SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, October 16, 2014
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Salem Berhanu, Dotti Cordell, Maria Elena Delgado, Marilyn Harvey, Josolyn Hill, Bernice Lorenzo, Lori Oldham, Julie Pludow, DeeDee Porter, Alisia Rincon, Elizabeth Vargas, Denise Whisenhunt

STAFF: Desiree van Saanen

GUEST: Tamika Balderamos, Program Technician, FYE

1. REPORT FROM DISTRICT SSC

“Completion” Strategies – In the future, the district will email students who have earned a specific number of units with instructions to see a counselor. There was discussion with regard to what happens next and the possibility of placing holds on students who do not follow up with a counselor after receiving a second notice.

Violence Against Women’s Act Update – Amendments to VAWA now preclude victims from being in the same room with the alleged aggressor. In addition, VAWA language must be imbedded into the published student rights policy. Committee members indicated the need to insure the language is gender neutral and may seek to address the title of the law, which specifies “women” but not “men,” who are often the victims of violence.

District-wide Counselor Workshop – The district-wide Counselor Workshop has been moved to Friday, November 7, 8:00 a.m. to 12noon at Miramar College. A DL will be sent once a room is identified.

2. STUDENT EQUITY

During the October 7 meeting of the Student Equity Planning Committee, members agreed to accept proposals from the campus at large with the deadline of Friday, October 10. It was emphasized proposals would be prioritized based on their direct impact on specified, evidence-based areas of deficiency within the five key indicators (access, basic skills, student success/persistence, degrees/certificate completion, and transfers). A subcommittee was formed to review the proposals. The committee composition consisted of:

Two (3) students
Two (2) classified staff (Instruction and Student Services)
2. STUDENT EQUITY (continued)

Two (2) faculty (Instruction and Student Services)
Two (2) deans (Instruction and Student Services)
Two (2) VPs (Instruction and Student Services)

The subcommittee met on Monday, October 13 for eight hours to review, score, prioritize and allocate funds. Denise W., Bernice L. and Xi Z. are currently completing the Student Equity Report, as well as a comprehensive high-end summary statement, both due to District by October 21.

It was noted that most departments have been starved for improvements due to statewide cutbacks and are aggressively seeking funds where they can. Unfortunately, some proposals did not meet the rigor of the rubric in that they did not directly “move the needle” by addressing areas of deficiency as defined by the research data.

Student Equity Report is nearing completion. The report and a high-end summary are due to Lynn Neault by Tuesday, October 21. Kudos to Bernice Lorenzo, Xi Zhang and members of the Student Equity Planning Committee for their excellent work!

3. SSSP UPDATE

The SSSP Plan was completed and forwarded to Lynn Neault and District Budget Office on Monday, October 13. Special thanks to Helen E. for her efforts in moving the plan forward.

4. PROGRAM REVIEW UPDATE

Dotti C. reminded Council that entries into Taskstream must be completed by November 1. Entries must include measureable evaluations (post assessments) and the integrated budget, which is linked with accreditation. Student Services is ahead of the game in some ways but there are several areas that need work. Council discussed scheduling another Taskstream workshop and reinstituting the “buddy system” (coupling people from areas that provide similar services in order to provide reciprocal support).

5. TITLE V GRANT 2014-2015

Bernice L. and Dotti C. are working on establishing a working Title 5 Task Force that will be charged with writing the proposal for the 2015 three-year T5 grant. They are currently awaiting the assignment of classified and faculty representatives. In the event the grant is approved for funding, the responsibilities of the T5 program would likely move to the new Student Success & Equity dean position. Also, Bernice and Dotti recently attended an HSI grant writing workshop in Denver, Colorado to assist in the preliminary coordination of this effort. One of the key lessons of the workshop was to instill into the campus culture the idea that “the student is not broken” and to work on systems and communications solutions that “treat the institution.”
6. ACCREDITATION

Denise W. reported that she will be chairing Standard II: Student Learning Programs and Support Services. The standard includes evaluation of all instructional programs, library and learning support services. “Accreditation” will be an ongoing SSC topic with many meetings and activities to be planned in the near future. Denise commended Student Services on all the great work done for our unit thus far and reminded everyone to complete their respective program review by November 1 as part of our integrated budget process. VP Barnes is the accreditation liaison.

7. FALL STAFF TRAINING

Council members discussed possible dates for the Fall Staff Training on “FERPA” and “Civility.” The date was narrowed to Thursday, December 11. Marilyn Harvey will take the lead organizing this event. Denise will check with EAP with regard to the “Civility” component. All classified staff will be invited to attend.

8. STUDENT SERVICES SPRING OFFICE HOURS - Tabled

9. ADT UPDATE – No Report

10. ROUNDTABLE

- **FYE** – FYE Program Technician, Tamika Balderamos announced she and others are working to develop an application linked to the SDCC website that will enable students to complete numerous functions from their androids or tablets. She solicited the assistance of program lead personnel to identify key services that can be linked. A sample of typical linked items was distributed. Bernice L. (EOPS), Salem B. (CalWORKs), Liz V. (Outreach), Alisia R. (FAO), Lori O. (Student Affairs), Julie P. (DSPS), Maria Elena D. (Price Scholars), and Josolyn H. (Counseling) volunteered to provide assistance. It was recommended that the application also include a link for FAQs. VPSS reaffirmed that everyone should provide their input when requested.

- **SHS** – Protocol for the Ebola Virus is underway and is crucial in avoiding undue panic and confusion. To rule out a possible Ebola virus, patients with fevers will be asked about their travel history. The protocol will be initiated only for students who have traveled from Liberia, Guinea and Sierra Leone. If this is the case, a second phase of protocols will entail shutting doors for “sheltering in” and calling the Public Health Department. Instructions and information about Ebola has been posted and personal protective gear is at hand. It was noted that confidence with regard to the government and CDC may have accelerated public anxieties about this disease.
10. ROUNDTABLE (continued)

- **Student Affairs** – Lori O. reminded Council that the Student Affairs Office is in the process of collecting information from our campus community relating to any Veterans Day activities planned during the month of November. She will create an events/activities calendar to be posted around campus, including on City’s homepage. Please send your events or activities to her by October 22 so that they can be included in the poster. There is also a Veterans Day program planned for Monday, November 10 at 10:30 in Gorton Quad. She will disseminate more details in the near future.

- **Transfer Center** – Marilyn H. reported she, Liz V. and Bob Sly are preparing a short instructional video urging students to take assessment seriously. A proposal will be submitted to Helen E. for approval. The Theatre Department will provide the actors.

- **Financial Aid Office** – Alisia Rincon reported the FAO has received 102 Osher responses. There was discussion concerning the importance of reminding students about getting their education plans. Alisia indicated students are required to have education plans in place before they can file an appeal or loan application.

- **EOPS** – Bernice L. indicated that the EOPS Student Technician, Awana Payne, will be assisting in the Instructional VP’s Office while his assistant, Lydia Gonzalez, participates in the ERP training at District.

- **DSPS** – Julie P. reminded Council that all events/workshop announcements must include a statement about accommodations (i.e., “If you need an accommodation, contact…”). Requests for accommodations must be submitted to the DSPS office two weeks prior to the event.

- **Price Scholars** - The Price Scholars Program is currently accepting mentorship applications. Applications are available in the Student Affairs Office or they can be downloaded from the Price Scholars website [http://pricescholars.org/home.htm](http://pricescholars.org/home.htm) The application window is November 3 – December 12, 2014. Maria Elena will send out a DL to the campus community announcing this opportunity and deadline.

- **Counseling** – Josolyn Hill was welcomed aboard as the Counseling Department’s new classified Acting Supervisor I. *Welcome Josolyn!*

10. ROUNDTABLE (continued)

Upcoming Events:
• **Student leadership Summit** – Friday, November 14, 2014, 8:30am to 2pm in V-101. Topics: Social Justice, Diverse Student Leadership, and Self Awareness. Contact Lori Oldham for details, loldham@sdccd.edu

• **Week of Service** – Volunteer opportunities include landscaping beautification of Balboa Park and servicing meals at St. Vincent de Paul’s Village. Contact Lori Oldham for details and registration, loldham@sdccd.edu

• **SDCC Open House** – Thursday, April 16. All departments are encouraged to table on that day. For details, contact the Outreach Office or Liz Vargas, evargas@sdccd.edu

**Other Items/questions:**

• **What do we do when the elevator goes down?** Recently, the elevator in the MS building was out of commission and wheelchair-bound students were directed to the DSPS office. This is the wrong strategy since the DSPS office can neither fix the elevators nor invent access where none exist (i.e., there is no wheelchair access to classes on the fifth floor), and students become frustrated having been referred to DSPS without resolve. Julie P. indicated in the event an elevator goes down, signs should be posted on the elevator that tell wheelchair-bound students to contact their instructors so that they will not be marked absent and can receive assignments. In the interim, a functional plan should be devised to address elevator issues.

• **Can students still petition for medical withdrawal?** There have been rumors that SDCCD no longer allows medical withdrawals. This is false. Medical withdrawals are routinely requested when students’ medical conditions cause lengthy/multiple absences. Students petitioning for a medical withdrawal must include supporting documentation with relevant timelines (dates of illness must coincide with petitioned semester) and petitions must be submitted in the semester in which the related courses occur. Medical withdrawals for courses in past semesters are rarely approved. There are also other factors that generally support a request for medical withdrawal. Students whose progress status is at risk of falling into probation or disqualification with the accrual of more “W”s are generally approved, as long as the petition is filed within the semester for which the medical withdrawal is being requested.

• **NEXT GENERAL SSC MEETING:**
  Thursday, November 6
  1:00-3:00 p.m.
  Conference Room D-102

• **NEXT DIRECT REPORT MEETING:**
  Thursday, November 20
  1:00-3:00 p.m.
  Conference Room D-102