Athletics** – Kathy McGinnis announced that athletic leaders will kick off this year’s City College Food Pantry drive on September 27. Several athletic groups will complete to raise the most weight in food. Winners will receive a “pizza party” courtesy of Kathy McGinnis. It was suggested that the Student Services and Instructional Councils participate this year.

- **Student Health Services** – A student was recently diagnosed with whooping cough. An informational flier describing symptoms and treatment was distributed. Dotti encouraged council members to post the flier in offices and high-traffic areas to help raise awareness.

- **Counseling** – Megan noted that the red tents and workshops, wherein students who were applying after the deadline were encouraged to register for spring, helped to create a smoother transition for students and staff. Workshop attrition was about 50 percent, which was expected. This semester, we will have information tents the weeks of December 5 and December 12.

- **New Horizons** – Mary Jane reported that she enrolled over 100 students into the program and served over 250 who needed text book and transportation assistance this fall. She can only provide a limited amount of the $18 transportation passes as MTS is moving toward a paperless system, which utilizes debit cards that are purchased online. She will work with MTS and our Accounting Office to see whether or not her students can continue receiving the $18 discount passes at the college.

- **Financial Aid** – Greg Sanchez reported that the Financial Aid Office dispersed over $6 million thus far, with over 4,800 students receiving the Pell Grant. This week, access to the online-BOG application was “turned off.” This action will force students to file their FAFSA, as students are unable to apply for the BOG without having a FAFSA application on file.
D. PROGRAMS & SERVICES UPDATES (continued)

- **Student Affairs** – Associated Students has a full complement of 24 members. They have already met and begun to identify activities, signature events and partnerships. Club member and advisory training sessions have been scheduled thus far. They have collected 97 percent of deferments issued for Fall ‘11. The amount outstanding is only $2,000—representing four students.

- **Title V** – Peter stated that Juana Baca (Information Center/Lobby of the “L” Bldg.) is preparing a resource pamphlet/flier which will include a bulleted list of student resources, as well as program eligibility requirements. This project is one effort in a larger campaign to ensure every staff member is adequately informed about City’s programs.

- **DSPS** – Debbie shared concerns regarding students who possess very low-level basic skills and her observations that DSPS accommodations are not helping them. She noted that as other social services lose funding, clients are often referred to the community colleges, sometimes as a means of therapy and often as a source of income.

  Be sure to check out Darwin Browne’s new costume this Halloween!

F. FALL 2011 SSC REVISED MEETING SCHEDULE: All meetings—except where noted otherwise—are held 1:00-2:30 p.m., Conference Room D-102.

**Fall 2011:**
- October 13 (1:00 – 3:00 p.m.)
- November 10 (1:00-3:00 p.m.)
- December 8 (1:00-3:00 p.m.)

**Spring 2012:**
- January 12, 26 (1/26 meeting in D-121A)
- February 9, 23
- March 8, 22
- April 26 (1:00-3:00 p.m.)
- May 10, 24
- June 7, 28 (1st & 4th Thursdays)