



Peralta Community College District SSSP Committee Meeting

Minutes

Friday 10/03/14
PCCD Board Room

Meeting convened at 1:09 pm.

Attendees: Adela Esquivel- Swinson, Amy H. Lee, Anna O'Neal, Blanca Montes de Oca, Brenda Johnson, Gabe Winer (call-in), Gail Pendleton, Hermia Yam, Karen Croley, Lesley Scurry, Minh V. Dao, Nathan Pellegrin, Tim Karas, Trulie Thompson and Vanson Nguyen.

Review meeting minutes

No changes to the minutes.

Update on SSSP Membership

Each representative can only serve for two years. Meryl Siegal has served for more than two years; therefore, Adela has reached to the Academic Senate to appoint an English faculty for the committee.

Working Group Report

Updates will be provided as the committee reviews the matrix.

Matrix Review

The SSSP working group matrix is used mainly by the group to keep track of the progress made in different projects/tasks.

- 1. Non- Exempt students - Orientation.** The working group has reviewed the status of all the counseling classes. Adela expressed her concern about the enrollment and efficiency of the counseling classes. She also indicated that these classes should be carefully evaluated. To evaluate them they can look at different areas such as enrollment rate, completion rate and withdrawal rate. Another concern is that COUN 201/201 classes are not being offered at all four campuses, this is confusing for many students since they are getting different services at each of the campuses to clear the orientation service part.
- 2. Counseling-Online Orientation.** The videos have been filmed at every college. The preview of the videos will be sent within the next week or two to be reviewed by whoever is assigned from each college. They might be ready until the end of November.
- 3. Core Service – Assessment.** The State Chancellor will come up with a new assessment instrument. This instrument will be available for free. One of the requirements for SSSP funding is that we use the State Chancellors instrument.
- 4. Follow up services - Students on Progress/Academic Probation.** Allene has taken the lead for this project; she is working with a team of counselors to establish a process for students on progress probation. They already created a power point and a form. Allene will provide updates to the working group thru Hermia. Adela indicated that they should also be targeting students who are in danger to be on academic progress probation. There is a way to identify them, so this semester the working group will be putting together a process to reach this group of students.
- 5. SARS.** The Laney College online appointment system was demonstrated to the other colleges at the eSARS meeting on September 18. BCC, COA and Merritt College need to complete the “decision tree” in order to start with the implementation of this system. The Dean or VP at the college will be sending the information by October 15. The goal is to have the appointment system at all of the colleges at the end of the fall semester. Ann explained that there still some things that need to be improved in the appointment system for Laney College, she also pointed out the need of having instructions in the different appointment websites in order to give more direction to students.

Nathan will be sending a report to the counselors so they can compare it against the SAR data to ensure they are reporting the correct information. Nathan reported that there still a lot of clean up to do in the files. The spreadsheet they will be sending will have the content of the SARS file which includes the SS files written from SARS. Since the information that the institutional research team will submit to the State comes from PeopleSoft, they need to first check the file for SARS to ensure they have the correct codes and that those are ones that PeopleSoft understands. Once the errors are identified, it is preferable to go back to SARS and correct the events that do not have the appropriate code so that the SARS system is consisted with PeopleSoft. The summer SS file has been submitted; however, it did not have the accurate information. They have until early 2015 to correct all information and resubmit the file to the State. The reports should be ready within the next two weeks.

6. Academic Advising- All the academic plans are being built into the system catalogs. The SEP project is moving forward. They had to build a custom student education plan because the planner in the system was student driven and everyone looked for to be counselor driven as well. High Street has developed a custom SEP with the requirements of all counselors. It should be available for testing within the next week or two. There are just some counselors who will be involved for the preliminary testing. They can let Karen know if anyone else is interested to be part of the testing. The SEP is expected to be implemented after the last day to add classes in the spring semester. Training sessions will be provided before its implemented.

- Implementation of the 3 C's (Comments, communication and checklist). The group was asked to come back with ideas for the communication templates. High Street can set up 10 communication templates; therefore, all colleges just need to determine what they need for these communications. They can select any type of communication such as an email or a letter. Karen will learn how to create these templates so additional templates can be created afterwards, if needed.

7. Electronic Content Management. As part of the project, three of our top feeder schools catalogs will be loaded into the system for equivalent courses for transfer credit. All non-Peralta paper transcripts are being scanned into the ECM system. ECM supposed to read the data and place it into the PeopleSoft external transcript section; however, it takes a lot of time to verify each transcript. Staff is working with IT and Perceptive to fix this and other issues. Once ECM improves, it will work better with the transfer credit system.

8. New Open CCCApply. It will be free from the State Chancellor's Office. The Board of Governors Enrollment Fee Waiver and the International student application will be also available for free. It is expected to go live by November. Adela asked the working group for input as of where they want to direct exempt and non-exempt students. The college can determine a specific page to direct students or they can create a new webpage. The group should be coming back with feedback by their next meeting.

New issues

- Enrollment Priority Registration. There is a discussion in regards to how students get priority registration at each of the colleges. New students need to complete orientation and enroll in any of the below classes in order to get enrollment priority registration:

- COA - COUN 201
- Laney- 200A and they are trying to transition to 201
- Merritt- workshops and COUN 501
- BCC-COUNS 200A/B and COUN 24

There is a designated person each of the campuses that keeps track of all the students who complete the counseling classes so they can get priority registration. It needs to be clarified if that designated person should be entering those students into the student group, or if the list supposed to be send to Joyce and she will put them into the student group.

Amy asks if somebody at the District can pull the rosters from the system of the students who had a passing grade on the mentioned COUN classes. Karen indicated that they might be able to query the students who have a passing grade and then be added into the student group. More discussion to come.

- SSSP Reports- It might be too late for the committee to review the SSSP reports for each college since they are due this month. However, it can be added as a discussion item for next meeting and Adela will be sharing with the committee the SSSP reports from each campus via email.

- Equity Plans- Each campus is also working in their equity plans; they are due on January 1st, 2015. They can bring their equity plans to the next meeting for discussion.

- Adela agreed to address with the ED community the recommendations that came from the working group in regards to permission numbers, adding, dropping and cutting short the add deadline were taken forward to the ED committee. Trulie would like to share the outcome with COA to show that they actually have a proposal that addresses this matter.

- Vanson asked if the Career Pathways Trust team is looking into the Early Assessment Program. Adela explained that when Karen presented this it was more as an information item. Given the number of projects that they are currently working on, it is currently on hold. Trulie explained that they currently looking at EAP thru multiple measures. If students have it, the counseling faculty can review that and see what their placement was. Adela explained that when they looked at other colleges who offered this program she identified that its implementation would require staff and resources that we are not currently able to put forward. Later on it can be connected to the Career Pathways grant that Karen is working on so a program like this can be implemented at Peralta.

Other

All meeting agendas, minutes and other documents can be found on the SSSP website <http://web.peralta.edu/sssp/>.

Adjournment

Next meeting will be on November 7, 2014. The meeting was adjourned at 2:21 p.m.