



PERALTA COMMUNITY COLLEGE DISTRICT

Student Success & Support Program

Committee

Minutes

February 27, 2015
GS Conference Room

Meeting convened at 1:05 pm.

Attendees: Adela Esquivel- Swinson, Amy H. Lee, Ann Mcmurdo, Anna O'Neal, Blanca Montes de Oca, Gail Pendleton, Hermia Yam, Karen Croley, Minh V. Dao, Timothy Karas, Vanson Nguyen.

Review prior meeting minutes

No changes to the minutes for December 5, 2015.

SSSP Annual Report

The SSSSP Annual Report will be sent District wide as an email announcement. The document has been already reviewed at the SSSSP Working group meeting on February 18, 2015.

Adela provided updates on the items that were included in the Annual Report:

Goals and Objectives- The goals and objectives for the SSSP Committee were updated this past year. They have been posted on the SSSP webpage.

Academic Advising Module and Electronic Student Education Plan (SEP)

The Academic Advising Module is now live. It was decided at the CFT meeting to have a few counselors from each college piloting the system. There are four designated counselors who will communicate to Karen any experienced issues with Academic Advising:

- BCC- Gabriel Martinez
- Merritt Steve Pantell
- COA- Mary Shaughnessy
- Laney- Lilian Chow

The date/time for the District wide training has not been determined; it has been postponed until all the issues with Academic Advising are resolved. A spreadsheet has been placed on the W-drive where counselors are listing all experienced issues.

Karen will be reviewing list and will annotate the ongoing status of each issue.

The CFT had a discussion about the date to completely switch to the new system; however, a date was not decided.

OpenCCC Admission Application

The new OpenCCC application went live on the beginning of February. No major issues have been reported so far. There are efforts to remove the supplemental questions from the application since they are already included in the registration survey.

Undeclared majors in the OpenCCC application- In progress. Many have already created the majors; they will be uploaded into the application once Financial Aid gives the final approval. Next to the majors it will indicate that they are *non-financial aid eligible*.

SARS/MIS Reporting

It was reported that there are some counselors who are still entering the incorrect SARS codes. The system should only have the codes used for MIS reporting. Ann explained that there should not be any new codes in the system since the capability to add reason codes was removed from the system; administrators are the only ones who can add new reason codes.

Adela will request Institutional Research to run the report again but this time by counselor. The report will be sent to counselors so they can check if the number of errors reduced.

Online Orientation

Cynosure should be sending a final draft of the online orientation by Monday, March 2nd. Colleges will have the opportunity to do a final review.

"Early Alert" system

A process for Early Alert needs to be implemented as soon as possible. There is functionality already available in PeopleSoft. Adela will work with IT so she can give a demonstration to the SSSP Working Group on how this functionality works. The group will determine if it will meet the SSSP requirements. A group will be formed to develop a business process for early alert; this group should be composed of faculty, counselors, SSSP members, and IT staff.

Update on program to address students in progress probation

A few members from the working group are developing a process for students in progress probation. It is planned to have it finalized by the end of the spring 2015 semester. Allene will ask Hannah Chauvet, BCC Multimedia Specialist, if she could assist on creating a video orientation. More updates to come.

Second phase of Academic Advising

Pending. The second phase of academic Advising will allow students to apply for graduation.

e-Transcripts

Adela received the approval to move forward with this project. Once the system is implemented, Peralta will have the ability to send and receive electronic transcripts across all of California's postsecondary systems. We would have the ability to receive electronic transcripts from High Schools as well. This project will require effort and collaboration between IT and A&R staff. Adela will be meeting with them to ensure to discuss the implementation project.

Early Alert

Pending. Updates will be provided in the upcoming SSSP Working group meetings.

New Issues

Colleges were asked to provide information in regards their counseling classes and the type of SSSP services provided on each of them. Ann would like to know if all colleges reported similar information or if it was completely different. Adela will ask Nathan for updates.

Other

Transcripts from other institutions

It was discussed that there is a need to establish a clear business processes for incoming transcripts from other institutions. Currently, the transcripts that are sent to the District are just scanned, saved into the W-drive and then placed in a drawer. If students need to clear pre-requisites, they need to take their transcript(s) to the counselor for their review and counselors send transcripts to the district. It is anticipated that a more standardized process will be established once the evaluator coordinator is hired. It was suggested not having the credits displayed in the transcript until the evaluator coordinator is hired. This would need to be discussed with Financial Aid since they might need this information to be displayed in the transcript.

Regional SSSP Meeting

The SSSP Regional meeting will be on April 6th from 10:00 am to 1:00 pm, at the District Board Room. Any questions that the committee members would like discuss at the SSSP Regional meeting should be sent to Adela before April 6th.

Committee members agreed to send Adela the date/times for SSSP meetings at each of the colleges. Adela will be attending the meetings to ensure that there is an alignment between what is being discussed and done in the District SSSP meetings and at each of the colleges SSSP meetings.

Adjournment

Next meeting will be on March 27th, 2015.

Meeting adjourned at 2:17 pm.