

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, October 19, 2011
3:00 - 4:30 p.m.
Room A-107

Minutes

Present: Gail Conrad, Co-Chair; Glenn Magpuri, Co-Chair; Lezlie Allen, Kandice Brandt, Naomi Grisham, MaryAnn Guevarra, Janice Hecksel, Adela Jacobson, Tracy Ludwick, David Navarro, Judy Patacsil, Edith Pollack, Lisa Selchau, Dana Stack

Guests: Lezlie Allen, Joseph Hankinson, Janice Hecksel, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

1. **Minutes of SSSCom Meeting September 14, 2011:** Approved after changes; **MSC** Jacobson / Patacsil.
2. **Vice President Student Services Search Update:** The search process is underway, and the timeline has been developed.
3. **Student Services Integrated Master Plan:** Adela requested a formal endorsement of the Student Services Integrated Master Plan. It will then be integrated into the College Plan with Instruction and Administrative Services. The Student Services Plan is ready for the Accreditation follow up site visit of November 7, 2011. **MSC** Pollack / Selchau, approved with one abstention.
4. **Student Services Workshop Updates October 7, 2011:** David reported that approximately 106 district-wide employees were present. Some of the issues that were presented: Evaluator are now assigned to students by alphabet, and they're standardizing business practices and formalizing their structure. The number of degrees has increased.

There will be Basic Skills limitations, i.e., once a student has reached 30 units of Basic Skills, he/she can no longer take the Basic Skills level courses and will be referred to another college district or to Continuing Education.

5. **Accreditation Follow Up Site Visit:** No open discussions will take place with the Visiting Team. The team will meet with standard chairpersons. Substitutes will be provided for teaching faculty.
6. **Classified Staff Meeting:** There will be a Classified Integrated Master Planning Workshop Friday, October 28, 2011, 9:00 – 11:00 a.m. in room M-110. The workshop will be led by the Miramar College President and Vice Presidents.
7. **Student Services Center Updates:** Adela requested that a meeting be scheduled with GafCon, architects and Brett to obtain a status report. She will get a meeting together before the holidays. Janice will also be invited. Adela also asked Glenn to sent copies of some of the e-mail discussions.
8. **Administration Building Update:** No report.
9. **Round Table:**

Health Center: Lezlie noted the Center staff are seeing a lot of students. Health events are scheduled late October and November. Influenza vaccinations are being administered for \$5.00. No vaccines have been received from the County of San Diego.

Mental Health: Douglas Young staff will come on campus Tuesday for the Student Support Group to address coping skills.

Counseling: Alice noted that all appointments are filled. Two counselors will work on each business day prior to Christmas, December 19, 20 and 21, 2011.

Admissions & Records, Evaluations, Veterans' Affairs: Dana noted that currently-enrolled high school students are not being allowed to enroll in the spring. Evaluations and Veterans Affairs Office will be closed next week to allow staff to attend a national conference. Students will be referred to Admissions.

Financial Aid: Teresa noted she has 130 past AB540 students who can now appeal for private scholarships, 550 District-wide. Even though they do not specify U. S. citizenship, they can apply. AB 131 students, undocumented, will be able to apply for a waiver.

Lisa Selchau: Professor Selchau noted that there's a huge demand for chemistry classes. She is concerned about money for tutoring during lab hours.

Gail noted that we're 1,500 FTES over cap, which means that we're not currently getting paid, but it will be seen later in budget allocations.

CARE / CalWORKs: MaryAnn noted the state-wide EOPS conference Wednesday and Thursday of last week. Also noted was \$5,000 in scholarship monies available through the conference.

Associated Students: Tracy announced the Fall Fest next Thursday 10:00 a.m. – 2:00 p.m.

Student Affairs: Adela announced a High Speed Rail meeting next week at Mesa College. It is proposed to construct it 60 feet under Miramar College. Adela noted that approval has been given for food trucks for the Fall Fest next week.

Graduation: Adela announced that graduation is scheduled May 17, 2012, at the La Jolla Hilton Torrey Pines.

Meeting adjourned at 4:55 p.m.

Previous Minutes may be found at http://www.sdmiramar.edu/cmte/college_governance.asp.

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District Evaluations

Susan Newell	A, B, X, Y, Z
Paula Christopher	C, D, E
Thu Nguyen	F, G, H, I
Vang Thao	J, K, L, M
Reggie Boyd	N, O, P, Q, R
Christina Monaco	S, T, U, V, W

Phones

District Evaluator Phone number and hours
(619) 388-6615
8:00 am - 5:00 pm (Monday-Friday)

Direct Lines

Direct phone numbers should not be provided to students.

College Evaluations Line

College Evaluations Office will screen incoming calls and transfer the call to a specific Evaluator as appropriate; otherwise transfer to the general line: 619-388-6615.

Email

District Evaluations Office
evaluators@sdccd.edu

Website

- District Evaluations Office website has been launched. It includes important links and information regarding transcript evaluation, Associate Degree, Certificate of Achievement and IGETC or CSU certification.
- URL: <http://studentweb.sdccd.edu/evaluations/>

10/05/2011