



Peralta Community College District

Student Success and Support Program Committee Meeting

Friday 3/7/14

District Board Room

1:00 pm - 3:00 pm

Minutes

Attendees

Adela Esquivel-Swinson, Hermia Yam, Minh Dao, Lesley Scurry, Brenda Johnson, Gail Pendleton, Gabrielle Winer, Lucha Ortega, Jewel Soriano

Review meeting minutes

No changes to minutes.

Working Group Report

1. Recommendation for COUN 201

The SSSP Working Group recommends that the district take a stance on making COUN 201 a mandatory course. The recommendation will move from here to the DEC, then the DAS and continue on the shared governance process. Hermia expressed a concern for out of state and international students because of the fees that will be incurred for the course. She also questioned if all colleges area getting their COUN 201 curriculum to their offices of instruction. A process will need to be developed to track students who complete the course so they can get their priority enrollment.

There was a discussion about preventing students from being able to drop the course online. They would have to see a counselor to drop the course which will give the counselors an opportunity to explain the consequences of not taking the class. Everyone was agreeable to the recommendation.

2. Academic Advising

Adela reported that there was a meeting for vendors to review the RFP and ask questions. A selection committee will be formed to review the proposals. Trulie has agreed to be on the committee and she is looking for a faculty member to join the committee. It is anticipated that the academic advising module will be in place sometime in October. The paperwork for the position to support the module has been submitted to HR and it should be posted soon.

3. CFT Recommendation

As part of the state mandate, we need to have Student Education Plans (SEPs) available online. The CFT is recommending that current SEPs are uploaded to the "W" drive so all counselors will be able to view them. The "W" drive is accessible to all counselors at all of the colleges. There will be additional blank templates attached to each SEP form so additional plans can be added without altering the original. Joyce is working on the forms now. This is an interim solution for 8-10 months. Once Academic Advising and the Student

Planner are in place, all SEPs will be in PeopleSoft. We will have a district-wide counseling meeting to inform counselors about the “W” drive solution.

4. SARS

Currently there are many irrelevant SARS codes being used. Reporting has been inaccurate because codes have been created that shouldn't have been. There was a meeting with counselors to discuss the SARS codes and it was stated that the ability to create codes will be limited. We have a list of codes that relate to the new mandates for funding and the CFT will put the codes in place and test.

Funding for the server was approved and the purchasing process is underway. Adela will meet with IT and the SARS company to discuss a roll out timeline for each of the colleges.

5. SSSP Membership

Adela reported that we are still waiting on faculty appointments from the faculty senate for this committee. We are looking for representation from English, Math, ESL and CTE. Inger Stark will be the VPI representative and Brenda Johnson will be the Dean of Student Services representative. Adela would like to solidify membership by the end of the semester.

6. Exemption Form

The working group has been working on the matriculation exemption form. There was a discussion about an additional form for students to refuse services but Joseph stated that he couldn't find anything in Title 5 regarding refusal of services.

The Exemption form will also be available online and a draft of the online form was previewed. Students will have the ability to attach documents when submitting the form online. It was decided that reviewing these forms would be included in funding since counselors would be reviewing transcripts and using multiple measure for assessment. A procedure for processing these exemption forms will be created to standardize the process across the district.

7. Glossary of Terms

The glossary of terms was reviewed.

8. Priority Registration FAQs

FAQs for priority registration were created and they are posted on the website. Every semester informational emails are being sent out to students who are close to reaching 100 units or are close to losing priority because of probation. An appeal form is available counselors will review and approve or deny the appeal.

9. Online Orientation

There was a brief update on the status of online orientation. The colleges are working with Tina to review a file and provide input. BCC is working actively to get the information to Tina. There was a meeting at Merritt College last week to get the project restarted.

Funding Opportunities - Deputy Chancellor, John Hendrickson

Deputy Chancellor, John Hendrickson was a guest at this meeting to speak about funding opportunities for the district and he will meet with other committees in the coming weeks. Mr. Hendrickson stressed the need for a program/plan for use of Measure B funds so we can report back

to the public about what is being done with the funds. The new Student Success initiative targets students meeting success factors and there will be some discussion about how we can use the Measure B funds for student success projects.

Mr. Henrickson reported that the plan has to align with accreditation standards and ballot language and that programs created must be sustainable and maintained when the money goes away. He will work with Chancellor Ortiz to see if we can employ a person to design the plan.

The next meeting will be April 4.

The meeting was adjourned at 1:55 pm.