SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, June 27, 2013
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Maria Elena Delgado, Leslie Easton, Helen Elias, Marilyn Harvey, Lou Humphries, Kathy McGinnis, Star Rivera, Megan Soto, Denise Whisenhunt, Debra Wright-Howard

STAFF: Desiree van Saanen

SPECIAL ANNOUNCEMENT – Vice Chancellor of Student Services, Dr. Lynn Neault, has been selected to serve as SDCC Interim President effective August 1 – July 31, 2014. Vice Presidents Barnes and Whisenhunt will meet with Lynn early next week to discuss her one-year assignment. There is no news yet regarding her replacement at District. Congratulations Lynn!!

I. REPORT FROM DISTRICT SSC – No District SSC, no report.

II. SLO TRAINING SESSIONS - UPDATE

SLO-Taskstream training sessions are scheduled as follows:

Training Session I: Wednesday, July 10, 11:30 a.m. to 1:30 p.m. (R-301)
Training Session II: Wednesday, July 24, 11:30 a.m. to 1:30 p.m. (R-301)

The July 10 Training Session I will be devoted to entering SLOs and conducting program review.

The July 24 Session II will be devoted to completion of SLO entry and one-on-one assistance.

The goal is to complete 2011-12 SLOs by summer’s end, although each department is at a different stage in the process. This summer’s training will offer departments an opportunity to catch up and learn to navigate Taskstream. Council would like to see a timeline that identifies the various stages and deadlines of the program review cycle.

III. ADT REMODEL UPDATE

Tome Fine and Jacque Bell are looking for a small design team, representing affected departments, who can develop an ADT mission statement. The group should consist of no more than five people. The VP and deans will be included.
IV.  SSC Retreat

The SSC Retreat has been scheduled for:

**Friday, August 9**
9:00 a.m. to 2:00 p.m.
Point Loma Nazarene

Lunch and refreshments will be provided. The theme will be SB 1456, what it means to Student Services and the campus as a whole.

Council discussed having a Student Services retreat annually.

V.  PROCESS FOR LATE APPLICATIONS

Monday, July 1 is the deadline for the submission of applications. Council discussed the implications of shortening the period for priority registration and for issuance of registration appointments. The span between the application deadline and the Fall 2013 start date has been extended, and strategies will need to be in place to address a projected higher volume of students who will miss the deadline. To assist these students, Council agreed to provide the Red-Tent kiosk during the month of July (beginning July 8) as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Hours</th>
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<tr>
<td>Week of July 8</td>
<td>9-12 on M, W, Th; 2-6 on T</td>
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<tr>
<td>Week of July 15</td>
<td>9-12 on M, T, Th; 2-6 on W</td>
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<tr>
<td>Week of July 22</td>
<td>9-12 on T, W, Th; 2-6 on M</td>
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Megan Soto is drafting informational fliers to be distributed to students at the kiosk. She will forward to specific departments for feedback and updates.

VI.  PROGRAMS AND SERVICES - ROUNDTABLE

**DSPS** – Debra Wright Howard expressed thanks to the FYE program for their excellent work in screening students. Their efforts have had a positively affected the flow of student traffic in DSPS and it is much more manageable now.

**Athletics** – July 8 starts the preseason conditioning classes for athletes. An orientation will be held on July 24 for returning and new athletes. Kathy McGinnis will send out a notice with details out to the college community.

**EOPS** – Star Rivera reported that the Summer Readiness students have paid fees and are successfully registered in their classes. Two new math classes have been added and are up and running.
VI. PROGRAMS AND SERVICES – ROUNDTABLE (continued)

**Counseling** – Megan Soto indicated that July is the busiest month. Counselors are stretched between orientations, workshops and handling walk-ins. However, FYE is doing a great service by screening students in advance, which has helped to reduce traffic in the lobby area.

**Admissions/Records** – Lou Humphries noted that July is a peak period for processing High School applications, Petitions to Challenge, Petitions for Course Repetition, and resolving residency issues. Veteran traffic is also increasing.

**Financial Aid** – The Financial Aid priority deadline is July 1, 2013. Completed packets that are submitted before this deadline will receive priority and will be reviewed first. Packets submitted after the deadline will be reviewed but there is no guaranty that they will be completed before the start of fall 2013. Alisia Acevedo reported that the Financial Aid website and informational handouts have been updated to reflect deadlines/process changes.

Council briefly discussed the appeal process district-wide. It was noted that each college’s FA appeal process differs. Mesa College convenes a committee each week to review appeals. City College’s appeals are generally reviewed by the FA supervisor or manager. Approximately 2,000-3,000 appeals are reviewed each semester.

**Transfer/Career Center** – The *Passport to Life* event will be held August 13. The event will begin with an orientation/welcome at 8:30 in the HWG, followed by a series of campus workshops, a fashion show and a chef cook off. Over 800 probationers, ages 14-24, and their families will be in attendance. Marilyn Harvey is inviting department representatives to attend and to provide information regarding their disciplines. Denise W. confirmed she would attend.

**First Year Experience** – Marilyn Harvey reminded Council that *Student Success Day* is on Saturday, July 13. It will be held in HWG. First Year Students will receive a welcome and will be “knighted” into the program. Students will meet with counselors and mentors, and will receive an orientation that explores the holistic college experience. It was noted that City’s FYE is a highly effective student success model. Kathy McGinnis recommended, and it was agreed, that a component on the Athletics Program be incorporated into the orientation.

**MESA Program** – Rafael Alvarez announced the MESA Alliance Industry Summit will be held in July and will include the participation of nearly 30 companies. He noted that many of the partnership companies now employ MESA alums, who have championed the MESA Program. Rafael noted that there are many challenges ahead. Roughly 4% out of 4-million students graduate from STEM Programs. Minorities represent only 9% of STEM employees in the workforce. In addition, a 2012 Report of the U.S. Department of Labor projects a 61.6-% increase in STEM jobs over the next ten years. Rafael thanked council members for their continued support.
VI. PROGRAMS AND SERVICES – ROUNDTABLE (continued)

Other – Denise W. reported that final interviews for the Dean of Student Affairs were completed on Wednesday, June 26. In addition, she shared that we were notified that we were awarded a grant targeted to African American and Latino males who have been incarcerated. This program will incorporate them into the FYE program. She commended all who worked on bringing this grant to City College.

Fall 2013 / Spring 2014 SSC Meeting Schedule (Meets 1:00-2:30 p.m., Room D-102):

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Spring 2014</th>
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<tbody>
<tr>
<td>Sept. 12, 26</td>
<td>Jan. 9, 23</td>
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<td>Oct. 10, 24</td>
<td>Feb. 13, 27</td>
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<td>Nov. 14</td>
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