SDCC-SCC DIRECT REPORT MEETING  
Thursday, October 24  
1:00-2:30 p.m.  
Conference Room D-102

Summary

In Attendance:  Dotti Cordell, Leslie Easton, Helen Elias, Kathy McGinnis, Denise Whisenhunt, Michael-Paul Wong, Debra Wright-Howard

Staff:  Desiree van Saanen

1. Student Success

A “Big Picture” Student Success Steering Committee has been formed that will look into macro concerns, implementing groundwork initiatives and the development of the Student Success Plan.

2. Veterans Initiative

Helen E. distributed copies of SDCC responses to the Veterans Initiative “8 Keys to Veterans’ Success. The matrix identifies support services and strategies that are currently in use at City College that address specific veteran/academic needs such as providing mental health support with PTSD, transition assistance and mentoring.

Other activities scheduled for the fall semester include “Boot to Suits” workshop, a canned food drive, and issuing free basketball and raffle tickets for veterans. Michael-Paul will reach out to the Bookstore for a possible book display for veterans, as well as strategies for providing free or low cost books and educational supplies for veterans. Lori O. and Michael-Paul are facilitating the development of a student veterans group.

Council briefly discussed integrating services formed out of the Wounded Warrior Grant and budget. The grant and its funding will be discontinued by the end of the fall ’13 semester. It was noted that Work Study students could be utilized to continue the peer mentoring aspect; however, we will need to find funding for a Veterans Counselor/coordinator.
2. **Status on Program Review/SLO**

Dotti C. indicated that program review for Student Services is 80-90 percent completed. However, there has been some confusion regarding the Program Review and Master Planning dates as indicated on the TaskStream template. While Program Review is dated 2012-2013 because departments are being asked to review last year’s data, outcomes, etc.; then based on the results, departments must project, or “Master Plan” strategies for 2014-2015. Next year’s TaskStream template for Program Review will be labeled 2013-2014 and the template for Master Planning will be j2015-2016. There may also be a gap this year as we align with the budgeting cycle.

Managers also discussed the means by which the campus Bookstore, Facilities and other campus-wide programs/services are assessed. Typically, these departments are centrally managed at the district. Formerly, Form “W” was used to address the needs of these departments but there does not appear to be a mechanism in place to incorporate data in TaskStream for these areas. It was noted that the district should have data on campus-wide departments that could be “dropped” into TaskStream.

3. **Governance Handbook – Student Academic Standards**

Voting rights of Student Academic Standards Committee members was discussed. At Mesa College, the Articulation Officer and Evaluators have equal voting rights; however, these representatives were not given the same right at City College. This practice was recently proposed so that all members of the committee have equal voting rights.

4. **Winter Break (Dec. 16 – 20) and Spring Break (March 30 – April 3)**

Denise W. asked that Student Services departments remain open during the week of December 16-20 and March 30-April 3. This action responds to a district-wide effort to maximize access to services. Departments that need to keep regular hours are Counseling, Admissions/Records, Financial Aid, Transfer Services, Health Services, EOPS/CARE, DSPS (limited hours) and Student Accounting. Denise will discuss Student Accounting hours with Jacque Bell.

5. **Centennial**

Managers discussed the following topics:
- “Legacy Tree” and marketing campaign.
- Prospective speakers
- Buying our own float bed. MPW noted he has connection w/ CalPoly. He was able to view a “graveyard” of float beds, some as low as $5,000. We may want to consider a purchase for next year.
6. **Centennial (continued)**

   - Centennial Kickoff – January 29: Pep rally. We need to encourage visibility of key student support services in quad.

7. **Red Tent**

   It is time to schedule “Red-Tent” coverage for the Spring 2014 registration. Coverage will be needed Tuesday, November 12 – Wednesday, November 13. Managers discussed strategies for better, continuous staffing. Helen will insure the sign-up form is updated and distributed.

8. **Roundtable**

   Athletics – Kathy M. announced there will be a fundraiser at Hooters in the Gaslamp on Market Street (Downtown San Diego) on October 28 to benefit Knights Women’s Basketball. Between the hours of 4pm – 8pm, 20 percent of all food and beverage purchases (including alcohol) will go directly to the team. This offer is good for dine-in only.