SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

May 24, 2012
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Rafael Alvarez, Debbie Berg, Helen Elias, Marilyn Harvey, Denise Hollis, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, DeeDee Porter, Gerald Ramsey, Megan Soto, Denise Whisenhunt, Peter White, Debra Wright-Howard

STAFF: Desiree van Saanen

I. REPORT FROM DISTRICT SSC

Electronic Medical Records – District VPSSs met with Student Health Directors on Thursday, May 24 to discuss the future of medical records maintenance and specifically electronic medical records (EMR). Colleges are currently looking into possible vendors, capabilities and costs. City College has yet to invest in the idea pending resources to support implementation of an EMR system. Council discussed hidden costs associated with an EMR system such as conversion costs, training and maintenance. It was further noted that EMR systems are only federally required if the institution processes MediCal and/or MediCare claims. Council also discussed what should be the appropriate level and range of student health services provided by educational institutions. As other community/county agencies lose funding, Community Colleges student health services programs may be expected to assume services well beyond their original purpose.

Student Transfer Outcomes – Lynn Neault will present a report on Student Transfer Outcomes (2010-2011) at the May 24 Board Meeting. The report indicates a decline in SDCCD transfers to local universities (UCSD and CSU San Marcos) primarily caused by stricter admission requirements, reduced capacity and departmental impaction. With regards to impaction, CSU San Marcos gave admission priority to student applicants from their local services area, which does not include SDCCD. As it becomes more difficult for students to transfer into area universities, the number of students transferring to private institutions is on the rise.

First-Year Experience Report (2008-2009 & 2010-2011) – Peter shared the districtwide First Year Experience Report (2008/09 to 2010/11). The IRP report reflects a snapshot of persistence, success, retention and GPA of the FYE cohorts at the three colleges. It was noted that because the report uses figures from one year ago, they do not reflect the relatively recent FYE surge at City College because of the Title 5 grant. However, overall, the figures are very positive.
I. REPORT FROM DISTRICT SSC (continued)

*California Dream Act* – A summary of the California Dream Act (AB 540) was distributed for review. Greg Sanchez and the FAO directors are working to identify, notify and encourage eligible students to apply for State Aid (BIG Waivers and Cal Grants) and scholarships.

II. SUMMER ALL-CLASSIFIED STAFF WORKSHOPS

Classified staff training sessions are confirmed for:

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

Desiree will send out the announcement/invitation by Friday.

III. SLO REPORT TO ACCJC – DUE OCTOBER 2012

Peter reminded Council that an SLO report, summarizing City College’s progress toward proficiency in the implementation, assessment, and use of SLOs for planning and budgeting, is due to the ACCJC by October 2012. A subcommittee of the Accreditation Steering Committee is currently working on the SLO report. He noted that much of the information/language utilized for the SLO report will be imported into the Midterm Report, the latter of which is due to the ACCJC in October 2013. The report will also include examples of the use of TaskStream in the identification, measuring and dialoging about SLOs. Examples will also be attached as evidence.

IV. PERSONAL GROWTH – ASSIGNMENT TO COUNSELING

In a May 12, 2012 letter, President Burgess announced the organizational change to move Personal Growth courses from Instruction to Student Services under the School of Counseling Department. The change is effective July 1, 2012; however, Helen, Bonnie, Cathi and Megan are currently working diligently to ensure a smooth transition. President Burgess indicated in his letter that his decision was premised primarily on the fact that more than half of the PG courses are targeted toward cohort groups and, therefore, is more appropriately aligned with Counseling. Peter will send the President’s letter to Student Services Council members.

Helen indicated that there are positive consequences to having PG courses under Counseling. The upside is that we (Student Services) gain more control over how many PG courses we offer and maneuverability of the format to insure they align with cohorts. Also we are able to protect PG FTES from course reductions that might be suffered under Instruction. Council members discussed the option of offerings a “balloon” of courses in the fall with fewer offerings in spring to better align with programmatic needs. Peter thanked Helen, Bonnie, Cathi and Megan for their hard work.
V. PROGRAMS AND SERVICES

**SDSU Cross Enrollment** - Council members briefly discussed the requirements for cross-enrollment with SDSU. Bonnie indicated students must be registered in at least six units, must have completed at least one regular term at City, must be in good academic standing, and if registering in the summer, must have attended the previous spring semester. Students registering for SDSU Math 43 must be SDSU-matriculated students. Unfortunately, non-SDSU matriculated students are being referred to Math 43 and are being given add codes. Council discussed strategies for getting this information to SDSU Math instructors to ensure the instructors are only giving add codes to SDSU-matriculated students.

Bonnie asked that Council discuss the protocol for DSPS students requesting accommodations in other departments. She cited the case of a deaf student who was referred by DSPS to the First-Year Services program. While in FYE, the student requested an accommodation in order to take an assessment test. Debra (DSPS) noted that the DSPS Department is limited to providing only instructional support (i.e. accommodations in classrooms, labs, class exams).

**DSPS** – In order to get ahead of the curve with eventual changes in priority registration, Debra is red flagging all DSPS students with excessive units (200 or more) who do not have current Ed. Plans on file. Council discussed strategies for identifying students within special populations who have amassed excessive units. Helen stated we may want to adopt the Veteran’s model that requires a first-semester (unofficial) Ed. Plan at the onset of a semester, followed by a mid-semester plan, the latter requiring a one-hour meeting with a counselor.

**EOPS** - Search efforts for the EOPS Director position are underway. Helen stated the position should be filled by Fall 2012.

**Student Development** – Helen announced the completion of a Petitions Grid and Flow Chart. This comprehensive document is a reference tool that allows faculty and staff to view current petition forms and processes. This resource also provides a “graveyard” section where faculty/staff can view obsolete forms. The information has been shared with instructional deans and chairs, and she will forward the same information to Student Services personnel. Council expressed special thanks to Megan Soto for her hard work and time researching and collecting documents for this document.

**Student Affairs/Commencement Events** – Praise and gratitude were expressed in a round of applause to Student Affairs’ Denise Whisenhunt and Gail Rodriguez, as well many staff coordinators and volunteers, for their time and hard work in insuring a successful commencement. Denise reported receiving positive feedback regarding the early start time. The additional sunlight allows families more photo opportunities, provides more light during the break down of props, and offers an extra layer of safety for everyone. Marilyn Harvey was also praised for her efforts in coordinating the President’s Commencement Reception.
V. PROGRAMS AND SERVICES (continued)

Other – Final interviews have been completed for the Vice President of Administrative Services position. Peter is currently checking references. A recommendation will be forwarded to the Chancellor this week; then we will seek approval by the Board for a July 1 start date.

IV. RUMOR CONTROL - None

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

June 7 (1st Thursday only)