



PERALTA COMMUNITY COLLEGE DISTRICT Student Success & Support Program

SSSP Working Group Meeting Minutes

November 13, 2013

Attendees: Adela Esquivel-Swinson, Alexis Montevirgen, Ranell Holmes, Lilian Chow, Lesley Scurry, Romeo Garcia, Trulie Thompson, Tina Vasconcellos

Review prior meeting minutes

Trulie requested that the minutes from the last meeting state that Early Alert was not on the original priorities list and we should stick to the list that this group created and reviewed. There were no other changes.

Review Goals and Objectives document

There were minor changes to the SSSP goals and objectives suggested by the presidents. The revised document will be reviewed at the next meeting.

SARS reports update from the colleges

Ranell stated that we should make sure the SARS data is correct going forward instead of looking back. There are different data elements going forward so IT has to evaluate the new reporting requirements. It was suggested that there may have been errors from input or extracting data. Adela stated that we need to know what is going on behind the scenes.

Moving forward IT hopes to make the extract an automatic process. Trulie wants to know if we can run a current report now to see what the numbers look like at this point. Nathan and Jo Ann would have to be involved. Alexis stated that moving forward there should be a guide created for counselors to help make sure they are inputting the correct data. This year's numbers will determine next year's funding.

Ranell stated that a new program needs to be developed with the new codes. He agreed that we should evaluate the old program to see what the problems are. Adela will email Ranell the new codes and he will do some research and bring the results to the next meeting. Laney submitted their SARS report from last year.

Update on the Academic Advising & My Planner

Adela passed out an Academic Advising and Student Planner requirements document that she had reviewed with Calvin. The draft of the requirements will be sent to the dept. chairs for review. There is still have time to review and make changes before the final draft goes to IT.

The next step is to take the request to the Board on Dec. 10. Dr. Orkin will submit the request to the Chancellor's Cabinet next Tuesday. There was a short discussion about funding. Cost needs to be

identified and Calvin should have that information next week. Calvin said we should be able to meet the timeline on academic advising and the planner, and it will be available and ready to test by mid-March. Counselors should be able to “play” with the module soon to become familiar the program and see if anything else is needed.

Lilian expressed a concern about up to date and accurate information being maintained in the Academic Advising module. Adela is creating a memo to establish a staff position to manage the module.

There was a conversation at the Merritt SSSP meeting about Early Alert. When instructors click a service needed they want a guarantee that the information is getting to the appropriate department. A business process needs to be in place for the whole Early Alert program. Alexis suggested that an email be generated automatically to the student as services are needed. Service indicators may need to be used to track success. A possible process is:

Instructor places alert > alert triggers service indicator with type of intervention or service > email sent to student.

Trulie suggested that this group work through Carolyn Van Putten to test early alert.

Some of the colleges are talking about resurrecting the online academic/progress probation workshop. There was a suggestion that there be a deadline for students on probation to participate in services in order to regain priority registration. There was a discussion about students regaining priority after signing a contract or participating in a workshop. Colleges will talk about it offline and bring suggestions back to this committee. We need an appeal process for students who take advantage of intervention services.

Review timeline for SSSP

The timeline for the SSSP Working Group projects was reviewed. Lesley and Lilian will send the timeline to their dept. chairs for feedback.

The meeting was adjourned at 4:25 pm.