SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

April 12, 2012
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Rafael Alvarez, Heidi Bunkowske, Dotti Cordell, Debbie Berg, Denise Hollis, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Megan Soto, Denise Whisenhunt, Peter White

STAFF: Desiree van Saanen

I. REPORT FROM DISTRICT SSC

Summer Departmental Schedule – Council members reviewed Student Services departmental office hours for Summer 2012. All staff will work a 4/10 workweek, Monday through Thursday. Friday will remain a business day for managers. The 4/10 workweek schedule will begin the week of June 4 and end Friday, August 3. All Student Services departments will be closed August 3. No employee will be authorized to work “behind closed doors.”

Military Units – Currently, all units from military training are posted. However, the posting of excessive military units has been problematic. In some cases students end up with too many units for a SOC agreement or risk losing financial aid. In addition, the military units can only be used for elective credits. District SSC is looking to modify the protocol for the acceptance of military training units. On the table is a proposal to allow a maximum of 20 units, and only those units that are needed to fulfill degree requirements.

Veterans – Effective March 2012, the Department of Veterans Affairs issued new regulations corresponding to the “VAOnce” system for the purpose of reimbursing the VA for courses wherein no passing grade was earned. According to the modified process college Veterans Office staff will be required to:

- Update a student’s grade in the VAOnce system for all incomplete grades, regardless of how much time has passed.
- Update, within the semester of approval, a student’s records for historical payments if academic renewal is applied to a previous “F” or “NP” grade.
- Terminate (in the VAOnce system) and report all veterans who earn a degree or certificate. If the student picks up a new major, office staff must re-create the student account in VAOnce.

Council members briefly discussed the great workload and burden this process will place on our VA staff.
I. REPORT FROM DISTRICT SSC (continued)

Priority Registration Changes – Council reviewed and discussed the priority registration changes, effective fall 2012, affecting current and former foster youth (AB 194), Continuing Education Advantage Students, and active-duty military and veterans (SB 813). It was noted there will be a comprehensive overview of the changes during the Classified Staff Workshops scheduled this summer.

Assignment of Incompletes – Peter indicated that there will be a change in the protocol and processing of Incompletes. Effective Fall 2012, instructors submitting Incompletes must attach the work that the student needs to complete. The change will allow the student to fulfill the contract with an appropriate departmental representative in the event the instructor of record is no longer accessible. Peter further indicated that Incomplete Extensions must be submitted to Records by the student, not the instructor. Council members discussed the necessity of an “extension,” since students are given up to one year to complete outstanding coursework. Peter will check with Lynn to see if colleges are required to offer them or if we do so internally as an additional service to students.

Revised English Courses (Accelerated) – Peter reported that English 47 will be ready for the Fall 2012 semester, however, there continue to be implementation issues. Discussions are continuing in an effort to bridge the accelerated English 47 course to the traditional English sequence (i.e., how do we make a four-unit course equivalent to 16 units of coursework?) Also, how the course will be listed in the catalog is still being worked out. District will prepare a written description/explanation for counselors’ use in the near future.

SB 1440 – There are currently two degrees that will be in the City College 2012-13 catalog—Psychology and Communications—that align with TMC. Other degrees are in the works but will not be approved in time for the next catalog, except as addendums.

II. 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 theme of the workshops will be “The Squeeze is On,” with emphasis on the changes in process and policy stemming from funding reductions and the State Student Success Task Force recommendations. The first workshop will focus on these changes and their impact on students in relation to course shrinkage, disqualifications changes, enrollment priority changes, transfer options, etc. The second workshop will focus on the same issues but from a personnel perspective.

Peter will send out a rough agenda to SSC. He asked that Council members share and discuss the tentative agenda with staff and to forward ideas to him.
III. FINAL 2012-13 DRAFT CATALOG REVIEW

Desiree announced that the first draft, which includes the changes submitted to District on March 7, has been returned to campuses for additional changes. We will have until April 22 to make additional changes. The draft is due back to district by April 23.

IV. PROGRAMS AND SERVICES UPDATE

**Vice President’s Office** – Peter announced the promotion of Gerald Ramsey to the Vice President, Student Services position at Miramar College. Council members recognized Gerald for his great work with students and his mentorship. Gerald thanked Council members for their kudos and kind words of support. Gerald’s last day at City will be June 30. He will be sorely missed!! President Burgess will bring the EOPS Director vacancy to Chancellor’s Cabinet in the near future. It is anticipated that the position will be filled by late July or early August.

**Admissions/Records** – Lou announced the loss of a Senior Student Services Assistant position in the Admissions Office. Angela Inthisane was recently promoted to an Administrative Assistant position within the Instructional Office (formerly staffed by Heidi Fox). Council members briefly discussed the difficulty of filling entry-level positions on an internal-only basis. Peter noted that a recently published Classified Staff Board Report provides an overview of district-wide classified vacancies from 2008-09 to present. He will share it with Council members once he obtains a copy of the report.

**Student Development** – The Veterans Service Center is now open to students. Hours are Monday-Thursday, 9am-3pm in room A-220. Council members applauded the focused efforts of Student Development staff, Student Mental Health, DSPS and student veterans to provide valuable services/resources to our military. In addition, a Veterans Service Center account has been set up with the Foundation that is accepting monetary donations to support the Veterans Service Center’s supply and equipment needs.

**Transfer Center** – Due to deficient resources and staffing, the Transfer Center will be closed during the months of May and June. In July, August, and continuing into the fall, the Center will be open for services on Mondays and Wednesdays only, from 7:30 a.m. to 6:00 p.m. Students seeking information regarding transfer and careers should be directed to the Counseling Office, where they will be assisted on a limited basis.

Bonnie announced that the Career Fair is scheduled for Thursday, April 19 in Gorton Quad. Many employers are signed up to participate.

**Financial Aid** – City has been recertified for federal programs. Certification renewal will be due again in December 2017.
IV. PROGRAMS AND SERVICES UPDATE (continued)

**MESA Program** – Rafael paid tribute to six SDCC MESA student women, who have received an AWIS Scholarship since 2003. Award recipients are now attending prestigious universities (Harvard University, University of North Florida, Massachusetts Institution of Technology, Stanford University, and Rice University). The latest recipient (from 2012), is Math major Hui Simone, who plans to attend UCSD in Fall 2013.

**Bookstore** – Spanish Department representatives within the district are working to identify and agree upon the textbooks they will use in their departments. Doing so will help to lower textbook costs for students taking Spanish courses at multiple campuses. DeeDee indicated that City’s Spanish Department may have agreed to adopt the textbooks currently used by Mesa College.

DeeDee alerted Council members to a growing problem. She noted that some students are taking textbooks to Tijuana, BC and making copies for profit. She urged for a campaign to educate students regarding the legal and ethical implications of this practice. Council members briefly discussed some strategies for informing students (i.e., including a blurb in Financial Aid and orientation packets, postings, fliers).

**Student Affairs** – Denise W. reported that out of $40,000 in deferments last year, all debt was repaid except for $2,000 (two students).

Preparations for student general elections are underway. Student online voting is scheduled for April 17-18, 2012. Election results will be posted by close of business on April 20.

Students can now sign up for graduation online through Student Web Services; however, they must still be evaluated for eligibility beforehand.

The Black Graduation and Rite of Passage Celebration, in honor of African-American student graduates, will be held on Thursday, May 17, 5:30 p.m. (immediately following graduation rehearsal), in D-121. Donations for this event can be made through the SDCC College Foundation.

**Student Health Services** – We recently received notification from the State Chancellor’s Office that colleges may approve a $1 increase for student health fees. Denise W. indicated we will want to assess student responses to this possible increase through our Associated Student Body.

**EOPS** – The EOPS department welcomed a new staff member, Juana Baca, who was recently relocated from Instruction into a Student Services Assistant position, formerly staffed by Angie Avila. Welcome Juana!!

**Counseling** – The Counselors Retreat/training is confirmed for Friday, April 20, 8:00 a.m. to 12:00 noon at Miramar College (Room 1-101A/B).
V. 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.

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