SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, September 12, 2013
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Dotti Cordell, Helen Elias, Denise Hollis, Bernice Lorenzo (for Star Rivera), Kathy McGinnis, Lori Oldham, Bonnie Peters, DeeDee Porter, Greg Sanchez, Nesh Savage, Megan Soto, Denise Whisenhunt, Michael-Paul Wong, Debra Wright-Howard, Xi Zhang

GUESTS: Jillian Devlin, Athletics Intern

STAFF: Desiree van Saanen

INTRODUCTIONS:

Kathy McGinnis introduced Jillian Devlin to the SSC. Jillian is a NATA certified third-year law student specializing in sports law. She will be interning with the Athletics Department this semester. Welcome Jillian!

Student Affairs Dean, Michael-Paul Wong, introduced Lori Oldham, M.Ed., to the SSC team. Since 1998, she has worked in the School of Business, as well as an adjunct faculty member. Lori will be working with, student clubs and activities (calendaring, planning, liaison, and billing) and the ASG. Welcome Lori!

I. REPORT FROM DISTRICT SSC

Service Animals – Board Policy 3105 has been amended to reflect changes in state and federal law. Service animals are defined as any canine dog or miniature horse that has been trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. When there is a question regarding the legitimacy of a service animal, staff will be allowed to ask two questions as follows:

1) Is the dog (miniature horse) a service animal required because of a disability? And
2) What work or task has the dog (miniature horse) been trained to perform?

Students may be referred to DSPS for animal certification. Campus Police may be contacted for assistance if the student/visitor refuses to adhere to district policy.
I. REPORT FROM DISTRICT SSC (continued)

Service Animals (continued):

Council members discussed the difference between “public” and “private” places with regard to the use of service animals. It was noted that classrooms would be considered private because only registered students would normally have access to them. However, lobbies in some areas (such as Admissions) could be considered public since they are open to the general public as well as registered students. It was noted that the LRC and Counseling encounter this problem frequently. Council members agreed that BP 3105 should be shared with college police and definitions regarding “public” and “private” places need to be formalized on a district-wide basis. Debra Wright Howard also said she would follow up on more details in regards to this.

Academic Standards – The 2014 policy on Academic Standards was distributed. Third Disqualification Petitions for Fall 2014 must be submitted by March 21, 2014. Denise W. will work with Helen, Nesha and Megan to further refine the process in order to insure effective internal and external communication.

2013 Chancellor’s Student Success Award – SDCC’s First Year Experience (FYE) program was nominated to compete for the 2013 statewide Chancellor’s Student Success Award. We are all hoping for a big WIN! Congratulations to Bonnie, Yesenia and the entire FYE staff!

All-Counselor Workshop – This semester’s Counselors Workshop is scheduled for Friday, November 8, 8:30 a.m. to 12 noon at the Continuing Education North City Center site on Aero Drive. The district-mandated workshops allow all counselors learn of new legislation and district policies, as well as network with regard to strategies and trends.

II. SLO / PROGRAM REVIEW UPDATE

A timeline of the Student Services Fall 2013 Program Review & SLO Cycle was reviewed. The last of a series of SLO/Program Review training sessions is scheduled for Friday, September 13, 2013 in R-301, 10:00 a.m. to 12 noon. Anyone who has not completed a training session is urged to attend. Draft entries must be completed by September 13; final submissions are due to the appropriate Dean for prioritization by September 30. Dotti C. stated she can assist people on an individualized basis as some people may have difficulty with training in a group environment.

III. SSC RETREAT OVERVIEW

As a follow up to last summer’s SSC Retreat, Denise W. asked council members to identify a date to discuss pathways to assist our students in their efforts to strive for student success, including “Completion by Design” and other best practices. Council
III.  SSC RETREAT OVERVIEW (continued)

members selected: **Friday, September 27, 8:00 a.m. – 12:00 noon, Conference Room D-102.**

Mark you calendars. Refreshments will be served!

IV.  SDCC SCORECARD

Copies of the SDCC Institutional Effectiveness Scorecard were distributed. Xi indicated that the data represents a snapshot of student enrollment, outcomes and student satisfaction. The report responds to five of the institutional priorities and serves as an overall outcomes report closing the inquiries initiated in the college-wide research agenda. Xi noted the only components missing from the report are benchmarks, as well as the process for establishing the benchmarks.

Over the summer, regular reports were updated and posted and program review packets were sent to their respective departments. A copy of the City Awards Conferred Report was requested. Xi will forward an electronic version to council members.

V.  PEER MENTOR BOARD PRESENTATION

Coordination of a Peer Mentor presentation for the September 26 Board meeting at City College is underway. The presentation will consist of three five-minute video segments featuring peer mentors from Mental Health, FYE and the Veterans Center, as well as three breakout sessions with PowerPoint presentations. All are encouraged to attend.

VI.  PROGRAMS & SERVICES – ROUNDTABLE

- **Student Affairs** – Next week is “Constitution Week.” ASG members will be handing out copies of the U.S. Constitution, a video on the Bill of Rights will be available online, and banners and bulletin board announcements will be strategically placed throughout the campus.

  Lori O. reported that the Student Affairs Office will host a Day of Service event in October and a student leadership summit in November as follows:

  ➢ **City’s First Day of Service in collaboration with City’s Urban Farm** manager Lora Logan, Student Affairs and ASG
  October 16, Balboa Park’s Inspiration Point
  (Circular area near tram/bus stop)
  1st Shift: 8:00 a.m. - 10:30 a.m.
  2nd Shift: 11:00 a.m. - 1:30 p.m.
VI. PROGRAMS & SERVICES – ROUNDTABLE (continued, Student Affairs)

➢ City’s First Student Leadership Summit
   November 8, V-101
   8:30 a.m. – 2:00 p.m. (includes two 1-hour breakout sessions)
   Keynote speakers: Councilmember David Alvarez UCSD Cross-Cultural Center’s Nancy Magpusao. Topics will include leadership, conflict resolution, and factors of social identity.

Michael-Paul indicated the Student Affairs Office will undergo some reorganizing; Gail R. will take on more responsibilities under discipline while releasing responsibilities associated with clubs/activities/student life. Responsibilities of the latter will be covered by Lori Oldham and Tavaris Franklin.

Student Affairs is also gearing up for an election for new VP as well as a scholarship campaign. He noted that applications for scholarships can now be completed online, and there are many scholarships to choose from. It was recommended that workshops for scholarship application development be provided to students as part of the campaign or as part of future campaigns.

Denise W. reiterated the need for a student representative to participate regularly on the SSC, as well as a request for Patton Alberti from Food Services.

➢ Counseling – Megan S. reported that all counselors in General Counseling are booked through mid October. Council members discussed requiring cohort groups to seek counseling services through their specific programs (FYE, Athletics, EOPS) rather than use general counseling services. It was noted we would need to obtain support from district before pursuing this strategy.

➢ Financial Aid – Greg S. reported that the FAO will disperse 4,100 Pell grants totaling over $6.2 million this semester alone. The total number of disbursements last fiscal year was 6,600.

➢ EOPS – Star R. reported that although EOPS received an increase statewide, City College is servicing many more EOPS students. There is need for more support staff. Recent data shows CALWORKS students with high persistence rates; however, the same data indicates overall low grades. This finding will lead to new SLOs and assessments. An EOPS survey is currently underway. The department is also gearing up for an Education Plan campaign.

➢ Admissions/Records – New notebooks for veterans have been delivered to the Admissions Office. Denise H. will send a supply to Counseling and to the Veterans Center.
VI. PROGRAMS & SERVICES – ROUNDTABLE (continued)

- The Evaluations Office has moved to A-110. Council was reminded that all evaluators are at the District; City College has one evaluations liaison, Elena Garduno.

- **SDCC Student Food Pantry** – The office for the Food Pantry was recently flooded and the food/supplies will need to be relocated. Star will keep the college community posted once they settle into a new office.

- **Outreach** - Denise W. displayed the new SDCCD Outreach publication. Council members were directed to contact the Outreach Office for a supply. It was recommended that the brochures be placed in the college catalogs on sale in the Bookstore.

- **Other Items** – Denise W. reminded Council members to insure posted information, including hours of operation, meeting dates and deadlines, etc. are accurate. It is important that each department regularly check and **update bulletin boards, master calendars, websites and publications**.

  It was noted that fire alarms were recently set off due to the vapors produced by an **electronic cigarette**. Council was reminded that the smoking of electronic cigarettes on campus is prohibited. It was recommended that a warning be tagged onto the no-smoking signs already posted throughout the campus. Dotti C. indicated that ECs have carcinogens and have not been ruled safe by the FDA.

VII. SSC MEETING SCHEDULE - UPDATE

Fall 2013 Meeting Schedule (Meetings are held 1:00-2:30pm, D-102)

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