



# PERALTA COMMUNITY COLLEGE DISTRICT

## SSSP – Working Group

SSSP Working Group Meeting Minutes  
October 09, 2013

Attendees: Adela, May, Blanca, Trulie, Minh, Ranell, Lilian

The group reviewed the minutes from the prior meeting and made the following changes:

- The Abbreviated SEP is 1-2 semesters and a comprehensive SEP is 2 or more semesters.
- Need to work with Nathan Pellegrino to update the SARS codes sheet with the appropriate codes.

### **Follow up Items:**

1. Adela to set up a SARS presentation on tracking matric program information and SEPs – *Unnecessary to do this as we are going to review the student planner on PS which is supposed to be active and just needs to be updated. However, we will explore if there are other features available that we can use to make SARS more user friendly.*
2. Lillian to send Adela a list of the old codes. Create FAQs and develop training for counselors in SARS and the new codes. *Adela to work with Nathan to identify the Student field and what codes should be used for MIS reporting.*
3. Ranell will look at PeopleSoft to see if the SEP is delivered and how it might be implemented. *Not necessary as we should look at the functionality of the available SEP on PeopleSoft and decide if we should pursue this avenue.*
4. Adela will send the group a link to a CCC Confer presentation from the Los Rios District on PeopleSoft ISEP. *Same as answer to #3*
5. Schedule meeting to review how to transfer Compass scores in to PeopleSoft. *Adela and Ranell met with Blanca to review the functionality of Compass and the interaction with PS. Ranell is evaluating to create an error file and a flat file to automatically upload the data in to PS from Compass.*
6. Adela will check with Joyce Brown-Willis about the status of Progress Probation. *Joyce has completed running the Progress Probation and has asked counselors to test it to ensure that it is working properly. Counselors to provide results of testing by October 11.*
7. A&R to create a new code to assign priority registration to new students who have completed the matriculation steps. *Joyce created the Priority registration code for each college. The VPSS needs to assign a designated staff member to enter the code for students who meet the criteria. Joyce will be able to enter the priority registration code for students who completed COUN 200 successfully.*