Summary

PRESENT:  Alisia Acevedo, Rafael Alvarez, Dotti Cordell, Maria Elena Delgado, Leslie Easton, Helen Elias, Denise Hollis, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, Greg Sanchez, Megan Soto, Margie Spikes (for Gerald Ramsey), Denise Whisenhunt, Peter White

GUEST:  Mary Granderson

STAFF:  Desiree van Saanen

I. REPORT FROM DISTRICT SSC

Evaluations proposal – Region X Evaluators met to discuss ways to synchronize different records systems for course repetition, grade alleviation, and transcript rating, and to ultimately align business practices. They developed a draft proposal, which was reviewed and approved (with recommendations) by District SSC, and will be reviewed by various other constituent groups before implementation. Copies of the proposal were distributed (see attached).

SDCCD Learning Communities – As part of the district’s Second Annual Report, Lynn Neault is collecting information concerning districtwide efforts to address the needs of disadvantaged students. The report will highlight campus Learning Communities and provide a one-year (2010-11) snapshot of student performance. To that end, Peter asked Council members to provide a brief description of their specific learning community(ies) including CalWORKs, DSPS, EOPS, FYE, New Horizons, Puente, and Umoja (Council members recommended that MESA and Price Scholars be added to the list under City College), as well as identify “data indicators” that will assist in quantifying student progress.

II. HOURLY & WORK STUDY TIMECARD DEADLINES (Granderson)

Concern was raised by Greg Sanchez regarding the deadlines for hourly timecard submission. He indicated that the deadline for the submission of timecards to the Business Office is typically 1.5 to 2 weeks before the end of the month. The premature deadlines forces supervisors to project an employee’s hours before the hours have been worked. In addition, there is no mechanism for retrieving monies from employees who have been overpaid. Mary Granderson explained that Business Services’ deadlines run four days ahead of the District’s and noted that supervisors are able to make adjustments to payroll through Business Services up to the first week of the following month. Council members agreed that the current
II. HOURLY & WORK STUDY TIMECARD DEADLINES (continued)

process/deadlines lead to questionable business practices. Per Peter’s request, Greg will provide to Mary a written summary the problem including possible solutions; in turn, she will share Greg’s observations with the appropriate district personnel.

III. PLANS FOR A AND M BUILDING REMODELS – REPORT BACK FROM DISCUSSION GROUPS

Peter met with three groups to review the Building A and M remodel needs. New information gleaned from these meetings will be shared with Tom Fine. Fine will outline how/when empty space will be utilized to ensure ample workspace for each department during the remodeling process.

It was noted that once the new B/H and MSS buildings are completed (by early to mid spring 2013), three instructional deans will be relocated from the E-bldg. to their respective building. The Research Department (Xi Zhang), SDCC Foundation (Marilyn Harvey), and Public Information Office (Heidi Bunkowske) may relocate to the E building. The VPs and their assistants, Off-Campus Programs (Jeanie Tyler), and Articulation (Libby Andersen) will remain in the E-building.

IV. ACADEMIC STANDARDS POLICY & PROCEDURES/FORMS

The deadline for students to file a petition for readmission from third disqualification is March 30. After this date, Peter will screen the petitions to identify the ones that warrant a hearing review. Between May 1 and June 8, Peter and Mary B. will meet with students to adjudicate these cases.

The new Petition for Readmission After Disqualification was distributed. Council briefly discussed how and where the petitions should be housed once adjudicated.

V. SUMMER ALL-CLASSIFIED STAFF WORKSHOPS

Two All-Classified Staff Workshops are scheduled this summer as follows:

Wednesday, June 6  3:30-6:00 p.m. (Staff Lounge)
Wednesday, June 27,  3:30-6:00 p.m. (Staff Lounge)

The workshops are mandatory for Classified Student Services staff, which may require the closing of some offices. Faculty and hourly staff are also encouraged to attend. Peter asked Council members to share ideas regarding possible agenda topics.
VI. FINAL 2012-13 DRAFT CATALOG REVIEW

Desiree announced that the first draft changes for the 2012-2013 SDCC Catalog were submitted to District on March 7. A second draft will be sent to campuses on April 9. Council members are strongly encouraged to review the 2nd draft for accuracy when it arrives.

VII. PROGRAMS AND SERVICES UPDATE

**Financial Aid** – Greg reported receiving the draft cohort default rate for fiscal 2010, which was reported at 13.3 percent. The rate was at 10.1 percent the year before. Beginning Fiscal 2012, the cohort default rate window will increase from 2 years to 3 years. Given the new parameter, City’s default rate would increase to 18 percent, well outside of the “danger point,” which is 30 percent.

Greg further reported that the FAO processed 7,000 Pell applications thus far in 2012.

**MESA** – Rafael recently attended the National Conference League for Innovation where he provided the following statistics from the STEM Academy for Fall 2011:

- Males: 13
- Females: 14
- Avg. units earned: 13.23
- Avg. units earned: 12.89
- Avg. GPA: 3.35
- Avg. GPA: 3.18

He worked with a third-party group to evaluate the program and was provided with useful recommendations. The overall feedback from education leaders was very positive.

**Student Affairs** – Denise W. indicated that a new link has been added to the SDCC website (under “About”) that provides student rights and responsibilities (Policy 3100), grade challenge procedures (Policy 3100.2), as well as grievance procedures regarding harassment, discrimination and fraud. The webpage also provides a link to the Accrediting Commission and Chancellor’s Office in the event the complaint involves academic or accrediting standards compliance. This link will allow the student to report such cases directly to the Accrediting Commission. For more information, click on [http://www.sdcity.edu/About/StateAuthorizationComplaintProcess](http://www.sdcity.edu/About/StateAuthorizationComplaintProcess).

Denise reported that Sofia Laurein has been selected as advisor for this year’s Salzburg Study Abroad in Salzburg, Austria (May 30 – June 6). She reminded Council members that Friday, March 9 is the deadline to apply.

Upcoming events:
- City Nights at the Mingei, Friday, March 9 @ 6:30 p.m., City College Staff Lounge
- SDCC Talent Show, Saturday, March 10 @ 7:00pm, Saville Theatre
- African-American Student Graduation Ceremony, Thursday, May 17 (location TBA)
- SDCC Commencement, Class of 2012, Friday, May 18 @ 5:00 pm, the Prado
VII. PROGRAMS AND SERVICES UPDATE (continued)

**Mental Health Counseling** – Planned Parenthood and other community health leaders will join City College’s SHS and MHC on April 16 (Gorton Quad) to participate in the Health and Wellness Expo. Other participants will include County Mental Health Services, St. Vincent de Paul, Veterans Village, and many more. The Blood Bank and HIV Van will also be on site to make appointments for donations and testing.

**Report from Instructional Council** – It was reported that the increasing number of forms/process changes have caused confusion among faculty and staff. Therefore, Helen and Megan are working to compile current forms into a binder. Obsolete forms will also be included but will be marked out with an “X” to show they are no longer in use. The binder will also include a chart that will explain purpose/use, process and location of each form. The binders will be made available for department chairs, deans, and key faculty/staff.

District’s Shawn Larry and City EEO Officer Edwin Hiel presented procedures for EEO complaints and offered strategies for screening compliance-related issues from other general complaints.

Helen reported that program faculty have until April 20, 2012 to submit all program data into TaskStream.

**Counseling** – The Districtwide All-Counselors Retreat has been rescheduled for Friday, April 20, 8:00 a.m. to 12:00 noon at Miramar College (from Mesa College). Details regarding room and time are forthcoming. All counselors including adjunct are strongly encouraged to attend.

Cathi reported that the Counseling Office is in full swing with the new schedule. She indicated that the new scheduling format allows counselors time to visit classrooms and make important connections with faculty and students.

**Transfer/Career** – UC LINKS are replacing UC TAGs as the latter are being phased out. Bonnie noted that UC LINKS have accommodated at least 100 students (applications) thus far this year.

**Title V** – Bonnie reported that 600 welcome letters have been sent thus far and she received an additional 1,000 welcome letters from district. She anticipates the department will distribute 2,000 total. Welcome letters will also be sent to new tier-2 students.

Helen, Bonnie and Elva will be attending this year’s HSI (Title V) Best Practices conference the week of March 12. They will provide a report during the April 12 SSC meeting.
VII. PROGRAMS AND SERVICES UPDATE (continued)

**Vice President of Administrative Services Hire Process** – Peter announced that the search for the Vice President of Administrative Services is underway. Mesa College’s VPAS, Ron Perez is chairing the hire committee. All other committee participants are from City College. An announcement is scheduled to go out the week of March 12. Final interviews will be scheduled for mid-late May. We are hoping to have the new VP on board by July 1.

VIII. RUMOR CONTROL – No discussion

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

March 8,  **(March 22 meeting cancelled)**
April 12, 26
May 24 (1:00-3:00 p.m.; May 10 meeting cancelled)
June 7, 28 (1st & 4th Thursdays)