



PERALTA COMMUNITY COLLEGE DISTRICT Student Success & Support Program

SSSP Working Group Meeting Minutes

December 4, 2013

Attendees: Adela Esquivel-Swinson, Alexis Montevirgen, Ranell Holmes, Lilian Chow, Joseph Bielanski, Allene Young, Fatimah Shah

Review prior meeting minutes

Adela will email the goals and objectives document to the group that was updated after the Chancellor's Cabinet suggestions. This document will be part of the packet that will go to the Board for approval of the Academic Advising implementation funding request. The proposal is going to the Board on Dec. 10.

Adela will follow up with Nathan on the 320 report at this five month point. She will also follow up with Ranell on the SARS codes.

The SSSP webpage available from the home page follow Governance > Planning and Budget Integration > Student Success and Support Program Committee. No changes to the minutes.

Review new form

There was a discussion about the new Student Success and Support Exemption form that had been requested. Most were in agreement that the Matriculation Checklist form should be used again instead for joining two old forms. There was no definitive decision on this.

Update on the Academic Advising & My Planner

Adela reported that the vendor has been identified and the funding has been secured for the implementation of the Academic Advising module.

Review timeline for SSSP and updates from colleges

The timeline was sent out to counselors but there has been no feedback yet. Adela wants to make sure that we have counselor input before a timeline is set so we are sure to have counselor participation.

COA - Alexis suggested setting adjunct schedules based on who has completed SARS training. Alameda is having a recognition ceremony for students who completed COUN 200A and 200B.

BCC is still looking at COUN 200A and B and the possibility of consolidating them to COUN 201.

Laney offers their COUN 200 prior to the semester. They are discussing capturing some of the graduating high school students and would contact them in February and March so they could complete services before the beginning of the term.

Student Success Holds (Matriculation)

The proposed three matriculation holds that would replace the “NEW” hold were discussed. It was suggested that the assessment service indicator would be a hard hold and the orientation and counseling service indicators would be soft. This would indicate to the student that they will lose priority enrollment if they don’t complete the other two components. When the orientation and counseling indicators are removed the student would regain their priority.

Other

There was a short discussion about ESL students having a separate orientation and not participating in COUN 200A. COUN 200A includes an extended orientation so the general population has a longer orientation than ESL students.

Lilian suggested that the half sheet abbreviated Ed Plan form be put on the W drive because copies of the SEPs are needed for proof of funding. Joseph stated that we need to look at the requirements for the new mandates for Student Ed Plans. There won’t be an audit for a year and a half so we have time to plan and implement a new process.

Adela gave an update on the status of the Electronic Content Management (ECM) project. Sixty licenses were purchased which means that only 60 users districtwide can be on the system at one time. The first phase is for scanning external transcripts only.

Students who applied for the Fall 2013 term but did not enroll in classes do not have term activation for the Spring 2014 term. Joyce Brown-Willis needs to run a query to find students who did not have enrollment in the first term of their application so she can activate their enrollment for the following term. There will be an update at the next meeting.

Lilian suggested identifying a deadline for submitting applications time for current term. There was a short discussion but no decisions were made.

The next meeting on Dec. 11 will be the last meeting of the year. The first meeting in 2014 will be on Feb. 5.

The meeting was adjourned at 4:05 pm.