



Peralta Community College District

District Student Success and Support Program Committee Meeting

Friday 10/04/13

District Board Room

1:00 pm - 3:00 pm

Minutes

Welcome

Adela announced that the working group for this committee has met twice and we should see progress soon. She will keep this group updated.

Review meeting minutes

No changes and minutes were approved.

Working Group report

The matrix that the working group created that includes a description of the mandated services, the current status at each college, the tasks to comply, who is responsible and a deadline date was reviewed.

There is a concern about not offering COUN 200 at all of the colleges because students are getting different services at the different campuses. We need to define both live group and extensive orientation to make sure that Merritt and BCC are satisfying the mandate since they are not offering COUN 200.

Laney has been piloting COMPASS ESL because the current test is no longer on the state approved list. They need time to work out cut scores before it is used at all the campuses. There is concern that a decision has not been made about which test to use and whether the other campuses have the equipment to administer COMPASS. District IT and Adela will go to Laney to see how data can be extracted from COMPASS into PeopleSoft to cut down on the manual entry of assessment information.

FAQs and training for SARS are needed, along with new codes to include both abbreviated and comprehensive SEPs because funding is different for each. An electronic SEP needs to be implemented. Ranell will look at the PeopleSoft module and analyze its functionality, and Adela will set up a meeting with SARS for a demonstration of their SEP. It was noted that career planning is also needed to assist in the development of the education plans.

Priority Registration

A Student group is being created for students who have completed core services. Staff at the campuses will enter these students into PeopleSoft so they can receive priority enrollment. Clarification of when the services need to be completed is needed. Students who finish services after enrollment appointments have been created will have to go to the Admissions and Records office on campus to receive a priority appointment.

When students are eligible for a priority appointment will be discussed at the next SSSP Working Group meeting. COA offers COUN 200 during first semester classes, not before the student's first matriculating term so priority enrollment is not available to those students until the following term.

Students must be notified when they reach 75 units and/or when they are on academic or progress probation for two consecutive terms. An appeal for priority enrollment is needed for students who reach 100 units. A Priority Registration Appeal form has been sent out to the VPSSs for review and approval.

Goals and Objectives

Adela attended the Chancellor's Cabinet meeting last week and was asked for the goals and objectives of this group. A draft of the SSSP committee's goals and objectives was distributed and reviewed.

After discussion, revisions were made as follows:

- Ensure that the colleges are involved in setting parameters for implementation of core requirements.
- Implementation of an electronic Student Education Plan (SEP).
- Implementation of system wide MIS tracking for all services funded through state chancellor's office for SSSP.
- Establish a process for granting priority enrollment to new students and an appeal process for students who lose priority enrollment due to reaching the 100 unit limit and/or being on academic or progress probation two consecutive semesters.
- Build a mechanism to identify students who are on academic or progress probation for two consecutive terms and provide intervention services.
- Update administrative procedure for priority enrollment
- Ensure that assessment instruments are valid and identify, validate and implement all multiple measures as part of placement assessment tools.
- Identify, develop and implement early alert and follow up support services.

There was also discussion about this group finding ways to promote the improvement of our score cards. There were suggestions to invite the group who did the scoring to find out what data was used, to validate the data we submit and to determine how our courses are coded.

When the goals and objectives are finalized they will go to the DEC.

Other

VP Chen wants a list of valid multiple measures for assessment that will satisfy the new mandates.

BCC is interested in a guided self-assessment. This will be discussed at the next working group meeting along with the issue of home campus and the re-test policy. It was stated that funding goes to the college that delivers the core services.

There was a question about the state's specific guidelines to identify a new student and about Laney's online orientation. It was stated that the funds have been approved by the board for online orientation and that VC Gerhard needs to release the funds. He will be invited to the next VPSS meeting and this topic will be included on the CFT agenda.

There was also a question about this group being considered a shared governance committee. Adela will get an answer at the next DEC meeting.

It was stated that Hermia Yam and Steve Pantell have volunteered to test progress probation.

The meeting was adjourned at 2:50 pm.