



San Diego Community College District

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

Approved

District Student Services Council

Thursday, November 6, 2025 | 10:00 – 11:30 a.m. | District Office, Room 245

Minutes

Present:

Amber Alatorre	San Diego City College
Salem Berhanu	San Diego City College
Shakerra Carter	San Diego College of Continuing Education
Randy Claros	San Diego Miramar College (For Isabella Ela)
Victor DeVore	District Office
Allison Douglas-Chicoye	San Diego Miramar College
Nellie Dougherty	San Diego Mesa College
Poppy Fitch	District Office
Adrian Gonzales	San Diego Miramar College
Ali Gonzalez	San Diego Miramar College
Roberta Krauss	San Diego College of Continuing Education
Bernice Lorenzo	San Diego City College
Guillermo Marrujo	San Diego Mesa College
Andrew Luke Menchaca	District Office
Amertah Perman	District Office
Susan Topham	District Office

Absent:

Isabella Ela	San Diego Miramar College
Lillian Garcia	District Office
Carolina Gonzales	San Diego College of Continuing Education
Erika Higginbotham	San Diego Mesa College
Larry Maxey	San Diego Mesa College
Marciano Perez	San Diego City College
Cynthia Rico	San Diego Mesa College

1.0 Welcome

- Vice Chancellor Susan Topham welcomed everyone to the meeting. Introductions were made.

2.0 Approval of Minutes*

- October 2, 2025, meeting minutes are approved by consensus, with corrections.
 - Add Salem Berhanu to the present list.
 - Remove Shakerra Carter from the absent list.

3.0 Student Equity Plans*

- Topham asked for comments or feedback on the Student Equity Plans presentation that will be shared during the November 13, 2025, Board meeting.
- Topham will give a brief introduction at the Board meeting and then hand it over to the Equity Deans from each college.

4.0 (New) Online Class Search: [SDCCD Class Schedule Search](#) (website)

- Dean of Student Services, Victor DeVore, shared improvements that were made to the website.
 - Class meeting criteria are more robust based on feedback from students.
 - Clicking on the course will open additional information, linked directly from the online catalog.
 - From the Online Class Search, students can click to add the class to their CS shopping cart.
 - The planned Go Live is the week of November 10, 2025.
- Feedback from the District Student Services Council (DSSC) was generally positive, with a few additional requests, below.
 - Add the X courses because that is what students are asking for in the Counseling office.
 - For San Diego College of Continuing Education (SDCCE), having the terminology at the top of the page would be helpful.

5.0 Chapter 5 BPs and APs – Batch 1* (DeVore)

- Topham stated that this is the first read and review for DSSC. The ask is for DSSC to take the information back to their colleagues for discussion. It will be added to the December DSSC meeting for final review and approval. If additional time is needed, the DSSC representative must inform Topham so that additional time can be added to the timeline, ensuring the information does not proceed to Cabinet and DGC review.
- Topham shared that policies are the required legal piece, and procedures give the process to be followed. Additional details can be added to the procedures, if appropriate. If not, a handbook or other document can be developed.
- DeVore walked the group through the updates.
 - BP 4250 – *Probation, Dismissal, and Readmission**
 - AP 4250 – *Probation, Dismissal, and Readmission**
 - AP 4255 – *Dismissal and Readmission**
 - AP 5055 – *Enrollment Priority and Open Enrollment**

- AP 5520 – *Student Discipline Procedures**
- BP 5020 – *Nonresident Tuition**
- BP 5035 – *Withholding of Student Records**
- AP 5035 – *Withholding of Student Records**
- BP 5210 – *Communicable Disease**
- AP 5210 – *Communicable Disease**
- AP 5075 – *Course Adds and Drops**
- AP 5500.2 – *Student Complaint Process (formerly AP 5530 – Student Grievance)**
- Deactivating
 - BP 5151 – *Military Services Education*
 - AP 3001.4 – *Challenge Due to Alleged Discriminatory Treatment*
 - AP 3900.3 – *Credit Available Through Military Experiences*
 - AP 3900.4 – *Credit Available for Standardized Testing Programs*
 - AP 3900.5 – *Credit Available for Courses Completed through American Council on Education (ACE).*

6.0 SDCCD Accessibility and Compliance Update

- **ACMM Process – February 2026**

In February, colleges will begin the Accessibility and Compliance Monitoring Model (ACMM) cycle. This process evaluates institutional capacity and progress toward accessibility compliance across instructional materials, technology, facilities, and communication access.

- The goal is to demonstrate how accessibility is integrated throughout the institution—not limited to Disability Support Programs and Services (DSPS)—and to identify areas for continuous improvement before the next state reporting cycle.

- **Title II ADA Rule – Effective April 2026**

The U.S. Department of Justice’s updated Title II regulations take effect in April 2026. These require all public entities, including community colleges, to ensure digital content and web-based services meet WCAG 2.1 AA standards. This includes:

- Learning management systems, websites, and online forms
- PDFs, videos, and any public-facing digital content
- Timely remediation of inaccessible materials
- District and college teams should begin confirming that procurement, instructional design, and communications workflows incorporate accessibility review and documentation.

- **CCCCO Memo ESS 25-69 (Oct 2025)**

The Chancellor's Office reaffirmed that accessibility is an institutional—not DSPS-only—responsibility. Every area — Instruction, IT, Student Services, and administration — must ensure equitable access and allocate appropriate resources to DSPS programs

- **District Resources & Reminders**

- **Accessibility Hub:** Your go-to SharePoint site for resources, checklists, and implementation tools. SDCCD Accessibility Hub
- **All Access Pass Newsletter:** Monthly updates with training opportunities, best practices, and success stories.
- **Faculty Accessibility Mentors:** Available at each college to provide individualized support for accessible course design. Online Accessibility Mentors

- Accessibility is compliance —but more importantly, it's equity. The next few months are an opportunity for all of us to strengthen our institutional readiness before these statewide and federal expectations take full effect.

Action: DSSC members will share this information with their colleagues.

7.0 Career Coach Update (Perman)

- Perman anticipates Career Coach will be up and running in Spring 2026. She will revisit the topic during a spring 2026 DSSC meeting.

8.0 Counselor Reference Materials/Resources (Perman)

- Childcare Resources*
 - Career Education and Workforce Development will provide training on resources available to students who need childcare.
- Credit for Prior Learning reference materials project update
 - Educational Services is refining resources. The Academic Advising group will be reviewing reference tools on November 21, 2025. An update will be shared at the December or February DSSC meeting.

9.0 Credit for Prior Learning – Military CPL – Workshops (Perman)

- 11/7 Counselor Workshop
- Spring Workshops: Student Services/A&R Workshop, 2nd Counselor Workshop, 2nd Instructional Faculty Workshop
- SDCCD was named college and district of the year by MMAP for all the work and progress made in Credit for Prior Learning.

10.0 Other

- CALGETC on Transcripts. Educational Services is working with IT to add it to the student transcripts.
- Mid-year change to Mathematics milestones. Many of the Counselors expressed concern about the mid-year addition of the Mathematics milestone 55. Gonzales shared that this is a topic that should have been discussed or shared at the college Curriculum Review Committees (CRC).

Action: Topham will circle back with the VPIs, Dean of Instructional Services Shelly Hess, and Dean DeVore.

Standing Item

1.0 San Diego Advance – not discussed.

(*) See Handout