

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**  
Wednesday, February 15, 2012  
3:00 – 4:30 p.m.  
Room A-107

## Minutes

**Members:** Gail Conrad, Co-Chair; Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, Tracy Ludwick, David Navarro, Judy Patacsil, Edith Pollack, Dana Stack, Joan Thompson

**Guests:** Yolanda Castillejos, Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

**Excused:** Lezlie Allen, Kandice Brandt (Jeff), Glenn Magpuri (Yolanda), Lisa Selchau

1. **Approval of Agenda:** Agenda was approved with the addition of three items: Accreditation, Program Review / SLOAC, and Student Services Buildings.
2. **Approval of Minutes** – November 2, 2011: Tabled.
3. **VPSS Updates:** Summer 2012: Gail noted that only 32 classes will be offered during the summer, six of them at MCAS, with the same contingency as last year, only to students who are on a particular program track in preparation for transfer or graduation. No Schedule of Classes will be posted, and there will be no registration appointments. Summer enrollment fees will be charged at \$46/unit, with a max of nine units, and no late adds or drops. Health fees will be charged at \$15, with limited services. Summer hours open to students are currently being developed district-wide. Offices will be open Monday through Thursday, similar to last year, and confirmation of 4/10 work schedules beginning June 1<sup>st</sup> through the end of July or early August is still to come. Gail noted that tutorial services may be further limited, as the LLRC move will be underway. Fall 2012: Fall Schedule of Classes will be on the web June 25<sup>th</sup>; application deadline in order to receive a registration appointment is July 27<sup>th</sup>; applications submitted after that date will allow registration during open enrollment beginning August 6<sup>th</sup>. Spring 2013: Similarly as fall, with an application deadline of November 30<sup>th</sup>; after that date, students may enroll during the open enrollment period beginning January 7, 2013. Spring Schedule of Classes is tentatively scheduled to be posted on the web November 5, 2012.
4. **Accreditation:** Gail noted that, according to the recently-received Commission letter and report, the warning status continues, although there are only four recommendations remaining to be corrected. The standard work groups have reconvened, and all of these groups, along with Chancellor Carroll, participated in a phone appointment with the Accrediting Commission to achieve clarification of some of the verbiage in those documents. A timeline to the completion of this process is currently under development, and will probably be similar to the last year's timeline. The same team members will visit in October as last year. The City and Mesa Colleges language will be studied to determine a way to adopt some of it for the Miramar follow up report, especially in the areas of SLOs and evaluation of faculty and staff. October 2012 will be two years since the warning status was declared, at which time we need to have corrected the issues noted in the Commission's recommendations.

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5. **Student Services Buildings**: Yolanda Castillejos is the lead AV Tech for the Student Services buildings. She noted that the plans may be viewed on the G drive, and asked everyone to let her know if anything needs to be updated. She will meet with the queuing system people in March.
6. **Usher Volunteers for Commencement**: Adela has sent out a call for employees to volunteer as ushers for commencement, and asked for committee members present to encourage others to volunteer. Usher orientation is scheduled Friday, May 11, 2012, time and location to be determined.
7. **Student Services Program Review / SLOAC**: Adela expressed her pleasure with the new Program Review / SLOAC format, and thanked Janice for her support. She thanked Janice Hecksel for developing the Excel document, and indicated that the format is currently in the process of being tested. Janice indicated that the goal is for the document to be quick and easy to use.
8. **Round Table**: **Transfer Center**: No report. **Career Placement & Assessment**: Joseph reported that he has been hearing from more employers, an encouraging sign after several years of not hearing from many. Hopefully it is a sign the local job market is finally picking up. **Counseling**: Alice reported that things have slowed down in this department, and asked others to send students to Counseling. David noted he is working on changes on online orientation. **DSPS**: No report. **Mental Health**: Judy reported that a student support group is starting up again in February, and that she will begin student walk-in hours. **Enterprise**: Janice reported that Office 2010 and Windows 2007 are upcoming in about two years. **Outreach**: Sonny reminded everyone that Friday, February 24<sup>th</sup> is the scholarship application deadline. He and Yolanda are currently working hard on the Miramar College Board meeting presentation. He noted a high school student visit next Friday. **Financial Aid**: Teresa expressed thanks to Sonny for his support with scholarships, and announced the Annual Scholar Fest Wednesday, April 27<sup>th</sup>, 4:00 – 6:00 p.m. in the I-100 building. No cost for attending, as in the past. Important changes will be upcoming in Financial Aid. **Associated Students**: Tracy reported that planning is underway for the Spring Fest. **EOPS/CARE/CalWORKs**: Joan reported that she is working with Miramar Researcher, Daniel Miramontez, on analysis of data. Also working on student satisfaction. March 21<sup>st</sup> is an EOPS Advisory Board meeting. **VPSS Office**: Edith announced that faculty and administrative regalia requests have been sent out. Just a reminder that the vendor cannot guarantee late orders.
9. **Next Meeting** Wednesday, March 7, 2012, 3:00 – 4:30 p.m., A-107

Meeting adjourned at 4:10 p.m.

Previous Minutes may be found at [http://www.sdmiramar.edu/cmte/college\\_governance.asp](http://www.sdmiramar.edu/cmte/college_governance.asp).