



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
April 12, 2017**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: April 12, 2017
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: MD-155C

CHAIR: Adrian Gonzales **MEMBERS:** Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Hopp, Large, Magnuson, Meyers, Moore, Moss, Nguyen, Nunez, O'Brien, Perez-Corona, Shoop, Springer, Stockert, Titus and Williams.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of March 22, 2017		
B. <u>ACTION ITEMS/FIRST READING</u> – None.		
C. <u>ACTION ITEMS/SECOND READING</u> – None.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Pronouns and Preferred Names – Abbie Cory		15 minutes
2. http://www.theblaze.com/news/2016/12/30/my-pronouns-are-college-library-workers-wear-buttons-announcing-preferred-gender-pronouns/		
3. Need Member from SSPC to Serve on SSEC	Exhibit A	10 minutes
4. Career Center Director – Patrick O'Brien		15 minutes
5. Resources for Homeless Students – Sherry Titus		15 minutes
6. Student Health Centers:		15 minutes
a. SHC Departmental Visits		
b. HIPAA/FERPA Seminar – 4/21/17 in SSC-1		
c. Mini Grant for May Mental Health Month		
7. Update on Student Services District BP/AP	Exhibit B	10 minutes
a. AP 5130 – Financial Aid, Veterans' & Scholarship Services		
b. AP 5055 – Enrollment Priorities		
E. <u>COMMITTEE REPORTS</u>		
1. Academic Review Committee		10 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
F. <u>OTHER BUSINESS</u>		

Next Meeting: Wednesday, April 26, 2017 in MD-155C



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
March 22, 2017**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: Antonecchia, Cecere, DiMaggio, Harris, Large, Meyers, Moss, Nunez, O'Brien, Pell, Shoop, Springer, Stockert and Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: Cathcart, Cory, Hopp, Magnuson, Moore, Nguyen and Williams.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for March 8, 2017

MSC – (Stockert/Titus): The minutes for March 8, 2017 were approved and accepted into the record.

Minutes, agendas and attachments are posted on the following Palomar College website:

<http://www2.palomar.edu/pages/sspc/>

A. ACTION ITEMS/FIRST READING – None.

B. ACTION ITEMS/SECOND READING – None.

C. INFORMATION/DISCUSSION ITEMS

- | | | |
|--|-----------|------------|
| <p>1. <u>Need Member from SSPC to Serve on SSEC</u></p> <p>VP Gonzales advised the Council that there is a position available on SSEC for a faculty member from SSPC. There were no volunteers at this time. We will revisit this item in the fall 2017 semester.</p> | Exhibit A | 10 minutes |
| <p>2. <u>Review 2016-17 PRP's</u></p> <p>VP Gonzales advised we need to have a more consistent approach with our SAO's and to also find ways to ensure our data collection is cleaner across the board. We will identify who our SAO Coordinator is and reach out to that person to guide us through the process.</p> <ul style="list-style-type: none"> a. <u>Counseling – Non-Instructional</u> – Patrick O'Brien reviewed this PRP. b. <u>EOPS/CARE and CalWORKs</u> – Brian Stockert reviewed this PRP. c. <u>Transfer Center</u> – Elvia Nunez reviewed this PRP. | Exhibit B | 30 minutes |
| <p>3. <u>Update on Student Services District BP/AP</u></p> <p>VP Gonzales reported that the following Student Services Board Policies and Administrative Procedures were sent to the Council for feedback. There were no suggested edits from the Council. They will be moved forward to Policies & Procedures, SPC and then to the Governing Board for final approval. Item 3c will be tabled until the next meeting on April 12, 2017 as our new Director of Financial Aid, Adrienne Lee is making edits to this AP.</p> <ul style="list-style-type: none"> a. <u>AP 5015 – Residence Determination</u> b. <u>AP 5070 - Attendance</u> c. <u>AP 5130 – Financial Aid, Veterans' & Scholarship Services</u> – Tabled. d. <u>AP 5300 – Student Equity</u> | Exhibit C | 10 minutes |

- 4. IEPI Visit on 3/17/17 –** 10 minutes
VP Gonzales reported on the IEPI visit took place on March 17, 2017. The visiting team gave us a lot of positive and complimentary feedback. They will make recommendations at their next visit in April 2017 and will return again in fall of 2018. They focused on the following items:
- Enrollment Management – Current processes and suggestions for improvement
 - Human Resources – Hiring process, hiring committees, time management, etc.
 - Communications – Shared governance and communications reaching all constituent groups
- 5. North Center Update** 10 minutes
VP Gonzales reported that the land at the North Center has been graded. The Center will include temporary mobile buildings while the permanent buildings are being constructed. We will be offering General Education classes, Biological Sciences and possibly Public Safety classes beginning in the fall of 2018.
- 6. South Center Update** 10 minutes
VP Gonzales reported that the South Center is currently being remodeled. The Groundbreaking took place on March 3, 2017. We will be offering classes starting in the fall of 2018. We will be offering General Education classes, Technology classes and CTE classes. Staffing is currently being discussed at the VP Student Services Cabinet. A PowerPoint of both the North and South Centers will be sent out to the SSPC.
- 7. Student Health Centers:**
- New Behavioral Health Counselor – Mariana Guzman
 - Outreach Activities – Judy Harris and Dr. Jean Cook will be discussing Mental Health resources on campus at Classified Speaks on March 23, 2017. This information will also be discussed at Classified Staff Development Day on March 28, 2017.
 - Planned Parenthood Event – This will be held on April 5, 2017 from 10:00 a.m. – 3:00 p.m. in Student Quad.
- D. COMMITTEE REPORTS** – Tabled. 10 minutes
- Academic Review Committee
 - Behavioral Health & Campus Wellness Committee
 - Campus Police Committee
 - Registration Committee
 - Scholarship Committee
 - Student Program Eligibility Appeals Committee
- E. OTHER BUSINESS**
VP Gonzales reported that there is a regional initiative to offer services to formerly incarcerated students. We will be identifying a liaison to lead this effort.

Meeting was adjourned at 11:03 a.m.

Next Meeting: April 12, 2017

STUDENT SUCCESS AND EQUITY COUNCIL**Role**

The Student Success and Equity Council (SSE) will serve as a steering committee that leads the development of the Student Success and Support Program (3SP) and Student Equity Plan for the District.

The SSE Council will assist in preparing the 3SP and Student Equity Plan, monitoring the District's progress toward meeting the goals in each plan, and review and update each plan as needed. The SSE Council will coordinate its activities with those of the other Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Basic Skills Committee and other District committees as necessary.

Products

- Student Equity Plan
- Student Success and Support Plan

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Friday of the month from 9:00 a.m. to 11:00 a.m.

Co-Chairs

Faculty Senate President

Vice President for Instruction

Vice President for Student Services

Members

- Two faculty members appointed by Basic Skills Committee
- Two faculty members appointed by Instructional Planning Council
- Two faculty members appointed by Student Services Planning Council
- One faculty member from Reading department appointed by the Faculty Senate
- One faculty member from Math department appointed by the Faculty Senate
- One faculty member from English department appointed by the Faculty Senate
- One faculty member from ESL department appointed by the Faculty Senate
- One faculty member from Disability Resource Center, appointed by the Faculty Senate
- Two faculty counselors appointed by the Faculty Senate
- One faculty member at-large (Instruction) appointed by the Faculty Senate
- One faculty member at-large (Student Services) appointed by the Faculty Senate
- Two faculty senators appointed by the Faculty Senate
- One Administrative Association representative appointed by the AA
- One Confidential and Supervisory Team representative appointed by the CAST
- Two Classified Unit Employee representatives appointed by CCE
- One Dean – Student Services
- Two Deans – Instruction
- One Assessment Supervisor
- One Senior Director of Institutional Planning and Research
- One Manager of Orientation and Follow-up Services
- One 3SP Coordinator

Approved by SPC 11-04-2014

Revised by SPC 05-03-2016

05-13-16

STUDENT SERVICES

Revision 4/6/17

AP 5130 FINANCIAL AID, VETERANS' & SCHOLARSHIPS SERVICES

References:

Education Code Section 66021.6, 66025.9 and 76300;
 Title 5 Sections 55031 and 58600 et seq.
 20 U.S. Code Sections 1070 et seq.;
 34 Code of Federal Regulations Section 668;
 U.S. Department of Education regulations on the Integrity of Federal Student
 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
 amended.
ACCJC Accreditation Standard III.D.15

Financial Aid programs available include:

- BOGW – Board of Governors Enrollment Fee Waiver Program for California residents
- Cal Grants (Cal Grant B, C)
- FTSSG Grants (Full-Time Student Supplemental Grant)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- William D. Ford Federal Direct Student Loan Program
- Institutional Emergency Student Loans
- Institutional Scholarships
- Veterans Educational Benefits

Financial Aid Application Process

The FAFSA (Free Application for Federal Student Aid) is required for federal and state financial aid programs. AB540 students applying BOGW Fee Waivers, Cal Grants and FTSSG Grants who are unable to submit a FAFSA may apply using the California Dream Application. Applications are available on eServices and information is available at www.palomar.edu/fa

Scholarship information

Applications for Palomar College scholarships may be accessed using the Financial Aid Office website. Applications for external scholarships require a separate application available in the Financial Aid Office.

Veterans Educational Benefits Program

Federal Veterans Educational Benefits Program and Department of Defense Educational Benefits Program is available at the District. Students can apply to receive

42 their benefits at the San Marcos campus. Information is available at
43 www.palomar.edu/fa

44 **Compliance**

45 All financial aid, scholarships, and Veterans Educational Benefits Program must adhere
46 to guidelines, procedures, and standards issued by federal and state laws and
47 regulations and institutional policies.

48 **Misrepresentation**

49 Misrepresentation is defined as any false, erroneous, or misleading statement that the
50 District, a representative of the District, or a service provider with which the District has
51 contracted to provide educational programs, marketing, advertising, recruiting, or
52 admissions services, makes directly or indirectly to a student, prospective student, a
53 member of the public, an accrediting agency, a state agency, or the United States
54 Department of Education.

55 A misleading statement includes any statement that has the likelihood or tendency to
56 deceive or confuse. If a person to whom the misrepresentation was made could
57 reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the
58 misrepresentation would be substantial.

59 This procedure does not apply to statements by students through social media outlets
60 or by vendors that are not providing covered services, as reflected herein.

61 **Loss of Eligibility for BOG Fee Waiver**

62 A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the
63 student is placed on academic or progress probation, or any combination thereof, for
64 two consecutive primary terms. Loss of eligibility shall become effective at the first
65 registration opportunity after such determination is made.

66
67 The District shall notify students of their placement on academic or progress probation
68 no later than thirty days following the end of the term that resulted in the student's
69 placement on probation. The notification must clearly state that two consecutive
70 primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is
71 no longer on probation. The notification must also advise students about the available
72 student support services to assist them in maintaining eligibility.

73
74 The District shall adopt, prominently display, and disseminate policies ensuring that
75 students are advised about the student support services available to assist them in
76 maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination
77 includes, but is not limited to, information provided in college catalogs and class
78 schedules.

79
80 The District shall establish written procedures by which a student may appeal the loss of
81 a BOG Fee Waiver due to extenuating circumstances, or when a student with a
82 disability applied for, but did not receive, a reasonable accommodation in a timely

83 manner. Extenuating circumstances are verified cases of accidents, illnesses, or other
84 circumstances that might include documented changes in the student's economic
85 situation or evidence that the student was unable to obtain essential student support
86 services. Extenuating circumstances also includes special consideration of the specific
87 factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

88
89 Foster Youth All protected classes shall not be subject to loss of BOG Fee Waiver due
90 to placement on academic or progress probation. This exemption for Foster Youth is
91 effective until the date specified in Education Code Section 66025.9(c).

92
93 See BP 5130 titled Financial Aid, Veterans' & Scholarships Services

94 Office of Primary Responsibility: Financial Aid, Veterans' & Scholarships Services

STUDENT SERVICES

REV. 3/15/17

AP 5055 ENROLLMENT PRIORITIES

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Section 58106

Enrollment in courses and programs may be limited to students meeting properly
established prerequisites and co-requisites. (See Board Policy and Procedure 4260
titled Prerequisites, Co-requisites, and Advisories)

Enrollment may be limited due to the following:

- health and safety considerations
• facility limitations
• faculty workload
• availability of qualified instructors
• funding limitations
• regional planning
• legal requirements
• contractual requirements

No registration procedures shall be used that result in restricting enrollment to a
specialized clientele.

Special registration assistance may be given to students with disabilities. It may also be
given to a limited number of disadvantaged students upon specific recommendation of
the Assistant Superintendent/Vice President for Student Services.

DEFINITIONS

- a. Active Duty Military - Students who have verified that they are currently on
active duty and are identified in the student system.
b. Foster Youth - Students under the age of 25 who verify that they are current or
former Foster Youth as identified in the student system.
c. Homeless Youth - Students with housing insecurity who are under 25 years of
age, who has been verified at any time during the 24 months immediately
preceding the receipt of his or her application for admission as a homeless child
or youth, as defined in subsection (2) of Section 725 of the federal McKinney-

44 Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of
45 the following:

- 46 (i) A homeless services provider, as that term is defined in paragraph (3) of
47 subdivision (d) of Section 103577 of the Health and Safety Code.
48 (ii) The director of a federal TRIO program or Gaining Early Awareness and
49 Readiness for Undergraduate Programs program, or a designee of that
50 director.
51 (iii) A financial aid administrator for an institution of higher education.

52
53 A student who is verified and identified in the student system as a homeless
54 youth shall retain that status for a period of six years from the date of admission
55 to the postsecondary educational institution. This authorization is in effect until
56 January 1, 2020 or until further legislation amends this date.
57

- 58 d. **CalWORKs** – Students who are recipients of California Work Opportunity and
59 Responsibility to Kids (CalWORKs) as identified in the student system.
60
61 e. **Disability Resource Center (DRC)** - Students who are receiving Disability
62 Resource Center support programs and services.
63
64 f. **Extended Opportunity Programs and Services (EOPS)** - Students who meet
65 the eligibility criteria for EOPS services and are verified in the student system.
66
67 g. **Continuing Student** - Students who were enrolled in the previous semester
68 (Summer not included).
69
70 h. **Educational Plan** - Students with a declared major who have developed an
71 academic plan as identified in the student system.
72
73 i. **Fully-Matriculated** - Students who have completed assessment, orientation and
74 have an educational plan on file as identified in the student system.
75
76 j. **Non-Matriculated** - Students who have NOT completed one or more of the
77 following services: orientation, assessment or an educational plan.
78
79 k. **New Students** - Students entering Palomar College for the first time with no
80 previous academic history at the district.
81
82 l. **Returning Students** - Students returning to Palomar College after an absence of
83 one or more semesters (Summer not included).
84
85 m. **Concurrently Enrolled** – Students who are concurrently enrolled at a four-year
86 institution or high school while attending community college.
87
88 n. **Students with 90+ Units** - Students who have 90 or more earned units
89 completed at Palomar College. Earned units are defined in title 5 55023 as

90 courses with grades of A, B, C, D, or P. Grades of W, I, F, FW, MW, and NP are
91 excluded. Also excluded are all Basic Skills and Non-credit ESL.

- 92
- 93 o. **Veteran** - Student who has verified that he/she has been discharged from
94 military service within the past 15 years as identified in the student system.
- 95
- 96 p. **High Unit Majors** – Academic programs that require more than 40 units in the
97 major.
- 98
- 99 q. **Students in their last term of attendance** – Students who have been approved
100 by a counselor, have an approved transfer plan from the Transfer Center, or who
101 have petitioned to graduate by the early petition deadline and who have indicated
102 that the next term will be their last term of attendance prior to graduation or
103 transfer. Participation in this priority group is afforded to a student only one time
104 (no exceptions).
- 105
- 106 r. **Approved Special Programs** – Any program or special group of students may
107 petition to the Registration Committee for inclusion in the “Approved Special
108 Programs” registration priority group. Criteria for inclusion should include but is
109 not limited to: a requirement for the completion of orientation, assessment, and
110 the development of an educational plan and the program or group is subject to
111 additional requirements to maintain a full-time load or specialized course of study
112 from an outside governmental agency that is officially recognized by Palomar
113 College or other governing body that is officially-recognized by Palomar College.
114 All petitions for inclusion as an “Approved Special Program” must submit this
115 request through the Registration Committee to render a decision. Petitions must
116 demonstrate the need, possible consequence for not having priority, and the
117 ways in which the program or group benefits their students. Any approval by the
118 Registration Committee remains in effect until it is revoked by the committee. No
119 group or number of groups will be approved that would result in a substantial loss
120 of access to the groups of students who follow this priority group.

121

122 Students will be assigned registration appointments on the basis of degree-
123 applicable earned units completed at Palomar College. Earned units are defined
124 in title 5 55023 as courses with grades of A, B, C, D, or P. Grades of W, I, F, FW,
125 MW, and NP are excluded. Also excluded are all Basic Skills and Non-credit
126 ESL. Registration appointments are assigned in the following priority scheme:

- 127
- 128 • **Group 1.** (~~SSSP Categories 1 and 2~~) Disability Resource Center (DRC), EOP&S,
129 foster youth, Homeless Youth, CalWORKS, eligible veterans, and active duty
130 military personnel who are:
 - 131 ○ Continuing students and,
 - 132 ○ New, returning, and transfer students who submit an application and
133 complete assessment, orientation and development of an education plan
134 prior to the deadline date (Foster Youth and DRC students are

135 encouraged to complete assessment, orientation and development of an
 136 education plan).

137
 138 Appointments are assigned by descending unit order starting at 90 earned
 139 units completed at Palomar College (as defined earlier in this
 140 Administrative Procedure). Students who would otherwise qualify for
 141 Group 1, but have 90 or more earned units of completed at Palomar
 142 College (as earned units are defined earlier in this Administrative
 143 Procedure) or who have been on Academic or Progress Probation for two
 144 or more consecutive terms are moved to Group 7. (Foster youth are
 145 exempted from these requirements.) Exemptions can be made for high
 146 unit majors or extenuating circumstances. Students may petition for an
 147 exception from loss of priority through the Admissions Office.
 148

- 149 • **Group 2. (SSSP Category 3)** Students in their last term of attendance prior to
 150 graduation or transfer.
 - 151 ○ Appointments are assigned by descending unit order for all earned units
 152 completed at Palomar College (as defined earlier in this Administrative
 153 Procedure.)
 154
- 155 • **Group 3.** New, returning, transfer, and continuing students who complete
 156 orientation, assessment and development of an educational plan in the
 157 immediate period of time prior to the deadline date, usually the first day of class
 158 for the preceding full academic term.
 159

160 Appointments are assigned by descending unit order starting at 90 earned units
 161 completed at Palomar College (as defined earlier in this Administrative
 162 Procedure.) (Students who would otherwise qualify for Group 3 but have 90 or
 163 more earned units completed at Palomar College (as earned units are defined
 164 earlier in this Administrative Procedure) or who have been on Academic or
 165 Progress Probation for two or more consecutive terms are moved to Group 7.
 166 Exemptions can be made for high unit majors or extenuating circumstances.
 167 Students may petition for an exception from loss of priority through the
 168 Admissions Office.
 169

170 **Group 4.** (SSSP Category 3) Students participating in approved special
 171 programs.
 172

173 Appointments are assigned by descending unit order starting at 90 earned units
 174 completed at Palomar College (as defined earlier in this Administrative
 175 Procedure). Students who would otherwise qualify for Group 4 but have 90 or
 176 more earned units completed at Palomar College (as earned units are defined
 177 earlier in this Administrative Procedure) or who have been on Academic or
 178 Progress Probation for two or more consecutive terms are moved to Group 7.
 179 Exemptions can be made for high unit majors or extenuating circumstances.

180 Students may petition for an exception from loss of priority through the
 181 Admissions Office.

- 182
- 183 • **Group 5.** (SSSP Category 3) Continuing students who are actively registered at
 184 census the prior semester or actively registered in a course as of the deadline
 185 date.

186

187 Appointments are assigned by descending unit order starting at 90 earned units
 188 completed at Palomar College (as defined earlier in this Administrative
 189 Procedure). Students who would otherwise qualify for Group 5, but have 90 or
 190 more earned units completed at Palomar College (as earned units are defined
 191 earlier in this Administrative Procedure) or who have been on Academic or
 192 Progress Probation for two or more consecutive terms are moved to Group 7.
 193 Exemptions can be made for high unit majors or extenuating circumstances.
 194 Students may petition for an exception from loss of priority through the
 195 Admissions Office.

- 196
- 197
- 198
- 199 • **Group 6.** New, returning, or transfer students who are not in Group 3.

200

201 Appointments are assigned by descending unit order starting at 90 earned units
 202 completed at Palomar College (as defined earlier in this Administrative
 203 Procedure). Students who would otherwise qualify for Group 6, but have 90 or
 204 more earned units completed at Palomar College (as earned units are defined
 205 earlier in this Administrative Procedure) or who have been on Academic or
 206 Progress Probation for two or more consecutive terms are moved to Group 7.
 207 Exemptions can be made for high unit majors or extenuating circumstances.
 208 Students may petition for an exception from loss of priority through the
 209 Admissions Office.

210

211 **Group 7.** Returning or continuing students with 90 or more earned units of credit
 212 completed at Palomar College (as earned units are defined earlier in this
 213 Administrative Procedure) and/or students who have been on Academic or
 214 Progress Probation for two or more consecutive terms.

215

216 Appointments are assigned by ascending unit order for all earned units
 217 completed at Palomar College (as earned units are defined earlier in this
 218 Administrative Procedure).

- 219
- 220 • **Group 8.** Non-high school graduates age 16 to 18. Students less than 16 years
 221 of age require permission of the instructor to enroll in classes.

222

223 A student who has lost a higher level of priority registration may appeal the loss
 224 of priority enrollment status due to extenuating circumstances, or where a

225 student with a disability applied for, but did not receive reasonable
226 accommodation in a timely manner. Extenuating circumstances are verified
227 cases of accidents, illnesses or other circumstances beyond the control of the
228 student. Palomar College may allow students who have demonstrated significant
229 academic improvement to appeal the loss of priority enrollment status due to
230 having been on Academic or Progress Probation for two or more consecutive
231 terms. Significant academic improvement is defined as achieving no less than
232 the minimum grade point average and progress standard established in section
233 55031 for the term or terms. Petitions are submitted to the Office of Admissions
234 and will be reviewed by the Program Eligibility Appeals Committee.
235

236 Also see AP 5011 titled Admission and Concurrent Enrollment of High School and Other
237 Young Students
238

239 Office of Primary Responsibility: Enrollment Services
240
241
242