



San Diego Community College District

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

Approved

District Student Services Council

Thursday, May 1, 2025 | 10:00 – 11:30 a.m. | District Office, Room 110

Minutes

Present:

| | |
|------------------------|---|
| Jennifer Aase | San Diego Miramar College |
| Shakerra Carter | San Diego College of Continuing Education |
| Victor Devore | District Office |
| Georgina Garcia | San Diego City College |
| Lillian Garcia | District Office |
| Adrian Gonzales | San Diego Miramar College |
| Carolina Gonzalez | San Diego College of Continuing Education |
| Roberta Krauss | San Diego College of Continuing Education |
| Bernice Lorenzo | San Diego City College |
| Andrew “Luke” Menchaca | District Office |
| Guillermo Marrujo | San Diego Mesa College |
| Larry Maxey | San Diego Mesa College |
| Susan Topham | District Office |

Absent:

| | |
|----------------|------------------------|
| Poppy Fitch | District Office |
| Marciano Perez | San Diego City College |
| Cynthia Rico | San Diego Mesa College |

1.0 Welcome

- Vice Chancellor Susan Topham welcomed the group to the meeting.

2.0 Approval of Minutes*

- The April 10, 2025, meeting minutes were approved by consensus.

3.0 Common Course Numbering Video ([Video Link](#))

- ENGL C1000 was not CalGETC approved for Bakersfield. San Diego Community College District (SDCCD) has not heard back on the status of its course.
- District Student Services Council (DSSC) viewed the Common Course Numbering (CCN) videos.
- Milestones
 - ENGL 47A and ELAC 145 do not work as of today. Dean of Student Services, Victor DeVore, will confirm with Dean of Instructional

Services, Shelly Hess, whether ENGL 47A was a faculty decision or an error. If it was a configuration error, it will be added back. ELAC 145 was a configuration error and will be added back.

- Clearing High School Completion
 - DeVore shared that the San Diego Unified School District (SDUSD) provides a list to Educational Services of students who are identified as most likely to graduate. The students are cleared up in the system.
 - Go to admissions and bring a copy of their transcript and diploma, or a letter from the high school, to have it cleared.

4.0 Digital Parking Permits*

- Vice Chancellor of Educational Services, Susan Topham, shared a flier from parking services regarding the digital parking permits. Students will be able to add one car to their permit at a time.
- Educational Services does not have information about guest permits.
- Topham shared that any questions should be directed to Parking Services.
 - Parking Services has been working with Anthony and Mark from San Diego College of Continuing Education (SDCCE) on student discounts for parking permits.

5.0 Fraud

- Topham shared an update on fraud. There is an upcoming fraud drop coming up on Friday, May 2, 2025. Educational Services is doing its best to stay ahead of the fraudulent enrollments. However, the fraudsters are one step ahead.
- DeVore shared that other colleges are shortening their open registration period to the week before the semester, since many of the fraudulent enrollments are during open registration.
- Educational Services is exploring additional tools, such as N2N and LexisNexis, to be used to help address fraudulent enrollment.
- California Community Colleges Chancellor's Office (CCCCO) shared that they usually receive three million applications in one year, but this year they have already received three million applications within the first three months of the year.
- If a student is flagged as S40, counselors can direct them to go to Admissions to have their flag cleared.

6.0 Board Policies and Administrative Procedures

- BP 2015 *Student Member(s) (2nd Reading)**

Action: DSSC approved by consensus to move BP 2015 forward to Chancellor's Cabinet and the District Governance Council.

- BP 5030 *Student Fee Schedule Attachment A**

Action: DSSC approved by consensus to move BP 5030 – Student Fee Schedule, Attachment A, forward to Chancellor's Cabinet and the District Governance Council.

- AP 3100 *Organizational Structure**
 - Topham shared that as of November 2023, administrative procedures such as AP 0020.3 – *Student Services Council* are no longer required and are covered by AP 3100 – *Organizational Structure*, with detailed information included in the Administration and Governance Council.

Action: DSSC approved by consensus to move AP 0020.3 Student Services Council forward to Chancellor's Cabinet and the District Governance Council for deactivation. The membership will be updated in the 2025-26 Administration and Governance Handbook to include the additional academic senate representative. Topham will share the committee composition with the college Academic Senates so they can send a call for representatives.

7.0 Title 5 Changes to Student Education Plans*

- CCCCO is proposing changes, as reflected in the attachments. The first document outlines the changes that were made, and the second document shows the actual changes.
 - Single line strike-outs are the additions and changes that were originally made.
 - Double line strike-outs are changes that were made based on the comments and feedback received.
- Educational Plans must be obtained within the first academic year instead of within the first fifteen units.
- DSSC discussed revisiting current processes in terms of beginning to allow students to change their majors once without needing to go to the Counselor.
- DeVore shared that they will be reviewing and finalizing the requirements of the Student 360 student page (phase one) and planner (phase two). Testing and training will take place during fall 2025, with implementation in spring 2026.
- The fifteen-day notice was sent out on April 30, 2025. It will go to the Board of Governors meeting on May 20, 2025.

8.0 Other

- CCPG Appeal and Registration Priority Appeal forms are combined so students do not need to complete two forms, and the two are intertwined due to Title 5 regulations.

Standing Item

1.0 San Diego Advance

(*) See Handout