SSSP Working Group Meeting
Minutes
February 5, 2014

Attendees: Adela Esquivel-Swinson, Ranell Holmes, Lilian Chow, Joseph Bielanski, Romeo Garcia, Keiko James, Allene Young, Trulie Thompson, Blanca Montes de Oca, Karen Croley

Welcome
This was the first meeting of the new semester. Romeo Garcia and Keiko James from the Peralta Foundation attended the meeting.

Review prior meeting minutes
No changes to the minutes.

End of Year Report
Adela reported that a Year-end report for the SSSP Committee went out district-wide to provide a status update. The report included the Committee membership, an update on the group’s goals and objectives, and an update of the SSSP Working Group’s progress. The document is on the website.

The report included an overview of the academic advising and student planner project. The timing has been changed since the report went out due to the RFP process. The target date for a vendor selection committee to be formed is March 6. As soon as the vendor is chosen to implement the Academic Advising module, a fit gap will be done to complete the scope of work. A classified functional position to support the academic advising module has been requested and approved, and will be in place to begin as soon as the vendor is chosen. This may begin with a temporary position for 90 days while the position is posted.

SARS Update
The Chancellor’s Cabinet has approved the purchase of a server dedicated to support the SARS software at the four colleges. Beginning with 2014-15 year end data, funding for the colleges will be allocated based on core services provided to students, so it is critical that SARS is updated to provide accurate data for the MIS reporting.

Ranell reported that there are many reason types that are not being extracted from SARS. Moving forward we need to reiterate the importance of entering only accepted SARS codes and all colleges need to be using the same codes. Adela will meet with the SARS administrators at the colleges, the college IT support, district IT and counseling so all colleges are doing the same thing and have the same codes. There will be codes for MIS and for college reporting.

Trulie requested that this group review the numbers that were submitted on the February MIS report. Adela will get them from Nathan for the next meeting.
**Student FAQ’s Regarding Loss of Priority Registration**
A draft of FAQ’s for loss of priority registration was distributed and Adela asked the group to review it and share it with their colleagues and bring their changes or additions to the next meeting. Some of the colleges have developed workshops for students to complete with the possibly of regaining their enrollment priority.

There was a discussion about who should be approving the reinstatement of priority registration, the VP of Student Services or a counselor. The Priority Registration Appeal form will be updated and send out via email so that members can review and send their feedback via email.

**Glossary of Terms**
An updated version of the SSSP glossary of terms was distributed and Adela asked the group to review it, share it with colleagues and bring back suggestions for updates and additions.

**College Updates**
Laney- Lilian requested guidelines for waiving matriculation services. She stated that we need a clear process for all to follow. This group will draft a process and an exemption form and make a recommendation to the larger SSSP committee.

The next meeting will be on Feb.12.

The meeting was adjourned at 4:20 pm.
SSSP Working Group Meeting
Minutes
February 12, 2014

Attendees: Adela Esquivel-Swinson, Ranell Holmes, Lilian Chow, Joseph Bielanski, Allene Young, Lesley Scurry, Alexis Montevirgen, Nathan Pellegrin, Lucha Ortega, Karen Croley

Review prior meeting minutes
No changes to the minutes.

SARS Update
Adela reported that the process for procuring the server that will be dedicated to SARS is underway. The Measure A forms have been completed and they are in General Services for signatures. The upgrade to the SARS software will start soon. Adela will meet with the SARS administrators, Nathan and Ranell next week to eliminate the duplicate codes and review/determine which codes should be used by all of the colleges.

Academic Advising Update
Funds were approved for the implementation of the Academic Advising module and we are now going through the bidding process. Adela reported that we will be ready to have a selection committee in place by the week of March 6 to select the vendor who will assist with the implementation.

Feedback from Colleges
  a. Student FAQ’s Regarding Loss of Priority Registration- No feedback from colleges.
  b. Glossary of Terms- No feedback from colleges.

The State Chancellor’s Office has a definition for “new students” based on the SSSP and it was suggested that we use that definition in our Glossary of Terms. We will update the glossary with that definition and we will add priority registration.

Online Exempt Form
We are working on an online matriculation exemption form but we need a process. The online form would be directed to an email account in the counseling offices at the colleges. Someone in counseling would have to be responsible for receiving the forms and clearing the hold from the student’s account. It was suggested that a sentence about the student understanding they are losing their priority registration by exempting themselves from Student Success services be added to the form. Adela will send a draft of the e-form to this group when it is completed. The criteria for exemption also need to be reviewed.

Nathan reported that the MIS report is submitted three times a year, at the end of each semester, and that the February report had the same errors as the previous reports. It was reiterated that the SARS codes need to be cleaned up and counselors need to be trained. Once that is completed,
some of the MIS reports will be resubmitted with accurate data. Nathan will send out the SARS extract data from the February report. It was stated that EOPS and DSPS need to be included in the code update discussion.

**College Updates**

**COA** - Alexis reported that COA is moving forward with their campus based SSSP group. They meet twice a month. COA is currently offering COUN 200 A and B but will use COUN 201 in the fall.

**Merritt** - The campus SSSP group had a meeting this morning and talked about requiring students to enroll in COUN 201. That prompted a discussion on requiring students to register for a class that has fees attached and the consequences of dropping that class. ESL orientation would be different, units and fees are not attached.

**BCC** - BCC’s task force has not met this semester. Allene reported that they have implemented COUN 200 A and B and they are in communication with the high schools to see if they can offer a COUN 201-like class at the high schools. They will also be consolidating COUN 200 A and B to COUN 201.

A recommendation to make COUN 201 mandatory needs to come from this group to the larger SSSP Committee and then to the DEC.

**Option 1**
The recommendation would be to have the district take a stance that COUN 201 is a mandatory course and could only be dropped by meeting with a counselor.

**Option 2**
The recommendation is to make COUN 201 a mandatory course which would allow the student to register in the class that will automatically remove the Matric hold. If the student drops the course the matric hold would be put back on the student’s account. The class would be tied to the matriculation hold and dropping would trigger the hold to be activated.

The next meeting will be on Feb.19.

The meeting was adjourned at 4:25 pm.
SSSP Working Group Meeting
Minutes
February 19, 2014

Attendees: Adela Esquivel-Swinson, Ranell Holmes, Lesley Scurry, Alexis Montevirgen, Nathan Pellegrin, Lasana Hotep, Karen Crole, Minh Dao, Blanca Montes de Oca, Srujana Tumu

Review prior meeting minutes
No changes to the minutes.

SARS Update
Adela reported that the Measure A forms for the SARS server have been submitted to finance and that she will work with IT to create a plan for the upgrade. The upgrade will provide the students the ability to make appointments online and counseling would have the ability to access SARS from anywhere via the web. Lasana requested an email field for contacting students. A meeting is scheduled on Feb. 27 for the SARS code clean-up. Adela will send Calvin and Lasana the upgrade specs.

Academic Advising Update
There was a Q&A meeting yesterday with the vendors who responded to the RFP. They have until March 6 to submit bids and then the selection committee will choose which vendor will be hired for the implementation project.

CFT Recommendation
Adela reported that the CFT discussed putting SEPs on the W drive since we need to have access to online ed plans by April. This would be a temporary fix until the PS Student Planner is up and running. The SEPs will be kept in folders and will be sorted by college in the W drive. This interim solution will help with reporting information and will allow counselors at all colleges to have access to all student education plans.

We will have a district wide counseling meeting that will include information, training and written documentation to address this change. Blank templates will be added to the current forms the colleges are using so additional plans can be easily added by other counselors. The suggested date for the meeting is April 2. It was agreed that a uniform naming convention will be needed. This recommendation was supported by the SSSP Working Group and it will on the agenda at the next SSSP Committee meeting on March 07, 2014.

Demonstration of Online Exempt Form
Srujana demonstrated a draft of an online matriculation exemption form. The form would be available on the college websites and would be sent to an email address in the counseling offices. There are still details to work out. There was a discussion on whether the online form would be more efficient or not. It was decided that we would make use of both the online and paper
options. We will move forward with updating the paper form and create a new procedure with processing time.

**College Updates**
Merritt has a consultant who is heading the SSSP to make sure they are in compliance. They have COUN 200 A and B and are focusing on getting online orientation up and running.

COA had a pilot for online orientation and they are working with Tina to mirror what Laney is doing.

Laney has new SSSP coordinator, Erick Aragon.

**Other- Recommendation for making COUN 201 Mandatory**
There was a discussion to review and finalize the recommendation that will go to the larger SSSP committee regarding COUN 201 being a mandatory class. The decision was to go with option 1.

**Option 1**
The recommendation is to have the district take a stance that COUN 201 is a mandatory course and could only be dropped by meeting with a counselor.

The next meeting will be on Feb.26.

The meeting was adjourned at 4:20 pm.
SSSP Working Group Meeting
Minutes
March 12, 2014

Attendees: Adela Esquivel-Swinson, Karen Engel, Lesley Scurry, Trulie Thompson, Gail Pendleton, Karen Croley, Blanca Montes de Oca, Erick Aragon, Lilian Chow, Joseph Bielanski, Allene Young,

Review prior meeting minutes
No changes

Career Pathways Trust
Karen Engel, Interim Director of Development, was a guest at the meeting to discuss a competitive grant (AB86) that is meant to strengthen relationships with local high schools. Peralta has put itself in the lead for the I80/880 (Hercules to Hayward) region. This is a Career Pathways grant to build relationships with K-12 institutions in the region and it should closely align with the work that the SSSP is doing. The programs and positions that will be created need to be sustainable after the grant money is gone. The grant application is due at the end of March and Karen would like to include some language from the counselor’s perspective.

Academic Advising/SARS, Online Orientation Updates
Adela reported that the implementation of the Academic Advising module is moving forward. Three vendors submitted bids and the selection committee is reviewing the packets and will meet Monday to select a vendor. The proposal should go to the board at the first April meeting.

The SARS server has arrived and Adela met with Michael Dioquino and the SARS company so IT can start the programming. After CFT defines and finalizes the codes that were discussed at the SARS codes meeting the codes will be programmed in system and tested.

Adela has met with the colleges about online orientation and they are reviewing content in preparation for implementation.

COUN 201 Recommendation
Adela shared the recommendation to make COUN 201 mandatory at the VP and Deans meeting. Some agreed with the recommendation and some had concerns about the cost to International and non-resident students. The VPs suggested looking at best practices at other colleges. Adela, Allene, Erick, Blanca and Gail will look at best practices and bring back their findings next week.

There was a suggestion to include a representative from the Office of International Education in the SSSP committee and working group.

Exemption Form Review
There was a discussion about whether orientation should be mandatory and the refusal of SSSP services. The colleges are still doing different things with orientation. COA’s online orientation is an
online welcome, not a complete orientation. The Exemption from Student Success and Support Services form was approved.

**Priority Enrollment Appeal Form Review**
Procedures for the priority enrollment appeal were defined as follows:

- Student completes the form, attaches supporting documentation and takes it to a counselor.
- Counselor will review and send the form and a recommendation to the Office of the Vice President of Student Services for approval or denial.
- Vice President’s Office will notify the student and forward the form to Admissions and Records for priority reinstatement.
- Appeals must be submitted no later than five working days prior to the first day of priority registration

**College Updates**
Laney – creating schedules for COUN 200 classes and assessment through Fall. They are planning a breakfast for April 23 to educate high school counselors on SSSP and they working on a marketing strategy for website.

Merritt – adding COUN 200 for high school and DSPS students in April.

BCC – is finishing up the online orientation and they are exploring how to meet the need for all the learning communities that have been established. The high school counselor breakfast they have hosted the past couple of years has paid off in terms of collaboration, and they are in contact with high school counselors on a regular basis.

COA – Offering 7 sections of COUN 200 A and B. Their challenge for offering COUN 201 is the delay in state approval for the course. They are also planning a high school counselor breakfast and working on script for their online welcome.

The meeting was adjourned at 4:27 pm.
SSSP Working Group Meeting
Minutes
March 19, 2014

Attendees: Adela Esquivel-Swinson, Lasana Hotep, Lesley Scurry, Gail Pendleton, Karen Croley, Blanca Montes de Oca, Erick Aragon, Joseph Bielanski, Allene Young, Toni Cook, Amy Lee, Minh Dao

**Review prior meeting minutes**
No changes

**Best Practices for SSSP Services for International Students**
Chabot College - Blanca reported that Chabot College's international students go through the same process as all other students. They are considering offering an orientation class for non-credit.

De Anza College – Adela reported that De Anza College does not put a hold on student’s records requiring them to complete SSSP services. They let priority registration drive their students to participate in services.

DVC- Allene reported that DVC requires international students to go thru online orientation but there is no fee associated.

These reports were followed by a discussion about international and non-resident students being required to take and pay for COUN 200 or 201. There were suggestions about offering the course as non-credit or allowing students to bypass the services resulting in loss of priority registration. It was decided that there is a need for international education representation when making this decision so the discussion will continue at another meeting.

**AP 5050 Review**
The group reviewed and made changes to the Administrative Procedure for the Student Success and Support Program (previously Matriculation). Joseph will make the changes and send it on to the PBC and Chancellor’s Cabinet.

**Academic Advising/SARS, Online Orientation Updates**
Adela reported that the selection committee met and chose a vendor for the Academic Advising implementation project. The proposal is expected to go to the Board in April once the contract has been negotiated. We will then move into fit gap. The position to support the module has been posted but we may need to appoint someone internally to do the job until the permanent position is filled.
The SARS server has arrived and there was a meeting regarding the programming of the server. CFT discussed new codes today and a sub group will change the current language on the existing codes document. CFT will test the new codes once the programming is finished. This will be discussed at the April 2 counseling meeting. It was noted that SARS and Academic Advising processes and procedures need documentation for future counselor training.

Each campus still needs to decide on story board screens that will be specific to the college and other screens will be standardized. Adela will follow up with Tina to get updated language for online orientation. Amy asked about the online orientation story boards being updated for financial aid.

**College Updates**

Laney – No updates

Merritt – Lesley reported that Merritt may use COUN 201 as a check off for orientation. They want students to be able to choose COUN 200A and B or 201 to satisfy the requirement.

BCC – No updates

COA – COA is moving toward COUN 201. They are also looking at their success data for fall and spring.

The meeting was adjourned at 4:26 pm.
SSSP Working Group Meeting
Minutes
March 26, 2014

Attendees: Adela Esquivel-Swinson, Lasana Hotep, Lesley Scurry, Gail Pendleton, Karen Croley, Blanca Montes de Oca, Erick Aragon, Joseph Bielanski, Amy Lee, Minh Dao, Lilian Chow, Ranell Holmes

Review prior meeting minutes
No changes

Assessment
Adela reported that according to the Assessment calendar from State Chancellor’s office, we need to submit test validations for each college by April 15. Blanca stated that she is working with Nathan on this and will send what Dr. Orkin has done in the past.

Multiple Measures - EAP
There was a discussion about the Early Assessment Program and whether it should be used as part of multiple measures. Because of SB 1456 and trying to strengthen K-12 relationships, it was suggested that we begin to investigate EAP and look at what neighboring community colleges are doing. We need a small group to follow-up and faculty will need to weigh in and make a recommendation. This item will be taken to the larger committee.

High School Concurrent Program – Adela reported that the current high school concurrent enrollment program will be revised with a possibility of a pre-approved list of courses. High school students will be required to reapply every term. A smaller group is needed to draft the program and ensure that information gets out to the high schools for implementation by Spring 2015.

Academic Advising/SARS, Online Orientation Updates
Adela reported that Highstreet IT Solutions has been identified as the vendor for the implementation of the Academic Advising module in PeopleSoft. Negotiations are underway and special counsel has been brought in to review the contract. The Systems Analyst position to support the project is currently advertised and will close on April 9. The project will begin with a fit gap and the A&R evaluators and counselors will test the module before it goes into production.

There was a meeting this morning with Jim Doty from SARS. There is about one more week of programming and the SARS upgrade should be completed in the next 3 to 4 weeks. The new codes are completed and we have received updates on the draft document from COA and Merritt and we are waiting for BCC to respond. Adela stated the codes should be completed by April 2 for the district-wide counseling meeting.

COA and BCC are almost done with their online orientation and will try to expedite completion. Adela stated that there is a component for financial aid.
**College Updates**
Laney is having a high school counselor breakfast on April 23 and counseling classes will start on April 4 and 5.

Merritt will be offering COUN 200A and B instead of COUN 201. They will be offering 3 courses for high school students in April.

COA has a new full time Student Services counselor who will be attending these meetings. COA's high school counselor breakfast is scheduled for April 8.

BCC – No representative in attendance.

**Other**
Exemption form – The online Student Success and Support exemption form needs a process. Adela will talk to department chairs about who will receive the emails and clear the holds. Laney does not have e-counseling and there is concern about someone having time to review the online forms.

The meeting was adjourned at 4:25 pm.
PERALTA COMMUNITY COLLEGE DISTRICT
Student Success & Support Program
Working Group

Meeting Minutes

April 9, 2014

Attendees: Adela Esquivel-Swinson, Ranell Holmes, Allene Young, Isela Santana, Minh Dao, Blanca Montes de Oca, Gail Pendleton, Lesley Scurry, Karen Crole, Trulie Thompson, Lilian Chow

Isela Santana was introduced as a new member of this working group.

Review prior meeting minutes
Changes to minutes - Merritt has 2 counseling courses scheduled, not 3.
Addition to minutes - Blanca is working on ESL Compass with Nathan.

Ranell stated that the Compass software is old and needs to be updated. There are equipment, software and man power needs for an update. Ranell will talk to Dr. Orkin about a preliminary assessment and a recommendation to upgrade Compass at all campuses to ensure we have the latest software to increase efficiency of MIS reporting and reduce excessive data entry.

There was a question about the ESL pilot at Laney and if it will be adopted district wide. It was stated that the next step after validation is to meet with the other colleges to make updates and changes. The other campuses need to migrate toward the end of the fall semester.

Goals and Objective
The SSSP Committee goals and objectives were review to make sure we are on track. Adela will revise the document and sent an email with the updated draft.

Intervention Services for Students on Progress Probation
The goal is to identify students who are on Progress Probation for two or more semesters. Ranell is looking at the delivered process of academic probation to see if it can be used instead of the customization that is not working properly. A workshop for students has been developed but students need to be identified. Allene will give a presentation of the workshop at the next meeting. Adela asked the group to bring a report to the next meeting about what is being done at the campuses for students on progress probation. The BOG fee waiver and enrollment priority are both tied to progress probation.

Early alert is a function of the class roster that currently exists but is hidden. Once a process has been established about notifying students and the appropriate staff, IT will make the function available to faculty. We will need support from the DAS.

Multiple Measures – EAP
Many colleges are using the Early Assessment Program (EAP) and Adela would like Peralta get on board because it would be beneficial to our students. This would have to go thru the local approval process and faculty will need to be involved. The State Chancellor’s Office has a lot of resources and
information about EAP and Adela would like a small group to look into the program. It was suggested that this may be a project that would fit into the Career Pathways Trust that Karen Engle discussed at the last meeting.

**Academic Advising/SARS, Online Orientation Updates**

IT is programming the MIS codes extract. Ranell stated that the new SARS codes should start being used after the last day of the spring term, May 24. Adela will send an email reminder.

Academic Advising – The proposal for the implementation of the Academic Advising module was approved by the board last night. The position to support the module closes today and the interview committee is ready to go. This is not the evaluator position. This group will have to make a recommendation for the “super” evaluator. The recommendation will be written and presented at the next larger committee meeting and then moved on to other committees.

Online Orientation – Merritt and COA have reviewed the story boards and now need to film the videos. Adela will work with marketing to determine how we will proceed. They are booked through June but there was a suggestion that multimedia students may be able to complete the videos. These orientations are standardized and then adjusted to fit each college.

**Update from the colleges**

Laney – April 23 is their high school enrollment breakfast and the college SSSP working group meets every Monday morning.

BCC – They are trying to figure out how many sections of COUN 200 are realistic and the venue that would be appropriate. High school counselors have been invited to attend a workshop with BCC faculty and counseling to work on a collaborative approach to incoming freshman.

COA – There was a high school outreach workshop with high school counselors yesterday about concurrent enrollment and steps for success. COA has Success Academy for those who have completed the COUN course. The new counselor at COA will be attending these meetings.

Merritt – A COUN 200A for special ed. students is scheduled through Oakland Unified and 53 students have committed to take the class. The Merritt SSSP committee is inviting the VPI and dept. chairs to their next meeting.

Next meeting is April 23.

Meeting adjourned at 4:30 p.m.
Welcome
Attendees: Adela Esquivel-Swinson, Lasana Hotep, Lesley Scurry, Blanca Montes de Oca, Joseph Bielanski, Erick Aragon, Karen Croley, Allene Young, Ranell Holmes

Review prior meeting minutes
Lesley stated that the last sentence in the Merritt update should be changed. It is recorded as stated but the statement at the meeting was incorrect. The sentence should read, “The Merritt SSSP committee will be inviting the VPI and department chairs to a future meeting.”

Review the Goals and Objectives – Updated
The new updated Goals and Objectives document was reviewed. Adela will talk with Dr. Orkin’s office about adding the college SSSP webpage links to the District SSSP webpage.

The Priority Registration Appeal form is still under review and will be looked at by the CFT. There was a discussion about categorical groups that do not complete core services. It was suggested that the EOPS and DSPS coordinators use the online orientation to incorporate the mainstream core services. BCC COUN 24 should also satisfy the requirements.

There are still some outstanding questions about priority enrollment and how the Student Planner might help with priority enrollment appointments. Priority needs to be looked at as units completed and how many units have been completed toward the student’s educational goal. How students who complete the COUN 200A and B and COUN 201 classes get captured for priority is still undetermined.

Workshop for students on progress probation presentation by Allene Young
Ally brought hard copies of the workshop for students on progress probation that was developed some time ago. It is a web based process and students would view a power point presentation, take a quiz and then complete a contract. The issue at the time was how to finalize the process once they completed the contract. Ally will send the electronic version to Adela for review. This group will discuss how to identify and reach out to the students with their respective colleges. IT is still looking at the progress probation process in PeopleSoft.

Early Alert
There was a discussion about how the Early Alert function in the faculty center would work and who the notification should be forwarded to. A business process needs to be worked out but Ranell indicated that the IT side shouldn’t be too complicated. The process needs to be developed by September so IT can get started.

Common Assessment
There is a call to action from the State Chancellor’s office to participate in a common assessment system and they are asking for colleges to participate in the pilot. This group will ask at their colleges for representatives from instructional faculty to participate in the pilot. Adela will send the forms and information via email.
**Multiple Measures – EAP**

Adela had a conversation with Karen Engle about the Career Pathways grant and she said it would definitely work for EAP. Guidelines need to be determined and forms completed to inform the State Chancellor’s office that we want to implement the program. This group will talk to others at their colleges and get feedback. EAP will provide an opportunity for students to take the assessment in 10th or 11th grade.

**Academic Advising/SARS, Online Orientation Updates**

Academic advising is at a stand still. Last Thursday there was a conversation with the attorneys about the contract and now we are waiting. We have identified someone internally for functional support in case the project starts before the position is hired.

SARS is moving along. Adela has been working with Michael Dioquino on the upgrade. Colleges should begin using the new SARS codes on May 24. Adela will meet with DSPS and EOPS coordinators to discuss additional codes that would be specific to their programs.

Adela met with Jeff Heyman and Tina Vasconcellos about the online orientation videos and the videos should be completed by late June. The financial aid portion of the online orientation has been updated.

**Update from the colleges**

**Merritt** – Offering 14 sections of COUN 200A which mostly begin before school starts and the students will end up with an abbreviated ed plan. The comprehensive ed plan will come with COUN 200B or possibly COUN 24. The first COUN 200A class is in progress and is going well.

**BCC**- Offering 11 sections of COUN 24 and they are looking at combining the online orientation and their large orientation for COUN 200A. BCC had 1500 new students last year and the VPSS said that numbers are up so far. There was a suggestion that students who take COUN 200A be exempt from the matric hold.

**Laney** – Enrollment breakfast for high school counselors was this morning. There were 12 counselors and Erick reported that it went well and was a good starting point. They discussed concurrent enrollment and SSSP. Most of the COUN 200A classes will start right after the semester begins. Applications for summer are an issue for the COUN 200A classes that are scheduled in spring.

**COA** – no representative from COA was present.

**Other**

The system will be rolling out another Financial Aid update this weekend. The last big go-live will be June 5-8 and it is imperative that faculty post spring grades by June 2 for Student Academic Progress (SAP). If SAP isn’t run during the go-live, students will not get their first financial aid disbursement before classes begin.

Meeting cancelled for next week.

Adjourned at 4:30 pm
PERALTA COMMUNITY COLLEGE DISTRICT
Student Success & Support Program
Working Group

Minutes
May 21, 2014

Attendees – Adela Esquivel-Swinson, Blanca Montes de Oca, Joseph Bielanski, Erick Aragon, Allene Young, May Chen, Gail Pendleton

Review prior meeting minutes
Ally name corrected to Alley

SARS Codes
Adela met with DSPS and they are creating they own unique codes to use with SARS. Tomorrow Adela is meeting with EOPS Coordinators tomorrow to create their own codes to uses with the SARS Program. It is desired to use the SARS Program for students to schedule their assessment appointments. The Assessment Coordinators from the colleges will meet to develop their codes needed for SARS so that upon completion of the SARS Counseling upgrade the Assessment option can be added.

Workshop for students on progress probation
Follow up at the first meeting in September.

Academic Advising Update
The Academic Advising project is continuing to progress it is likely that the fit gap will start in the next couple of weeks after the conclusion of the System Analyst’s training. The group discussed the need to have counselor participation in the project. A schedule of tasks and a timeline is desire to ensure that staff schedules are coordinated. Adela will request the schedule of tasks from IT so that a work group can be coordinated.

Online Orientation Update
The marketing department will be doing the videos in mid-July. Dr. Chen requested information in advance so they can prepare. Adela will call Cynosure to get the plan so the colleges know how to prepare.

Exemption From SSSP Services Form
The core services exemption form was reviewed and the recommendations from CFT were accepted. Adela will revise the form and will send out to the colleges this week. The form will be available to students on the A&R web page.

Future Meeting Dates/Times
The SSSP Working Group will continue to meet every Wednesday from 3:00-4:30 during the month of September. After that they will meet every other week until the end of the semester.

Other
Dr. Chen suggested that the VPSS be invited to share their The Student Success and Support Program Plan due in October to the State Chancellor’s Office.

The meeting was adjourned at 4:00 pm.