

## **Student Success & Support Program**

### **Meeting Agenda**

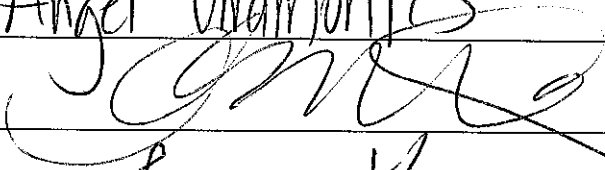
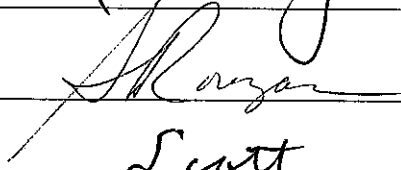
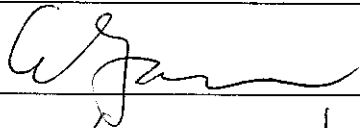

**11/14/2013**

- **Admissions & Records**
- **MIS Reporting December 2013**
- **District-Wide Policies (Assessment/Orientation)**
- **Spring 2014 Registration**
- **West ExpressWay Campaign/Updates**
- **Career Choices/LAUSD Collaboration**

# Student Success & Support Services Advisory Committee Meeting

DATE: 11/14/2013

TIME: 12:00 Noon

1. Angel Vramontes
2. 
3. Sharon Kim
4. Helen Young
5. 
6. Scott Kecken
7. 
8. Sunny Leon
9. 
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

## Student Success & Support Services

### Advisory Committee Meeting Minutes 11/14/2013

Attendees: Angel Viramontes, Marty Turner, Helen Young, Sherron Rouzan, Scott Kecken, Sunny Leon, Jason Yun, Art Lara, Patricia Banday, Ana Chang

1. **Minutes:** Minutes from previous Student Success & Support program 10/10/2013 were approved.
2. **Admissions & Records:** Explanation of the SOAR Card was given by Dr. Banday. It was suggested that a container be placed in front of each station in Admissions & Records so the cards can be given to all new students. Ms. Rouzan also suggested redesigning the card to include the Student ID and registration information.
3. **MIS Reporting December 2013:** The committee was advised that Student Success & Support Services will submit MIS Data to the District Office by December 18, 2013. The Data will include information extracted from SARS and DEC. This information will be used to report counseling contacts to the State Chancellor's Office and student information that will be used to determine eligibility for priority registration in the future.
4. **District-wide Policies Regarding Assessment and Orientation:** The District has adopted new policies regarding assessment testing. Students will be able to test only once per year in the District. Additionally, the District has proposed that all nine colleges adopt the same Orientation that will be developed by the District.
5. **Spring Registration:** Student Success & Support Services and Admission & Records collaborated with Student Success and Support in the revision of the welcome letter that students receive when they submit applications through CCCApply...
6. **West ExpressWay Campaign / Updates:** The Student Success & Support Services CGCA's had a week long campaign to introduce the West ExpressWay to students. The campaign was a success. About 1,000 students received SOAR Cards and information regarding the West ExpressWay. Additionally, SOAR Cards accompanied by an e-mail were placed in all instructors' mailboxes so that they could share the information about ExpressWay with their classes.
7. **Career Choices / LAUSD Collaboration:** With the massive SB1456 work demands, the LAUSD collaboration has been in the process of development with Outreach and the Dean of Student Services.

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-72

REFERENCE: Board Rules 8202.10, 8202.11 & 8202.14	TOPIC: Dismissal and Appeal of Dismissal
ISSUE DATE: March, 1986	INITIATED BY: Educational Services
CHANGES:	DATE OF CHANGES:

The District is required by State regulation to adopt and publish procedures and conditions for dismissal, appeal of dismissal, and request for reinstatement. In order to assure due process during dismissal proceedings at all colleges in the District, it is necessary to have uniform procedures and conditions. These procedures are outlined below:

1. NOTIFICATION OF PROBATION AND DISMISSAL

- a. ~~Standards for Dismissal. Standards for dismissal are defined in Board Rule 8202.10 and 8201.11.~~
- b. ~~Notification of Probation and Dismissal. Each student is entitled to notification of academic difficulty and availability of college support services to respond to the academic difficulty before the student is dismissed.~~

Notification will consist at a minimum of the following:

- 1) At the end of the first semester, and in each subsequent semester ~~for~~ which the student is on academic or progress probation, the student will received written notification of their academic standing ~~via XXX a probation notice will be printed on the grade mailer or similar form and a letter will be sent to the student informing him/her of~~ The notification will also inform students of ~~the availability of counseling services ??? to deal with the academic difficulties.~~
  - 2) At the end of the third semester ~~in~~ on which the student is on academic or progress probation, they will be notified via XXX ~~a notice that the student is subject to dismissal will be printed on the grade mailer or similar form and a letter will be sent to the student informing him/her that he/she is subject to dismissal.~~
- c. ~~Fall Dismissals. Special circumstances exist for dismissals after the Fall semester due to the fact that students enroll before Fall grades are run.~~

Commented [k1]: Do they have to be notified via US mail, or can it be via email, or...?

Commented [k2]: Wouldn't we say 'remedial services' instead?

student of its action within 15 calendar days of receipt of the student's appeal.

The student may appeal the decision of the Appeals Committee in writing to the College President, or designee, within 5 working days of the date of notification of the decision of the Appeals Committee. The decision of the College President, or designee, is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

b. Procedure for Fall Dismissal Appeals. Appeals for students subject to dismissal as a result of the Fall grades must be filed following notification during the Spring semester. The following conditions apply:

- 1) Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the Spring semester.
- 2) Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set in 2.a.

c. Standards for Evaluating Appeals. Exceptions to dismissal are enumerated in Board Rule 8202.14. Dismissal appeals may be granted:

- 1) If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- 2) If the student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeals may also be granted when there is evidence of significant improvement in academic achievement. Colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance,