



# San Diego Community College District

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

Approved

## District Student Services Council

Thursday, December 4, 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
Victor DeVore	District Office
Allison Douglas-Chicoye	San Diego Miramar College
Isabella Ela	San Diego Miramar College
Poppy Fitch	District Office
Erika Higginbotham	San Diego Mesa College
Bernice Lorenzo	San Diego City College
Guillermo Marrujo	San Diego Mesa College
Andrew Luke Menchaca	District Office
Denise Munoz	San Diego College of Continuing Education
Cynthia Rico	San Diego Mesa College
Juan Serrano	San Diego College of Continuing Education
Susan Topham	District Office

#### Absent:

Shakerra Carter	San Diego College of Continuing Education
Nellie Dougherty	San Diego Mesa College
Lillian Garcia	District Office
Carolina Gonzales	San Diego College of Continuing Education
Adrian Gonzales	San Diego Miramar College
Ali Gonzalez	San Diego Miramar College
Roberta Krauss	San Diego College of Continuing Education
Larry Maxey	San Diego Mesa College
Marciano Perez	San Diego City College
Amertah Perman	District Office

1.0 Welcome

2.0 Approval of Minutes\*

- November 6, 2025
- No motion/approval was made.

3.0 Chapter 5 BPs and APs – Batch 1\* (2<sup>nd</sup> Reading)(DeVore)

- BP 4250 *Notice, Pause, and Restart\**
- AP 4250 *Probation\**
- AP 4255 *Standards for Academic or Progress Pause\**
- AP 5055 *Enrollment Priority\* - UPDATED*
- AP 5520 *Student Disciplinary Procedures\* - UPDATED*
- BP 5020 *Nonresident Tuition\**
- BP 5035 *Withholding of Student Records\**
- AP 5035 *Withholding of Student Records\**
- BP 5210 *Communicable Diseases\**
- AP 5210 *Communicable Disease\**
- AP 5075 *Course Adds and Drops\**
- AP 5500.2 *Student Complaint Process (formerly AP 5530 – Student Grievance) – PULLED*
  - Guillermo Marrujo shared that Counseling believes that students should not have to restart but remain on probation. A request for clarification on Enrollment priority. Topham shared that this is more operational and will be revisited.
  - Victor DeVore shared that we do need a grievance process and has pulled AP 5500.2
    - Vice Chancellor Susan Topham shared that we need further discussion with Instructional and Student Services for further review on AP 5500.2
  - Motion to pass the 2<sup>nd</sup> reading of Chapter 5 BPs and APs – Batch 1: Guillermo Marrujo  
Second: Cynthia Rico and Salem Berhanu  
Abstentions: None.

*Action: Chapter 5 BPs and APs – Batch 1 will move to the Chancellor’s Cabinet.*

- Topham shared that she’s working on updating the honesty policy under the plagiarism aspect and addressing the use of AI in the classroom and the connection of professional learning in areas that deal with the use of AI. Further discussion with faculty surrounding this area is ongoing. Group agrees that communication is important and should be shared.
- Poppy Fitch shared she recently attended a CCCCO Institutional Effectiveness webinar titled “AI Pilots, Research Updates, and New Projects” which dealt with discussions on what is happening at the state level and professional learning.
  - Link to the CCCCO Professional Learning:  
<https://www.cccco.edu/About-Us/GenAI-and-the-future-of-learning/AIPD>

*Action: Fitch to share the link with the group and include it in today's meeting minutes.*

- A question was raised on what is acceptable with the use of AI and how we can make it equitable for students?
  - Group requests that training for students be done.
  - DeVore shared the use of Element451. Customer Relations Management software. Effective communication with students also serves as an outreach tool (via text or email). DeVore further shared that the other component is AI to guide students on the next steps and leverage large data sets.
  - Topham shared that this will focus on assisting students with the FA aspect and asks that we continue to share this with your campuses.

#### 4.0 Spring 2026 Drop for Nonpayment (DNP) Timeline\*

- January 11, 2026
  - A question was raised on when the payment is due at the time of registration. Suggestions for adding a pop-up message to let students know when the payment is due. Currently message just says "pay fees as soon as possible".
  - For FAFSA concerns, students are requested to do manual CCPG or contact the FA office so the FA office can place a hold, and they will not be dropped for nonpayment.
  - Group requests actual communication that the DNP date is final. Texts and emails are sent to the colleges. If a student asks, say Please pay two weeks prior to the beginning of the semester.
  - Topham shared that the DNP date was chosen based on certain legalities and considerations of other factors.

#### 5.0 Credit for Prior Learning (CPL)\* (Topham for Perman)

- Reference Materials for Student Support
- Spring 2026 CPL Workshops
- Topham shared that this is for informational purposes only, and these are the conversations that should be happening between Instruction and Student Services at the colleges. This is an opportunity for engagement and collegial dialogue between Instruction and Counselors at the campus level.
- Topham shared the presentation that was brought to the Academic Advising on 11/21/2025 meeting.

- Feedback was provided and included recommendations for the following areas to be included in materials to support CPL advisement: Transfer implications, GPA inflation implications, and Acceptance of credit from other institutions. Recommendation made to add this information to additional student-facing webpages/publications.
- These recommendations are being incorporated into the list of CPL resources in the pipeline for development, along with lists of subject/program areas by approved CPL type (at a glance).
- The goal is to begin the spring semester with refined resources for counselors.
- Topham shared two Spring 2026 CPL workshop dates.
  - **Military Credit for Prior Learning Workshop – CTE Faculty – March 10: 9:30am – 11am - Hyflex**  
This workshop highlights faculty roles in creating equitable, student-centered CPL opportunities and explores military transcripts, and alignment with SDCCD curriculum.
  - **Military Credit for Prior Learning Workshop – Counseling - March 18: 9:30am – 11am - Hyflex**  
Gain practical tools for helping students identify eligible prior learning, understand CPL options, and integrate credit into their academic and career pathways.

#### 6.0 Childcare Reference Materials\* (Topham for Perman)

- Topham shared the Free or Low-Cost Early Learning Programs for Income-Eligible Families flyer with the group

#### 7.0 Other

- Campus Dashboard (Rico)
  - Request to have announcements be available on Canvas
  - Topham shared that she will get back on this item
- Advantage Design Group (New Platform) (Rico)
  - Rico shared a new platform that they are looking to implement at their college. Requests if okay to reach out to District IT and asks for support from Educational Services. Topham asks to please email Antoine Andari and cc: DeVore and herself
  - Topham shared that there are currently existing priorities, and this can be a while for District IT to get to.
- Fitch shared notes from last month's DSSC meeting surrounding SDCCD Accessibility and Compliance Updates
  - **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.
- Fitch shared that every college has an Accessibility Mentor to hold workshops for professional learning. Fitch further reiterated that everyone is a contributor to accessibility compliance and how their materials are shared at their colleges and with their students.
- Programming in CS to backtrack old transcripts (Ela)
  - DeVore shared Title V changes are upcoming.
- DeVore shared the upcoming items District Student Services is working on:
  - Planner for Students
  - Student Class Search
  - Language Class is being taught in
  - Certificate Programs
  - Waitlist
- Topham shared an update on Auto Enroll
  - This is only possible if all four colleges agree
  - Faculty will be able to manage their rosters and waitlist a lot easier from Campus Solutions

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- This will address concerns from students that faculty are not replying to emails for add codes. DeVore shared that add codes are generated a week before classes start. Topham further shared that this will be presented to the Academic Senate presidents (Friday, December 5<sup>th</sup>) to vet the process and to further move it to VPSS, DSSC, Cabinet, and the Board.
- Once classes start, students can no longer add themselves to a waitlist.
- Faculty are in charge of their roster and best practices. Each college manages its class caps differently.

### Standing Item

1.0 San Diego Advance

*(\*) See Handout*