Student Services Council
February 8, 2013
10:00 a.m. – Noon
Morris Memorial, Conf. A

AGENDA

1. Introductions

2. Approval of Agenda

3. Action and Discussion Items
   a. Council Charge
   b. Rules and Procedures
   c. Board Policy Review and Comment
      Policy #7335 – Health Examinations
      Policy #7337 – Fingerprinting
      7-8049 – Academic Senates; 2105 Election of Student Member, 2015 Student Member(s) (tabled pending Senate review)

4. New Business
   a. Student Success Task Force Overview and Implementation Plan
   b. Transition Matriculation Committee to Student Success Committee
   c. Student Services Areas – Overview and Updates
   d. Student Services Distance Education Support

5. Public Comments
   a. Announcements

6. Other

7. Adjournment
**Members**

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<td>Health Services</td>
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<td>Eva Mo</td>
<td>Faculty/Honors Program</td>
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- **Present**
- **Absent**

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**Business**

1. **Call to Order and Introductions**

2. **Review of Agenda; Agenda approved with the following change.**

   Move Public Comments and Announcements to Item #3.

   \[ M/S/C \text{(Erin Johnson, Burt Shook)} \text{ approve adjustment of future agendas.} \]

**Action Item**

- **Who:** Geri Vargas
- **What:** Adjust the agenda to move up the #5 Public Comments (a. Announcements) to #3

3. **Public Comments**

   a. MJC Honors Program – Eva Mo provided the Council with an introduction to and overview of the program. The program would like to request priority registration for students accepted into the program.
Council reviewed board policy and current process for determining which student populations are granted priority registration and referred Eva to present her request to the Matriculation Committee.

**Action Item**

**Who:** Geri Vargas  
**What:** Forward dates and times of upcoming Matriculation Committee meeting(s) to Eva.

4. **Action and Discussion Items:**

   a. **Council Charge** – Council discussed and agreed that, in general, the charge of the Council is in alignment with the Participatory Decision-Making Handbook. Council members are encouraged to review the handbook. It was suggested that the Educational Master Plan as well as Student Success be added to the areas of responsibility that fall under the Council’s purview. There was consensus to forward these recommendations on to College Council for consideration.

**Action Item**

**Who:** Brenda Thames  
**What:** Will forward to College Council.

b. **Rules and Procedures** – The Council approved the rules and procedures as presented.

c. **Board Policy Review and Comment: (Policy #7335 and #7337)**

   7335 (Health Examinations) No objections. 7337 (Fingerprinting). Council agreed that there needs to be more discussion in regards to this policy/procedure. The Council requested additional information (i.e., costs, definition of a volunteer and levels.) The following Board Policies are also being discussed in College Council and Instructional Council: 7-8049 (Academic Senate) 2105 (Election of Student Member); 2015 (Student Member(s) (tabled pending Academic Senate review).

**Action Item**

**Who:** Geri Vargas  
**What:** Contact Human Resources to obtain the information.

5. **New Business**

   a. **Student Success Task Force Overview and Implementation Plan** – The implementation of the student success force is being led by the Matriculation Committee. Martha Robles, Chair of MJC Matriculation Committee, provided an overview of the Student Success Task Force Legislation and Report. There are 22 recommendations and that the committee is currently working on 8 of those recommendations. Martha R. handed out a Power Point presentation that was presented at the Student Task Force Workshop in Sacramento. She will also send links to the Council on where there is more information for them to review.

**Action Item**

**Who:** Martha Robles  
**What:** Send links to SSC.

b. **Transition Matriculation Committee (MC)** – SSC approved the subcommittee and name change. Martha R. reported that the MC is leading the implementation of SSTF mandated changes to the priority
registration policy, administrative procedures and campus processes. When the college makes changes to policy it should include both Columbia and MJC. There was consensus to support a recommendation for an implementation timeline that places the revised priorities in effect Fall 2014. Council inquired about the membership of MC and the Priority Registration Work Group (at the District level). The current policy/procedure #4250 (probation/dismissal) is being reviewed. It was recommended that 4250 be reviewed in conjunction with priority registration and implementation changes take effect concurrently in the fall 2014 semester.

**Action Item**

Who: Martha Robles & Geri Vargas  
What: Send Geri list of members on the Priority Registration Committee at the District Level as well as any other relevant documents.  
Who: Geri Vargas  
What: Add enrollment priorities and appeals process to next agenda.

c. Student Service Areas – Council agreed that they would prefer written reports from the various units throughout student services. That would include announcements from the student representatives on the Council.

**Action Item**

Who: Geri Vargas  
What: Will send written reports before every SSC meeting.

**Action Item**

Who: Erin Johnson  
What: ASMJC is planning a Spring Fling for a Saturday. Date and time TBD. Layla Yousif and Burt Shook will take this back to the Academic Senate and request faculty volunteers for advising.

d. Student Services Distance Education Support – Lorena reported on the development of a student services web site/portal that will be utilized as part of the implementation of the Distance Education Plan. It was recommended that SSC access the MJC website view the current status of the project on Blackboard. Some Council members have not had the opportunity to review the Distance Education Plan. Geri will obtain copies and distribute/post for Council Members.

**Action Item**

Who: Geri Vargas  
What: Send to SSC the Distance Education Plan.

6. Adjournment –

Next meeting: **February 22, 2013, 10:00 a.m. to Noon, Student Services Bldg., Room 203**
Student Services Council
February 22, 2013
10:00 a.m. – Noon

SSB 203

AGENDA

1. Approval of Agenda

2. Public Comments
   a. Announcements

3. Action and Discussion Items
   a. Board Policy Review and Comment
      Policy #7335 – Health Examinations
      Policy #7337 – Fingerprinting
      2105 Election of Student Member, 2015 Student Member(s)

4. Standing Reports

5. New Business

6. Adjournment
Modesto Junior College  
Student Services Council  
February 22, 2013  
Student Services Bldg., Room 203  
10:00 a.m. to Noon

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1. Call to Order

2. Public Comments
   a. Announcements
      - ASMJC will be collaborating with Student Services to augment the high school assessment day planned for April with modified “Spring Fling” activities. A subcommittee was formed including: Bryan Justin Marks, Layla Yousif, Flerida Arias, Elizabeth Hondoy, Lorena Dorn, Martha Robles and Carol Muller. Save the date announcements and requests for participation will be made at Deans Cabinet, Academic Senate, and area/departmental meetings by representative council members. It was noted that secondary to lack of fiscal resources outreach materials have become depleted and out of date. If the day is to be successful some fiscal resources will be required to have printed materials available to prospective students during the event.

3. Action and Discussion Items:
   a. Board Policy Review and Comment:
      Policy #7335 – Health Examinations
      Policy #7337 – Fingerprinting - Council recommends clarifying requirements for single event volunteers.
4. Standing Reports:

a. Council representative, Martha Robles, submitted a written report (see attachment). In addition Brenda Thames noted that College Council has established a work group to begin to assess and develop college-wide definitions of “student success” and related milestones, metrics and benchmarks as required by a variety of reports and external compliance data including accreditation. Council members were encouraged to explore the MIS data available through the CCCCO Data Mart and the ARCC report(s) for context regarding the types of data that the college will be discussing. It was also noted that the ARCC Report is being replaced by a new “scorecard” that will be maintained for each college. The details of the content of the scorecard have not been finalized to date.

b. Bryan Justin Marks provided a written report outlining EOP&S service data, distribution of participant GPA’s and application workshop announcement (see attached)

c. Layla Yousif provided a verbal report and update on Academic Senate which included positive feedback regarding the SSTF presentation provided by Martha Robles and preliminary discussions regarding the role faculty advisors will play in supporting and meeting the mandates of the new legislation

d. A report on accreditation was provided by Brenda Thames. Council members were encouraged to review the documents posted on the college website under governance and planning. The President and ALO are communicating with the Commission regarding clarification on several issues. Planning for the next steps and necessary activities to be completed for the next report and site visit have begun and will be communicated from the Accreditation Council.

New Business

**Action Item**

Who: Brenda Thames, Gert Vargas

What:

1. Make arrangements for Council to take the assessment tests as well as receive presentations on student orientation components (online & in-person), admissions application and educational planning.

2. Obtain assessment data from Delta and Merced Colleges

Priority Registration Criteria – The Board of Governors of the California Community Colleges Revisions to Title 5 Regulations: Enrollment Priorities was reviewed and discussed. In order to establish background and contextual understanding of the revisions the Council agreed that as a body the Council would engage in each of the required activities. The Council requested data regarding the assessment tests utilized at Delta and Merced colleges as well as cut scores and student placement comparisons. The Council discussed faculty participation in orientation. The Council was informed that the Counseling Department is developing a training module for faculty advising and will be invited to share that information with the Council when completed.

**Action Item**

Who: Brenda Thames

What: 1. Review and following agenda items for March meeting

2. Faculty registration network
Other:

Council members requested clarification on role, membership and function of district-wide workgroups and committees and how they interface with college shared governance committees. General discussion also indicated that further clarification is requested regarding how the new governance structure, roles and processes are being operationalized. The Council will spend additional time at future meetings reviewing the Engaging All Voices document, reviewing the governance web page(s) and developing specific questions/information requests and recommendations that will be forwarded to college council.

6. Adjournment –

Next meeting:  March 8, 2013 10:00 a.m. to Noon, Morris Memorial Bldg., Conf. A
California Community Colleges

Student Success Act of 2012 (SB 1456)

Overview

Academic Senate Presentation
Adapted from CCCCO Webinar
February 7, 2013

Presentation Topics

- SB 1456 & the Student Success Task Force
- Review of SB 1456 provisions
- SB 1456 Workgroups
- Matriculation = Student Success & Support
Fitting the Pieces Together:
Student Success Task Force & the Student Success Act of 2012

Student Success Task Force:  
22 recommendations, 8 Focus Areas

1. Increase college and career readiness
2. Strengthen support for entering students
3. Incentivize successful student behaviors
4. Align course offerings to meet student needs
Student Success Task Force:
8 Focus Areas (continue)

5. Improve education of basic skills students
6. Revitalize and re-envision professional development
7. Enable efficient statewide leadership and increase coordination among colleges
8. Align resources with student success recommendations

Overview of SB 1456 Bill Language


EC 78211: Delineates the Legislature’s intent for the Student Success Act

EC 78212:
• Delineates the student’s and the institution’s responsibilities, requires the BOG to establish a reasonable, phased-in implementation period based on resources available to serve students, & establishes name of program as the: “Student Success and Support Program.”
Overview of Bill Language (cont.)

EC 78212: Student Success & Support Program funding targeted to core matriculation

EC 78215: Defines role of BOG in developing policies and processes for mandated student participation in core services, exemption categories, and appeals process

EC 78216: Requires BOG to develop funding formula for Student Success and Support Program, including criteria such as services provided.

Overview of Bill Language (cont.)

EC 78216(b)(4): Links funding to centralized assessment & the new Scorecard

EC 78216(b)(5): Provides BOG with the authority to fund other services, as funding allows.

EC 78216(c): Delineates plan requirements

EC 76300: BOG Fee Waiver conditions
Work Groups Established

- Academic Affairs
  - Alignment of Course Offerings to Meet Student Needs
  - Basic Skills Summit
  - Professional Development Summit

- Student Services and Special Programs
  - BOGFW
  - Enrollment Priorities
  - Matriculation Title 5 Revision
  - Matriculation MIS Revision & New Allocation Formula

Work Groups (cont.)

- Technology, Research and Information Services
  - 7.3 Student Success Scorecard
    Accountability Reporting for the California Community College (ARCC) 2.0/Scorecard

To be convened in Spring 2013
- Student Equity Workgroup
- Program Reporting & Forms Workgroup

http://extranet.cccco.edu/SSITWorkgroups.aspx#CourseOfferings
**SSTF Recommendation 3.1**
California Community Colleges adopt system-level enrollment priorities to:

1. Reflect the core mission of transfer, career technical education and basic skills development;
2. Encourage students to identify their educational objective and follow a prescribed path most likely to lead to success;
3. Ensure access and the opportunity for success for new students; and,
4. Incentivize students to make progress toward their educational goal.

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**Priority Enrollment Concept in the Proposed Title 5, Section 58108 Regulation**

**Order of Priority:**

1. **Ed Code:** Active duty military & veteran students* and current and former foster youth* who are new & fully matriculated or continuing in good standing

   ↓

2. Existing Title 5: New and continuing fully matriculated EOPS & DSPS students in good standing

   ↓

3. Continuing students in good standing

   ↓

4. New, fully matriculated students.

   ↓

5. District flexibility to set priorities and categories for other students

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*Education Code section 66620 & exempt community college to give priority enrollment to any member of the Armed Forces of the United States within 4 years of leaving active duty. CC 66620 also exempts priority enrollment for current and former foster youth up to age 24.
Loss of Enrollment Priority

Continuing students would lose enrollment priority if they...

- Earned more than 100 units (not including nondegree applicable basic skills and ESL, and special classes)
- Are on academic or progress probation for two consecutive terms (as defined by existing title 5 regulations)

Enrollment Priority Regulation Timeline

*Districts may implement the new priority enrollment requirements earlier than Fall 2014*
Exemptions & Appeals

- **Exemptions**: Districts may exempt categories of students from the 100 unit limit, i.e., high unit majors or programs
  - Districts may also exempt from the limit units earned through credit by examination, advanced placement, IB, etc...

- **Appeal Policies**: Districts required to adopt an appeals policy and process for students who:
  1. Lose enrollment priority due to extenuating circumstances
  2. Are disabled and who applied for but did not receive timely reasonable accommodation.
  3. Districts may also allow appeals for students who demonstrate significant satisfactory academic improvement in a subsequent term

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Matriculation Then & Student Success Now...

- 8 components
  - Classroom assessment
  - Student learning outcomes
  - Student success planning

- Colleges required to provide core matriculation services, but students not required to complete them

- Stand-alone program planning

- Funding allocated based on enrollment data for new and continuing students

- Incomplete data reporting on matriculation services

- 3 funded core services:
  - 3 funded core services:
  - Institutional AND student requirements
  - Incentivizes student completion of core services
  - Clear link to student equity planning
  - SSTF and RCG priority in restoration of matriculation funds
  - Funding formula to include services provided as one element
  - Linked to ARCC 2.0 Scorecard
SB 1456: 
Student Success & Support 
(Matriculation)

First step to begin implementation of SSTF recommendations

- Re-purpose and re-focus Matriculation on core services of orientation, assessment, and counseling/advising to assist students in developing education plans
- Leverage technology to reach a greater number of students
- Requiring Board of Governors to adopt policies to mandate orientation, assessment, and student ed. plans, along with an exemption and appeals process.
Student Success Act of 2012 (SB 1166)
Student Success & Support Program
Implementation Communication Plan

Implementation Workgroups

Current
- Matriculation Regulations Revision Workgroup
- Student Success & Support Program MIS & Allocation Formula Workgroup

Will be formed in Spring 2013
- Student Equity Workgroup
- Program Forms and Reporting Workgroup
For Additional Information & Updates


Questions?

Thank You!
Student Services Council  
March 8, 2013  
10:00 a.m. – Noon  

Morris Memorial Bldg., Conference Room A  

AGENDA  

1. Approval of Agenda  

2. Public Comments  
   a. Announcements  

3. Action and Discussion Items  
   a. Board Policy Review and Comment  
      Policy #7232 – Classification Review  
      Policy #3310 – Records Retention and Destruction  
   b. Priority Registration Criteria  
   c. Creating a Signature New Student Experience - Admission, Assessment, Orientation, Counseling/Advising  

4. Standing Reports  
   a. Student Service Area Updates  
   b. Student Success Task Force Implementation  
   c. Constituent Reports  
   d. Council/Committee Reports  

5. New Business  

6. Other  

7. Adjournment
1. Call to Order

2. Review of Agenda

3. Public Comments
   Announcements: No report

4. Action and Discussion Items:

   a. New legislation for students to be fully matriculated must have the following completed in order to receive priority registration: assessment, orientation; advising/educational plan, no two consecutive semesters on probation, and less than 100 degree applicable units.

   b. The following groups are required by law to receive priority registration if they have all of the above completed and will be registering in the order as noted below:
      - **Phase 1** – Veterans, foster youth
      - **Phase 2** – EOP&S and DSP&S
      - **Phase 3** – Externally mandated students who are in their final semester, “scholarship (to be discussed in constituency groups)
      - **Phase 4** – General population – continuing/new

   c. The following group does not have to meet the matriculation requirement and will be the last to register:
      - **Phase 5** – Non-matriculated and have 100+ units, not in good standing
Criteria for Prioritizing:

GPA (min 2.0 for continuing students only)
External time constraint
Different time frames and priority for different groups
Use financial aid formula for satisfactory completion rates

*See best practices at other colleges regarding prioritizing phases. Is it by unit distribution? How is it segmented?

Athletics:

Recruitment
GPA requirement
Level of participation
Four-year intent
GE/educational plan (full-time)
Student Services Council
April 12, 2013

AGENDA

1. Review of Agenda

2. Review of Minutes

3. Action and Discussion Items

4. New Business
   a. Review of Council charge, role, and function
   b. Criteria for “programs designated by the college”
   c. Appeals Process
   d. Student Success Sub-Committee
      • Charge
      • Membership
   e. Registration Process
      • Summer/fall
      • “Add” timeframes

5. Standing Reports

6. Public Comments
   a. Announcements

7. Other

8. Adjournment
Modesto Junior College  
Student Services Council  
April 12, 2013  
Morris Memorial, Conf. Room A  
10:00 a.m. to Noon

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1. Call order

2. Review of Agenda

3. Public Comments
   Announcements: No report

4. Action Items and Discussion Items
   b. Council reviewed the charge, role, function, and responsibilities of Student Services Council as directed by the College Council as part of the annual assessment of the college shared governance processes. Recommended changes included:
      • Retitling the “Matriculation Committee” as the campus “Student Success Committee”
      • Reviewing and revising the membership, role, function, and charge of the former Matriculation Committee to encompass the legislative mandates and other initiatives associated with the Student Success Task Force recommendations as well as other campus-wide student success initiatives/activities. Under Student Services Council.
Responsibilities add:
- Educational Master Plan
- Student Success
- Enrollment Management

c. Criteria for “programs designated by the college eligible to receive priority registration has been forwarded to the Student Success Committee for development of an identification and review process.

d. Council discussed and began the development of an appeals process for students to appeal loss of priority enrollment. The establishment of an appeals process is mandated in the SSTF regulations. It was determined that review of enrollment priority appeals would be included in the responsibilities of the current petitions review committee. The petition utilized for general requests (Red & White petition) will be modified to include loss of enrollment priority as one of the student status options being petitioned. The petition process for loss of enrollment priority will be handled through the Admissions Office. Submission timelines were established. Criteria for petitions will be limited to the rationale reflected in Title V language for other SSTF appeals processes.

e. Proposed Student Success Sub-Committee Charge: “Under the direction of the Student Services Council develop implementation plans, processes, activities, and initiatives related to student success.” The membership of this subcommittee shall be open to anyone in the campus community interested in participating on the committee.

f. Council discussed the possibility of changing the registration timeframes by allowing students to simultaneously register for summer classes to add fall. The Council determined that registration dates and timelines are an inherent component of the academic calendar it is appropriate for this tissue to be discussed at DAC prior to any further discussion.

g. The Council reached agreement that a recommendation by sent to College Council that “add” timeframes be limited to two business days.

h. Standing Reports: College Council is reviewing faculty hiring prioritizations.
Student Services Council
April 26, 2013
STUDENT SERVICES BLDG., ROOM 203

AGENDA

1. Review of Agenda
2. Review of Minutes
3. Action and Discussion Items
4. New Business
5. Standing Reports
6. Public Comments
   a. Announcements
7. Other
8. Adjournment
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Erin Johnson | ASMJC | ✓ | 
Taeilorae Levell | ASMJC | ✓ | 
Martha Robles | Enrollment Services, Dean | ✓ | 
Peggy Fikse | Student Financial Services Director | ✓ | 

1. **Call to Order**

2. **Review of Agenda**

3. **Public Comments**
   Announcements: Burt Shook will no longer be a representative on the Student Services Council.

4. **Action and Discussion Items:**
      The following results are from the respective constituencies:
      Academic Senate – Majority voted on merit (2.50)
      CSAC – Not in favor because of the 2.0 students who experience obstacles in their life would exclude them from the current criteria.
      CSEA – Although CSEA did not vote or discuss as a whole, it was reported that they were in favor merit process.
      SSC discussed the possibility of perhaps using the same criteria as the President’s list.

   **ACTION:**
   - Acquire President list (Lorena)
   - Criteria utilized to determine eligibility (Lorena)
   - Priority registration graph (Brenda)

Valley Charter MOU – SSC discussed the issue of students at Valley Charter receiving priority registration and questions were brought up as to the extent (date) of the MOU with MJC. Currently Valley Charter falls under the third tier of priority registration.
ACTION:
Retrieve Valley Charter’s MOU with MJC and bring back to council for further discussion. (Martha)

4. New Business

a. Recommendation to add Director of Financial Aid to voting membership.
Council voted unanimously to add Peggy Fikse to the student services council representing student financial services.

b. Recommendation to College Council on Fireside Lounge Furniture:
   - Consider other options
   - Hours of faculty and staff actual use every year
   - Determine student use
   - AS and College Council establish a policy that will define definitions of “event”
   - Establish a policy that would allow furniture to be bolted down
   - Bolting furniture would prevent it from being moved around and allow other students to utilize the lounge
   - Staff usage

5. Standing Reports

6. Other:
Add Cards and Timeframe:
   - Code that is currently given to students is a universal code
   - Proposed change: change code specific to student
   - Prevent fraud
   - Prerequisites may not have been met
   - Enrollment services is currently working on eliminating add cards
   - Responsibility should be placed on student

Recommendation:
   - Capping wait list at division level
   - Eliminate add cards

Graduation:
   - Timeframe for students to have their name on program
   - List as summer grad if student has not completed coursework
   - Are certificated students allowed to participate?

Recommendation:
   - Establish process for eligibility to receive cords/sashes/student speaker
   - List as summer graduates
   - List fall/summer graduates
   - Recognizing the students that are transferring
   - Process of applying for graduation to be reviewed
   - Establishing timelines for programs

ACTION:
Obtain a list of the skills required to be eligible for certification. (Pedro)