

**SAN DEIGO MIRAMAR COLLEGE**  
**Student Services Committee**

Wednesday, February 6, 2019  
3:00 – 4:30p.m.  
K1-302

---

---

**Committee Members:**

Adrian Gonzales, Co-Chair; Lezlie Allen, Co-Chair  
Alice Nelson, Buran Haidar (absent), Cheryl Barnard, Dana Stack, Damaris Garduno (absent), Jill Griggs, John Loewenberg (absent), Judy Patacsil, Kandice Brandt, Kirk Webley, Lynda Armenta (proxy: Adam Feria), Mardi Parelman, Mona Patel, Monica Demcho, Naomi Grisham (absent), Sayeh Dehestani, Sonny Nguyen, Tonia Teresh, Vincent Ngo

**Additional Guests:**

**MINUTES**

**I. Approval of the Agenda**

Agenda approved.

**II. Approval of Past Meeting Minutes (November 7, 2018 & December 5, 2018)**

Minutes approved for November 7, 2018. Minutes approved for December 5, 2018.

**III. New Business**

<u>#</u>	<u>Item</u>
1)	<b>Student Equity Plan 2019-2022</b> Gonzales pointed out there is a difference between equity and diversity. Sometimes the terms are used interchangeably, however vastly different. Teresh shared the concept of the Student Equity & Achievement (SEA) program is the integration of SSSP, Student Equity and Basic Skills Initiative. Requirements include implementing AB705 for placement, educational plans, continuing to provide matriculation services, and maintaining a standalone student equity plan. Equity serves as the forefront of the initiative. Currently in the process of forming work teams to develop the equity plan. Will identify subject matter experts from each of the identified department. Plan is to complete the work in February and March; the Equity Plan is due June 30, 2019 to the State Chancellor's office. It is required to go through the participatory governance process. Execution of the plan is the most important component, and will go through 2022. Contact Teresh if interested in participating or learning more. Also available to present information at staff meetings if interested.
2)	<b>Commencement Activities- Participation/ Volunteers</b> Barnard mentioned reminder emails going out to the DL. Reminder for students to file Petitions for Graduation prior to deadlines. Important dates to remember: Associate Degree for Transfer (ADT) and Transferring to CSU in Fall 2019 deadline is February 14, 2019. Deadline

---

**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

	for students to register for name to appear in commencement program is March 22, 2019. Students are able to register to participate up until two weeks prior to ceremony; however, their names will not appear on program. Gonzales encouraged all faculty and staff to participate and assist with the celebration.
<b>3)</b>	<b>Student Services Hours of Operation for 2019-2020</b> Nelson shared information regarding data compiled from fall 2017 through fall 2018. Overall number of students/ visitors to offices were low for evening hours during the week (Monday – Friday). Request from Nelson, Stack, Ngo would be to have hours be consistent within the district. Request is to close at 3:00p.m. on Fridays. Stack shared part of the concern also comes from transitioning into Campus Solutions. If working later hours (5:00 – 7:00p.m., Monday-Thursday), there will be no technical support available from the District office. Brandt shared limited amount of contract employees means offices are being run by NANCe support for longer service hours and they do not have access to keys and alarm codes. Gonzales shared intent is to align hours with other campuses; While trying to best serve students and their needs. Recommended to continue tracking patterns of services offered.
<b>4)</b>	<b>Student Services Resource Document</b> Gonzales shared draft resource document with information; The projected audience for this guide are faculty members. List broken down by need. Some suggestions for list included adding continuing education number and location, office hours, and QR codes. If have additional input email Martinez. Goals is to have document finalized by fall 2019 for distribution. Gonzales additionally reminded everyone accreditation requirement to continuously ensure webpages are up to date. Barnard shared launch of Food Pantry webpage.
<b>5)</b>	<b>Guided Pathways Workshop in San Diego</b> Gonzales mentioned workshop is on February 22, 2019. Informational email was sent to the DL, if interested recommended to follow procedures outlines in email and summit request of interest by deadline on 2/7/19. Gonzales, Hubbard and McMahon final approval of attendees will be on 2/8/19, plan to notify interested applicants via email. Guided pathways will pay for cost of registration and mileage, however costs will be required to initially be covered by attendee and submitted for reimbursement. Dehestani expressed interest and inquired if students were permitted to attend; Gonzales stated there was no response when requesting for input from the Associated Student Governance. Gonzales pointed out the goal of the GPSC is to finalize structure for the guided pathways workgroups this semester. Brandt informed the option to request an account is available to anyone at the Vision Resource Center by visiting their website, <a href="http://visionresourcecenter.cccco.edu">visionresourcecenter.cccco.edu</a> , to access information on AB705, career planning, guided pathways, etc.
<b>6)</b>	<b>Campus Solutions Training Schedule</b> Gonzales reminded there will be office closures districtwide due to Campus Solutions training for staff and faculty. Important to ensure appropriate signage and backup alternative for students is provided. Some of the identified dates and times for closures/limited services will be: Counseling, closed on March 11, 2019; CalWORKs, limited services on May 17, 31 and June

---

**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

	<p>7, 2019; Career and Transfer Center, limited services on March 15, 2019. DSPS, closed on April 24, 2019. Student Accounting, closed on April 11, 18 and May 3, 2019. There has not been a specific date identified for Ambassadors training. The training for Tutoring/LRC, Assessment, Fitness Center, Student Health Services, and Mental Health Services will cover general navigation for those whom do not access student records. Teresh pointed out to keep everyone aware of department's activity and closures. Suggestion to create a master calendar to inform everyone. Gonzales mention VPSS office will work on one. Nelson suggested adding the information to the monitors projected in the K1 building and creating flyers. Could contact Mize to assist with this.</p>
<b>7)</b>	<p><b>Student Petition Process</b></p> <p>Gonzales pointed out general trends of submitted student petitions include lack of consistency with information/documentation provided and approach. Current discussion at the District level to create consistency within campuses; want to create a system on how to lead and assist students to fill out a successful petition. Plan to have further discussion with Student Services leaders and bring back more information this semester.</p>
<b>8)</b>	<p><b>Program Review</b></p> <p>No items were discussed.</p>
<b>9)</b>	<p><b>Course Placement Process</b></p> <p>The plan is to implement the Placement Assistance Tool in Spring 2019. Change in legislation states colleges are not allowed to place students into basic skill levels courses. Gonzales informed the possibility of two different launch dates; March 1<sup>st</sup> or April 22<sup>nd</sup>. Had a conversation with Nguyen and Teresh to get their input. Suggested launch for this tool is April 22, 2019, due it being the date when CCCApply goes live. PAT will be automated within the application to appropriately place students. Gonzales need to discuss further with Whisenhunt and present suggestion to Neault for a final decision. Plan to finalize in the next couple of weeks.</p> <p>Some benefits of the later launch date would be to allow for a slower integration, and provide time to train staff appropriately. An additional suggestion was to integrate PAT slowly in smaller launch groups to learn how to apply tool.</p> <p>One drawback of a later launch date is the Outreach &amp; Assessment teams will be visiting the high schools beginning in March; therefore, a group will be required to use Accuplacer while the others after April 22<sup>nd</sup> will use PAT.</p> <p>Gonzales pointed out that when a student takes the assessment test in Accuplacer there is a "hold" placed on their record based on test score, may want to see if this can be taken off internally so each student is treated equally and students can enroll into college level courses. Needs to discuss further with Neault.</p> <p>Webley and Demcho both expressed they believe it would be a disservice to students to place them using two different tools and explored the possibility of rescheduling high school visits. Nguyen believes there is a consistency in keeping the projected dates to go out to the high schools. Teresh believes the implementation of the April 22<sup>nd</sup> date is the best as there may be</p>

---

**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

	<p>other potential delays of the process along the way and not have that component of matriculation in play.</p> <p>Brandt pointed out the District is working on converting all the current scores to new skill levels.</p> <p>If have additional recommendations send to Gonzales by 2/8/19.</p>
--	--

**IV. On-Going Business**

<u>#</u>	<u>Item</u>

**V. Announcements**

- Conversation revolved around Academic Senate Meeting held on February 5, 2019.
- Teresh announced opportunity for Dreamer resources; Outside grant will provide funds for counseling and a peer mentor/ advocate for students. Plan to announce to campus on March 1, 2019. Peer mentor will be required to enroll into six units at Miramar.

**VI. Next Meeting**

March 6, 2019, 3:00 – 4:30p.m; K1-302

**VII. Adjourn**

4:20p.m.

Previous Agendas may be found at <http://www.sdmiramar.edu/campus/governance/committees/ssvc>

---

**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.