Citrus College  
Student Services Committee Meeting  
May 22, 2008 

Minutes

Present:  
Claudio Castillo  
Dyane Duffy  
Jeanne Hamilton  
Quinn Klingerman – ASCC  
Martha McDonald  
Vince Mercurio  
Wendy Orellana  
Lucinda Over  
Mike Paolini - ASCC  
Lois Papner  
Adrienne Thompson  
Mary Wharton

1. Approve Minutes – April 24, 2008
The minutes of the April 24, 2008 minutes were approved as written.

2. Academic Calendar – 2009-10
Lois discussed the 2009-10 academic calendar. It looks similar to the 2008-09 calendar with classes beginning in August, final exam weeks in December and June, and commencement on Saturday. The 2010-11 calendar will be ready for approval in the fall. The calendar committee may move toward building a five-year calendar. Students members of the committee expressed their preference for a Saturday graduation ceremony as it is easier for parents and guests to attend. Pam will send the calendar to constituent groups. 
MSP to approve

3. Title 5 Revisions
Board Policy and Regulation revisions have been, or are in the process of being approved by constituent groups.

R-5181 Student Grievance Procedures. Rather than “in a timely manner,” a timeline of 10 days was set for the employee or their supervisor to help the student contact the appropriate persons, if needed. Provisions were added for another faculty member to substitute for the instructor (if the original instructor is no longer with the college) if the student is requesting a grade change. MSP to approve

P&R 5128 – Academic Renewal. The Policy has returned from Senate with a clearer statement regarding the philosophy on which academic renewal is based. The substantial change to the Regulation created a new paragraph to explain that Citrus does not guarantee that other institutions will also honor the elimination of units from consideration in the GPA. In addition, ASCC’s suggestions were incorporated to include those units disregarded under academic renewal for the purposes of computing honors at graduation. MSP to approve

P&R 5127 – Probation and Dismissal. Under “subject to dismissal”, revisions now state that a student must meet with a counselor to review academic standing and develop an improvement plan.
4. **Umoja**
Learning communities have been added for the Umoja program. History of the African Americans and Counseling 145 are offered and will target the African American male, but classes are open to all.

5. **Categorical Site Visit**
Lucinda thanked everyone who helped with the categorical site visit. Comments were favorable for the most part. Some recommendations involved MIS data submission and alternative media and closed captioning compliance issues. Once the formal written report is received, it will be disseminated college-wide. Eric Magallon was thanked for the Bookstore’s donation of rolling briefcases for the visiting team.

6. **ASCC Report**
Preparations are being made for elections. Representatives just returned from the general assembly conference. Mike Paolini, Linda Bermudez, Dr. Viera and Mrs. Keith traveled to Sacramento to speak with local representatives on issues related to Cal Grants. Students also attended an MTA Board meeting to discuss the Gold Line. The Springfest event went well.

7. **Commencement**
An update was given about the commencement ceremony which included information on the progress of stadium construction and parking issues.

8. **Other**
- **Daily Parking Fee.** The daily parking fee will be increased to $5.00 per day. Due to construction, the increase is intended to discourage APU students from parking in our lots because of the shortage of parking spaces for our own students. The semester parking fee will not change.
- **Strategic Planning Goals.** A newsletter was distributed which outlines four major goals for the college. This committee will be most involved in Student Success, (#1), and Jeanne asked the members to take the information into consideration when putting together their department goals for next year.
- **Connect Ed.** Martha McDonald and students will give a presentation to the Board of Trustees at the next Board meeting. In the event of a major emergency, the program offers a system for alerting students and staff through text messaging, voice and e-mail.
- **Achievement Awards ceremony is June 5th.** Tickets are still available.
- **Security Memo –** A memo from Security regarding an attempted kidnapping on campus was distributed.
- **Jeanne Hamilton thanked everyone on the committee for their contributions and consistent attendance this semester and for the quality of their participation.**