Summary

PRESENT: Alisia Acevedo, Dotti Cordell, Maria Elena Delgado, Helen Elias, Denise Hollis, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, Gerald Ramsey, Greg Sanchez, Denise Whisenhunt, Peter White, Debra Wright-Howard

STAFF: Desiree van Saanen

I. REPORT FROM DISTRICT SSC

All Counselors Retreat – The Districtwide All-Counselors Retreat has been rescheduled for Friday, April 20, 8:00 a.m. to 12:00 noon at Mesa College. All counselors including adjunct are strongly encouraged to attend.

District Evaluations and Business Practices – Binders containing a resource guide for District Evaluations Business Practices were distributed. As Peter receives electronic updates from District, he will pass them along to Council members for inclusion in their notebooks.

Disqualification Procedures – The process and petition for the readmission of disqualified students will be posted online in the near future. Under our new procedures, students who have been disqualified multiple times are currently sitting out the semester and will be required to submit a petition for readmission to the college for Fall 2012. The petitions will be due to the VPSS between March 30 and April 15, 2012. The VPSS will review them and will decide which merit going to a hearing panel.

The hearing panel will consist of two people: the VPSS and the VPI. They will meet with each student whose petition has been accepted for a hearing, sometime between May 1 and June 8, so that students approved for readmission can receive a registration appointment for Fall by June 13, 2012.

Application Deadline (Fall 2012) – The Fall 2012/Spring 2013 districtwide registration timeline was distributed for discussion. For Fall 2012 classes, registration will begin July 9 for special populations (DSPS, EOPS, Military and Foster Youth), with general appointments spanning July 10 through August 3. Open registration will span August 6-16. Appointment registration dates were extended to help alleviate workload on staff.

Council discussed the need to insure an adequate number of required course offerings for other special student populations including veterans, Basic Skills and FYE cohorts. Peter noted that this issue must be addressed with Instructional representatives in a comprehensive manner with anticipated cohorts, assessment profiles, and the Student Success Task Force recommendations in mind.
REPORT FROM DISTRICT SSC (continued)

**Summer Procedures Plan** - A draft of the districtwide Summer Procedures Plan for 2012 was distributed for review/comment. Peter asked Council members to pass along their suggestions to him. The draft plan is not to be shared or distributed until it has been finalized.

**Nursing Program Curriculum Issue** – A problem has surfaced in regards to the Nursing Program’s curriculum. Curriculum changes for 2011-12 are currently awaiting State approval. Our Evaluations Office has not yet received the approved curriculum changes and is unable to process petitions to graduate for Nursing Program students. Students who have expressed concern regarding the curriculum should be referred to the Nursing Chair, Debbie Berg, Dean Minou Spradley and/or Mary Benard. It is expected that the revised curriculum will be approved by the state in time for students to graduate under the new requirements.

**Out-of-State/On-line Courses** – As part of the federal government’s Program Integrity regulations, effective this year, students taking out-of-state online courses are precluded from receiving financial aid for those courses. City has only 189 students that are currently affected by the new requirement. Furthermore, effective 2014, federal legislation will require online courses taken out-of-state to be certified by the student’s state. Council agreed that it would be tedious to try to acquire certification for each online out-of-state course. They further agreed to continue the current practice and disallow out-of-state students from taking our online courses once the 2014 law takes effect. Council members discussed some conditions that may warrant some concern, i.e. military spouses that have begun their educations at City but were relocated to another state and wish to continue their studies.

II. PLANS FOR A AND M BUILDING REMODELS

Groups meetings to review Building A and M remodels have been scheduled as follows:

- **Discussion Group I:** Thursday, February 9, 2:30-3:30pm (Dotti, Debra, Gerald, Denise W.)
- **Discussion Group II:** Wednesday, February 15, 3:30-4:30pm (Leslie, Mary Jane, Greg)
- **Discussion Group III:** Monday, February 27, 10:00-11:00am (Helen, Megan, Lou, Denise H. Cathi, Bonnie)

III. RUMOR CONTROL – No discussion

IV. PROGRAMS & SERVICES UPDATES

**Financial Aid** – Greg is preparing his staff for additional work as the Feds will now require a special Pell disbursement system for all vocational programs that utilize student “clocked hours” for licensing and/or certification. Greg requested a list of programs that fall under this umbrella so that he can begin coordinating this effort. Desiree will follow up.

Greg indicated that it is becoming difficult to prepare hourly timecards when the Business Office’s deadline for timecard submission is so early in the month (i.e. February’s deadline to BS is 2/15). It was noted that the Business Office deadline is likely dependent upon the District’s deadline. He was advised to speak with Mary Granderson for more information on this subject.
IV. PROGRAMS & SERVICES UPDATES (continued)

**Student Affairs** – Denise W. reported that the 2012 Commencement is scheduled for May 18 at 5pm. After restructuring time allotted for speeches, the event will be reduced to two hours. It is anticipated that the earlier start and shorter speech time will allow for more sunlight during the event. Students wishing to have their name in the program MUST file a petition to graduate by March 31, 2012. Any student petitioning between March 31 and April 30 will not have their name in the program. The dates will be posted on the marquee and in high-traffic areas on campus.

**Counseling** – Cathi reported that a scheduling pilot tested in Fall 2011 has been implemented for Spring 2012 (handout distributed). The Counseling Department will schedule peak period “walk-in” counseling January 3 through February 3 and April 30 through May 18. The non-peak daily schedule will consist of alternating appointments with walk-ins—three rotations Monday through Thursday; one rotation on Fridays. Cathi noted that the new approach to scheduling will facilitate more students and added that this model is used successfully at other community colleges in the region.

Peter added that there has been concern expressed by some employees that we may not be adequately serving our evening student population. However, he has discovered that only about 10% of our student population is exclusively evening.

**Transfer/Career** – Students who are “cross-enrolled” SDSU students are required to carry at least six City College units. Last summer, Bonnie received SDSU certification honoring cross-enrolled City College students who were not carrying City College courses. This allowance was made due to the cancellation of most SDCCD summer sections last summer. Bonnie received verbal authorization from SDSU for summer 2012, however, she is awaiting written certification from SDSU.

**EOPS/CARE & CalWORKs** – Gerald suggested that we as a division may want to review workload over the summer to determine which departments need extra help and where we can safely divert human resources.

**REMAINING SPRING 2012 SSC MEETING SCHEDULE:** All meetings—except where noted otherwise—are held 1:00-2:30 p.m., Conference Room D-102.

- February 23
- March 8, (March 22 meeting cancelled)
- April 26 (1:00-3:00 p.m.)
- June 7, 28 (1st & 4th Thursdays)