



PERALTA COMMUNITY COLLEGE DISTRICT Student Success & Support Program

SSSP Working Group Meeting Minutes

November 6, 2013

Attendees: Adela Esquivel-Swinson, Minh Dao, Ranell Holmes, Lilian Chow, Allene Young, Fatima Shah, Romeo Garcia, Trulie Thompson, Tina Vasconcellos

Welcome

Trulie suggested creating a timeline for all that needs to be accomplished.

Review prior meeting minutes

Minutes from the last meeting were reviewed. No changes were made.

Online Orientation Update

Tina stated that she met with the VPs last month and they have until Nov. 15 to review the storyboards for the online orientation program. They will review and determine which slides will be kept uniform across the campuses. The goal is to launch the online orientation across the district by April 2014. It was stated that Laney has the Spanish version up and running and Chinese is being worked on.

SARS Early Alert Update

There was a presentation of the SARS version of Early Alert this morning at the CFT meeting. The program seemed to have all the requirements but there was concern regarding ease of use for faculty. Faculty buy-in is critical. Lilian Chow stated that there is an Early Alert option in PeopleSoft. Adela will get together with IT to find out why the link-column is not visible on the census roster and hopefully get some testing started. ~~There~~ group engaged in ~~was~~ a discussion about the process for recommending and deciding on which Early Alert system to implement.

A timeline for all of the work that needs to be done by this group was requested. A draft will be presented at the next meeting.

Adela met with Dr. Orkin and Calvin about the priorities for the new mandates. They discussed the online SEP and Academic Advising and how IT will help to implement them. Calvin will investigate who he can bring in to help implement academic advising. ~~There is a~~ another meeting is scheduled for Tuesday 11/12/13 with IT to talk about what else needs to be done.

Adela reported that the Chancellor's Cabinet had some suggestions for ~~some~~ minor changes to the goals and objectives for the SSSP. In addition it was suggested, ~~and~~ to possibly add a measurable component and a timeline.

MIS Reporting Update from CFT Meeting

~~There was a~~ A discussion regarding the potential inaccuracies in the MIS reporting took place. The colleges will research the number of actual SEPs that were completed for 2012-2013 and those

results will be compared to what was reported. The results from the colleges will be sent to Nathan by 12:00 p.m. on Nov. 12.

Follow up from the District Wide Counseling Meeting

Counselors met last week and talked about SEPs. They came up with requirements based on the presentation they saw. There was unanimous agreement that the student side needs to be locked. Counselors want to look at the planner in a test environment to see how it works.

Adela reported that we will have a SSSP website within the next few weeks. Romeo volunteered to create a glossary of terms related to Student Success and Support and will try to complete it in time for the new webpages on Nov. 20.

~~There was a~~ request for an updated Matriculation Services Waiver form was made by the group. A draft of a new form will be sent to this group for review by Nov. 16. It was stated that we need to move to abbreviated and comprehensive SEPs codes for SARS. The SARS administrators will be contacted to request the updates to the codes by 11/20.

Update the Matrix – Online Orientation and Multiple Assessment Measures used

COA has an online orientation and Laney has the one in place that will be used by the other colleges.

Multiple measures being used by Merritt - assessment scores from other colleges, high school grades and courses, CSU test scores, overall GPA from high school and other colleges. Adela will update the matrix.

Adela will send a note to the VPSSs about using some of the SSSP money for completing the first four bullet points from the Oct. 30 meeting minutes regarding SARS.

The meeting was adjourned at 4:26 p.m.