



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Approved

District Student Services Council

Thursday, April 10, 2025 | 10:00 – 11:30 a.m. | District Office, Room 110

Meeting Notes

Present:

Jennifer Aase	San Diego Miramar College
Victor Devore	District Office
Allison Douglas-Chicoye	San Diego Miramar College
Lillian Garcia	District Office
Adrian Gonzales	San Diego Miramar College
Carolina Gonzalez	San Diego College of Continuing Education
Shelly Hess	District Office
Roberta Krauss	San Diego College of Continuing Education
Bernice Lorenzo	San Diego City College
Andrew “Luke” Menchaca	District Office
Cynthia Rico	San Diego Mesa College
Steve Schumer	San Diego City College
Susan Topham	District Office

Absent:

Shakerra Carter	San Diego College of Continuing Education
Poppy Fitch	District Office
Georgina Garcia	San Diego City College (Steve Schumer attending)
Guillermo Marrujo	San Diego Mesa College
Larry Maxey	San Diego Mesa College (Cynthia Rico attending)
Marciano Perez	San Diego City College (Bernice Lorenzo attending)

1.0 Welcome

- Vice Chancellor Susan Topham welcomed the group, and introductions were made.

2.0 Approval of Minutes*

- The March 6, 2025, minutes were approved by consensus.

3.0 Common Course Numbering (CCN)* (Hess)

- Dean of Instructional Services, Shelly Hess, shared that Dean of Student Services, Victor DeVore, created the [Common Course Numbering Website](#) and flyers. The materials will not have dates since this will be ongoing.

- Informational videos are in progress and will be shared with the Vice Presidents and the Academic Senates. The videos will also include why CCN is important and how it will benefit students.
- Training will be coming later this year.
- DeVore and Hess walked the group through the information, and a discussion was held.

4.0 Summer Service Hours – *tabled until the May District Student Services Council (DSSC) meeting.*

- The 4/10 schedule for this summer is:
- Credit colleges: June 2, 2025, through August 8, 2025.
- SDCCE: June 9, 2025, through August 15, 2025.

5.0 Board Policies and Administrative Procedures

- BP 2015 – Student Members*
 - Topham shared the updated language and changes. It was noted that moving forward, the BP needs to be reviewed and approved annually by May 15.

Action: The group approved by consensus to move BP 2015 forward.

- AP 0020.3 – Student Services Council* (2nd Reading)

Action: Cynthia Rico made a motion, seconded by Bernice Lorenzo, to approve AP 0020.3 to move forward in the approval process. All were in favor with no abstentions.

6.0 SSN/ITIN Requirements for Financial Aid* (DeVore)

- DeVore shared information about the requirements for financial aid and discussed it with the group. The council had no questions or concerns.

7.0 AB 928 Update (Hess)

- Effective Fall 2025, any student who is new and has not established catalog rights will need to use the CalGETC pattern.
- Ethnic Studies taken before 2023 will not count.

8.0 Catalog Rights (Garcia)

- Suggestion for a statement from the California Community Colleges.
- The council discussed the suggestion and feels it serves students better not to have a statement from the CCC.

9.0 New District Proposed GE for Bachelor's Degree (Garcia)

- Hess shared that all three credit colleges approved this.
- Students can follow local option one or four, or CalGETC, or if they have earned a bachelor's degree from another institution.
- Effective Fall 2025, the following were added to option four:

- City College: Cybersecurity
- Mesa College: Health Information Technology
- Miramar College: Nine courses leading to a bachelor's degree

10.0 Area F Catalog Rights for California State University (CSU) (Garcia)

- Catalog rights started:
 - CSU: 2021
 - University of California (UC): 2023
 - San Diego Community College District (SDCCD) will count the courses from when they were approved.

11.0 Request for Updated Evaluations Business Process Manual (Garcia)

- Hess shared that her department is working on an updated manual.
- Exception to the course repetition policy routing process
 - Hess shared that the process is local at the colleges.

12.0 Other

- Multifactor Authentication
 - The group asked for an update on the plan and timeline for the multifactor authentication for PeopleSoft. Topham shared that she has not received a plan or timeline as of today, but she will share it with the VPs when it is received. In the meantime, Gonzales will reach out to Vice Chancellor Maharaj for an update and will copy Vice Chancellor Topham and Vice Chancellor Jared Burns.
- Electronic Catalog
 - The tentative release date for the credit colleges' electronic catalog is April 15, 2025. Educational Services will send a notification in advance of the catalog going live.
 - Topham reminded the group that printed hard copies will be up to each college.
 - San Diego College of Continuing Education (SDCCE) has elected to go PDF for one more year and then will launch the electronic catalog for 2026-27.
- MIS Reporting Update
 - DeVore shared that beginning this summer, MIS requires a report of who applied to the Nursing program, who was accepted, who was rejected, and their nursing exam score.
- CVC OEI
 - Topham shared that she worked with Stefan Hyman from SDSU. He provided a list of all the students through CVC OEI who took more than two classes. SDSU approved the additional courses.

SSC Meeting Minutes

April 10, 2025

Page 4

- Aase shared that they are receiving mixed information – the transfer center is saying no more than six-units.

Action: Topham will clarify the six-unit limit during the next meeting with Stefan Hyman.

Standing Item

1.0 AB 928 – no update

(*) *See Handout*