Citrus College  
Student Services Committee Meeting  
February 28, 2008  

Minutes  

Present:  
Patty Glover   Lois Papner  
Jeanne Hamilton  Adrienne Thompson  
Eric Magallon   Mary Wharton  
Martha McDonald  Mike Paolini – ASCC Rep  
Robert Melendez  Quinn Klingerman – ASCC Rep  
Lucinda Over   Wendy Orellana - ASCC Rep  

Guest:  
Rosalinda Buchwald  

1. Approval of Minutes November 29, 2007  
The minutes of the November 29, 2007 meeting were approved as written.  

2. Title 5 Revisions  
Last summer, the Board of Governors passed revisions to Title 5 regulations and instructed colleges to update any existing board policies and/or create new policies and regulations to reflect the changes. While some revisions were minor, many were substantial and colleges were required to adopt the changes within 180 days. A work group was formed and met at the end of Fall and during Winter semester to review and make recommendations to standing committees so the revisions could go forward to Steering and the Board by the end of Spring. When suggesting the revisions, the work group focused on maintaining consistency with all policies and regulations following the same format, with the general statement stated in the policy and the detail of how it will be implemented in the regulation. The committee took action on the following policies and regulations:  

- P-XXXX Withdrawal from Courses – Proposed new policy - formerly included in our grading policy.  
  MSP to approve PXXXX  

- R-XXXX Withdrawal from Courses – Proposed new regulation – formerly included in our grading regulation. Language taken straight from Title 5. FW was added to distinguish students who stopped attending from those who earned F’s. FW is counted in the GPA as an F. MW is a military withdraw and does not count against them in GPA calculation. Census date changed from 30% to 20%. MSP to approve R-XXXX.  

- P6050 – Grading Policy. The term “credit/noncredit” is confused with “non credit instruction” , so Title 5 suggests wording change to “Pass/No Pass.” FW is the only new addition.  
  MSP to approve P6050  

- R6050 – Grading Regulation  
  MSP to approve R6050  

- R5181 – Student Grievance Procedures. Taken verbatim from Title 5. Addition allows another faculty member to be appointed to substitute in a student grievance hearing in certain cases when the original instructor can not participate.  
  MSP to approve R5181  

- P5128 – Academic Renewal. The committee will ask the Academic Senate to recommend wording for the first paragraph of policy.  
  MSP to request a recommendation from the Academic Senate for P5128
3. Outreach

Outreach Activities to District High Schools 2007 report was distributed. The report recaps all activities by the outreach staff, as well as program-specific outreach activities for the year 2007. Jeanne asked the committee to look over the report and bring any questions to the next SSC meeting.

3. Posting Start Dates

Many students were confused about the date of the first day of classes and showed up on the first day of the semester (Flex Day) instead. It was agreed that our printed statement was not clear, but Lois has since discovered how to override it in Banner, so the correct starting day for classes will print.

4. Winter and Spring Registration/Effects on Bookstore - Tabled

5. Early Decision – Priority Registration

Last year, 300+ students participated in a high school outreach pilot program with our District schools called Early Decision. In the spring of their senior year, high school students in the program come to college and are assessed, oriented, meet with a counselor and prepare SEP’s. Most other colleges with Early Decision programs also give priority registration as an incentive to those students who participate in Early Decision. A discussion followed on whether to allow priority registration at Citrus for seniors who participate in Early Decision. Following are some of the points made by committee members:

1.) Should we do it – what are the benefits?
   - Positive experience for students.
   - Students are advised and registered on the spot and this outweighs the negatives of putting them ahead of our existing priority system.
   - Students can be enrolled in strategies and learning communities as part of priority requirements.
   - The priority status is just for the first semester. They fall into existing priority for subsequent semesters.
   - ASCC members on the committee feel it is o.k. to give priority ahead of continuing students for this program.

2.) Can we do it?
   - When the issue came up last year, the committee advised against it, due to implementation of Banner and additional tracking involved.
   - We would need to turn on registration in April, which is very early to have a working fall schedule available.
   - There are AB540 issues with undocumented high school students we would have to explore.
   - Issues involved with timing of BOGG eligibility, rollouts in April, end of fiscal year and collections.
   - We may have the physical ability to do it, but do not want to create more work.
   - Students need to know their student I.D. numbers to apply in Banner.
   - Issues with Change of status from concurrent to first-time/from high school to active.
   - Counseling is willing to support with manpower, but Lois needs to sort it out and advise.

Jeanne, Lois, Martha, Ivon and Rosie will get together to discuss further.
6. ASCC Report - Tabled

7. Announcements

Meeting Adjourned 12:50 p.m.