



# San Diego Community College District

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

**Approved**

**District Student Services Council  
February 5, 2026 | 10:00 – 11:30 a.m.  
Zoom**

Present:

Amber Alatorre	San Diego City College
Salem Berhanu	San Diego City College
Victor DeVore	District Office
Nellie Dougherty	San Diego Mesa College
Allison Douglas-Chicoye	San Diego Miramar College
Isabella Ela	San Diego Miramar College
Poppy Fitch	District Office
Lillian Garcia	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
Larry Maxey	San Diego Mesa College
Andrew Luke Menchaca	District Office
Denise Munoz	San Diego College of Continuing Education
Marciano Perez	San Diego City College
Cynthia Rico	San Diego Mesa College
Juan Serrano	San Diego College of Continuing Education
Susan Topham	District Office

Guest:

Brian Weston	District Office
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Absent:

Shakerra Carter	San Diego College of Continuing Education
Carolina Gonzales	San Diego College of Continuing Education
Erika Higginbotham	San Diego Mesa College
Amertah Perman	District Office

- 1) Approval of the December 4, 2025, Meeting Minutes\*
  - The minutes were approved by consensus.
  
- 2) Student Fee Schedule
  - Vice Chancellor of Educational Services, Susan Topham, reminded the Council that the student fee schedule is being circulated for 2026-27 edits. The process is expedited this year, with the goal of Board approval at the April Board meeting to ensure approval before registration begins.
  
- 3) AP 3436 – *Prohibition of Hazing\**
  - Topham reviewed AP 3436 with the Council. There was no feedback or additional discussion.
  
- 4) Workforce Development Updates
  - Credit for Prior Learning
    - Spring Military CPL Workshops
      - Tuesday, March 10, 9:30-11 a.m. – Focused on Instructional faculty; Virtual; [Register Here](#)
      - Wednesdays, March 18, 9:30-11 a.m. – Focused on Counseling; Virtual; [Register Here](#)
    - CPL Materials – Reviewed by Districtwide Academic Advising
  
  - Adult Learner
    - Centers of Excellence will be presenting on their regional Adult Learner Study relevant to Student Services, Counseling, and Instruction
      - April 13, 2026, 2 p.m.-3 p.m.; Online; [Register Here](#)
  
  - Career Services
    - Disability Aware Training for Career Services Professionals – Customized training for those engaged in career guidance, events, and services
      - Thursday, February 19, 9 a.m. to noon; In-Person at Miramar College; [Register Here](#)
    - Career Coach
      - Status Update: Contract finalized, focusing on getting the districtwide instance up and running (currently validating data sets)
      - Next Steps: We will be launching SDCCE's instance first, as they already are trained and have been using the tool for quite some time

- Credit College instances will be available later this term (late spring term)
  - No requirement to promote, launch, or implement right away (each college to set its own timeline)
  - Once available, each college may choose locally how to promote and integrate into services for students
- Topham asked the Council to share the information with their colleagues.

5) AI\* (Weston)

- Dean of Online and Distributed Learning, Brian Weston, shared the AI training overview with the Council, who in turn provided feedback.

*Action: Weston will update the handout to be distributed to the Council. It will be discussed at the next DSSC meeting.*

6) ACMM

- Fitch shared an overview of the upcoming ACMM site visit.
- Thursday, February 12, 2026
  - 4:00 p.m. – 5:30 pm. - Districtwide Kickoff Training and ACMM Orientation (Via Zoom)
- Tuesday, February 24, 2026:
  - 8:15 a.m. – 12:00 p.m., Mesa College Commons, Room MC-211 A/B – Districtwide Executive Training (In-Person)
  - 1:00 p.m. – 2:30 p.m., Mesa College, Rooms SB-111, SB-112, SB-113 – Mesa Assessment (In-Person)
  - 3:15 pm. – 4:45 p.m., Cesar E. Chavez, Rooms 304, 306, 308 – College of Continuing Education Assessment (In-Person)
- Wednesday, February 25, 2026:
  - 9:00 a.m. – 10:30 a.m., Miramar College, Library Rooms L-310 (Conf. A/B) – Miramar Assessment
  - 1:00 p.m. – 2:30 p.m., District Office, Room 245 – District Office Assessment
  
  - 3:15 p.m. – 4:45 p.m., City College, MS-162, MS-163, MS-164 – City Assessment
- [SDCCD Accessibility Hub Link](#)

7) Disability Aware Training Offerings (Fitch)

- The DSPS offices across the district worked together to develop Disability Aware training.
  - [Disability Aware Training Offerings Link](#)
- AB 2891
  - The Statewide Disability Professionals group has developed generic modules, and SDCCD has developed site-specific modules to meet the training requirements. The training is provided at the district level and falls under People, Culture, and Technology Services.

8) Academic Resolution/Academic Plans (Marrujo)

- Topham shared the response from Educational Services (ES) regarding the resolution. ES understands the issues and difficulties and is working hard to address them. The difficulty is that ES has limited human resources and is already beyond capacity.
- ES will manually roll as many of the 300 plans without changes as possible, while maintaining the integrity of the data. The next priority is to roll the ADT plans. ES is working on automating the process and exploring options to facilitate the process, including prioritizing the order in which to roll plans.
- ES will provide updates on the progress of the project.

*Action: Academic Plans will be added as a standing item.*

9) Last Day to Drop/Holiday (Marrujo)

- The last day to add and drop falls on a holiday. There is concern regarding being able to provide assistance to students when SDCCD is closed.
- The state Chancellor's Office confirmed that if the census falls on a holiday, the add/drop date will fall on the business day before the census. SDCCD decided to give students an extra day to add/drop by, leaving the deadline on the holiday. It will also meet the deadline for students to meet the requirements for a refund.

*Action: ES will provide a reminder to students that the campus will be closed on Friday for the holiday. If they need assistance, they need to come to campus by Thursday during business hours.*

#### 10) Transcripts Processing Time

- Inputting transcripts received from other colleges will take four weeks now instead of two weeks. This is due to requirements for credit for prior learning and to reduced hours under the 36-hour workweek pilot.
- There is concern from the colleges because the added delay is causing anxiety for students who need their transcripts evaluated. Delayed plan codes and transcript evaluations severely impact goal completion.
- ES has met with a few potential platforms to automate the process.

*Action: Susan will share an update at the next DSSC meeting.*

(\*) See Handout