Citrus College
Student Services Committee Meeting
April 23, 2009

Minutes

Present: Shauna Bigby, Claudia Castillo, Shawn Glassbrook (ASCC), Sara Gonzales-Tapia, Albert Graciano, Jeanne Hamilton, Quinn Klingerman (ASCC), Eric Magallon, Martha McDonald, Vince Mercurio, Lucinda Over, Lois Papner, Andrew Ramos (ASCC), Mary Wharton

1. Approval of Minutes – March 19, 2009
The minutes from the March 19, 2009 meeting were approved as written.

2. Board Policies and Procedures
   - BP 5010 and AP 5010 Admission and Concurrent Enrollment – MSP Approved. CCLC language was added to better define criteria for admission. New language defines eligibility and categories of students. Defines how young students, international students and non-high school grads are admitted; addresses residency.
   - AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students. MSP Approved. New language defines how “special part-time or full time students”, minors, home school and K-12 are admitted.
   - AP 5012 International Students – MSP Approved. Replaces former B-5147 which only addressed health insurance for International Students. New language defines in more detail admission tuition, capital outlay fee, etc.
   - AP 5013 Students in the Military – MSP Approved. Language is the same as our current practice, but we never had a formal policy.
   - BP 5015 and AP 5015 – Residence Determination – MSP Approved. New policy, but same as current practice. AP 5015 replaces former P-5130, adds more detail and defines appeal procedure, reclassification and non-citizens.
   - BP 5030 and AP 5030 – Fees – MSP Approved. Formerly B-5120 and 5123. Defines each fee and cites Ed Code authorization for Board to charge fee. Lists all fees authorized by law, as well as those prohibited by law.
   - AP 5031 – Instructional Materials Fees – MSP Approved. Replaces P-6022. Defines what types of materials we can charge for (...materials shall be of continuing value to a student outside of the classroom setting...)
   - BP 5035 and AP 5035 – Withholding of Student Records. MSP Approved. New policy and procedure, but follows our current practice.
   - BP 5040 and AP 5040 – Student Records, Directory Information, and Privacy. MSP Approved with changes. Defines educational records per Ed Code, to whom and when student records can be released, charges for transcripts, use of social security numbers, privacy and destruction of records. A sentence was inadvertently omitted, but the committee approved based on the insertion of the missing statement.
   - AP 5045 – Student Records – Challenging Content and Access Log. MSP Approved with changes. New AP to define a student’s right to review, inspect and challenge what is in their educational record. A statement was inadvertently omitted, but the committee approved based on the insertion of the missing statement.
   - BP 5052 and AP 5052 – Open Enrollment – MSP Approved. Replaces P-6007. Deleted current language and replaced with CCLC language. AP is new language from CCLC to outline student enrollment, pre-and co-requisites, challenging petitions, etc.
   - BP 5055 and AP 5055 – Enrollment Priorities – MSP Approved with grammatical changes. Outlines limitations on enrollment and lists the established order of priority for registration appointments.
• **BP 5070 and AP 5070 Attendance – MSP Approved.** Language is from R-6005 with new language from CCLC added. AP 5070 defines maintenance of documents and reporting procedures to the state for the purpose of calculating apportionment.

• **AP 5075 Course Adds and Drops – MSP Approved.** Replaces R-5203. Procedures and timelines for adding and withdrawing from courses.

• **AP 5110 Counseling – MSP Approved.** Outlines counseling services available, counselors’ roles, and includes a confidentiality statement.

• **BP 5130 Financial Aid – MSP Approved.** Replaces P-5127.5. Used CCLC’s more detailed language. Lists programs available, application procedures, eligibility, payments, appeals, etc.

• **AP 5520 Student Discipline Procedures. MSP Approved.** The majority of the former language from R-5139 was incorporated into new language suggested by CCLC and college’s attorney. Some of the revisions include changes to how the notification to appear is served, permission for attorneys to be present if requested, recording of meetings, appeals process, timelines and expulsion. Defines what is considered disruptive behavior inside and outside of the classroom.

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3. Reports/Announcements

• A counseling sub committee will test the student services screens once the new version of Banner is loaded.

• Admissions and Records reports that, after three years on Banner, things are running smoother. They will be testing the Banner process for probation and dismissal this year.

• Financial Aid finished the second disbursement for spring. Linda Welz found a consultant to help with them with their processing.

• A Counseling department subcommittee approved a software program for mandatory orientation and will now choose a format according to feedback received from student focus groups. A few of the counseling department’s program reviews will be ready for the next SSC meeting.

• Springfest is next week and will include a Casino Day. Students have been busy reviewing the Board Policies and Administrative Procedures.

• The Owl Bookstore will be offering more healthy alternatives starting the second week of May. Eric is working with the deans on textbook adoption. By 2010, federal law will require the textbook information to be included in the class schedule.

• Seventeen EOPS students traveled to UC Irvine for a campus tour. The EOPS Recognition Ceremony is scheduled for the end of May. Over 300 interest cards have been received from high school students for the summer bridge program.

• Cosmetology students participated in City of Hope’s Locks of Love event.

• Early Decision starts today. Parent Night is being planned. Security has a new vehicle, courtesy of ASCC. Two program reviews from Student Affairs (bookstore and cafeteria) will be ready for review at the May SSC meeting. The Emergency Preparedness Forum is next week.

• The DSPS Recognitions Ceremony is scheduled for May 5th from 1-3 p.m. in the Campus Center. The staff are preparing for priority registration for summer.

• Commencement plans are in progress. Rehearsal is Friday, June 12th and the ceremony is Saturday, June 13th.

Next Meeting is May 21st at 11:30 in AD206.

Meeting Adjourned