



Peralta Community College District

Student Success and Support Program Committee Meeting

Friday 12/06/13

District Board Room

1:00 pm - 3:00 pm

Minutes

Attendees

Adela Esquivel-Swinson, Hermia Yam, Trulie Thompson, Lesley Scurry, Joseph Bielanski, Nathan Pellegrin, Amany ElMasry

Review meeting minutes

No changes to minutes.

Working Group Report

1. SSSP Membership

The committee membership was developed and it will mirror the old Matriculation committee. The membership is under review and has gone to DEC and DAS for appointment of faculty. We are waiting for the DAS to get back to us with members to include English, Math, ESL and CTE faculty. Even though there is a set membership, anyone can attend the meetings.

2. Online Orientation

Currently Laney College is conducting an online orientation pilot. Funds have been approved to implement the same type of online orientation at the other colleges. Currently, the Vice Presidents of Student Services at the colleges are reviewing the content of the orientation and will be integrating items which are unique to their institution. Online orientation for all the PCCD colleges will be implemented in early 2014. The implementation of the online orientation is being coordinated by Tina Vasconcellos.

3. SARS

SARS modules have been purchased that would allow counselors to access the system from the web and would allow students to set up appointments electronically, with options for text and self-check-in. It was determined that there should be an analysis of the current needs. Adela scheduled a meeting with the SARS administrators from the colleges to determine what is being used and what is needed. She is hoping to meet before Dec. 13. It is clear that a district server is needed. More information is needed about how the SARS data is being reported. Nathan would like someone who is familiar with the SARS reports look at the data. Trulie suggested emailing the CFT to find someone who could help understand the data.

4. Academic Advising

Adela reported that the project for implementation of the Academic Advising module was presented to the Chancellor's Cabinet. Trulie asked that the proposal be made available for information about what is involved in the project and the total cost. She reminded the group that the District had previously hired and paid a consulting firm to implement this module and

is concerned funding for this new project has not gone through the budget process. Hermia would like the proposal to be sent to the head of Academic Senate at each college for review. Adela stated that the proposal was based on the requirements that were submitted by the counselors and it is going to the board to secure the funding, not approve a contract.

We need a position to support the academic advising module. No position currently fits the requirements so a recommendation to match it to the A&R and Curriculum analyst positions will be made. Adela reiterated that we need to get this position in place as soon as possible so that staff can be on board from the very beginning of the project. She is working on a memo to request the hiring of this position and made it clear that this is a different position than an initial (super) evaluator. A “super evaluator” would work with external transcripts for course equivalency and it may fit an existing job description.

5. Timeline

The timeline for the SB1456 mandates was reviewed.

6. Goals and Objectives

The goals and objectives document was reviewed and minor changes were made because of some suggestions from cabinet. This is a living document and can be changed and updated as needed.

7. Webpage

A website was developed to house the committee and working group agendas, meeting minutes and supporting documentation. Navigation to the page is as follows:
<http://web.peralta.edu/pbi/student-success-and-support-program/>. Or go to www.peralta.edu > Governance > Planning and Budget Integration Home > Student Success and Support Program Committee.

The next meeting will be Feb. 7.

The meeting was adjourned at 1:55 pm.