



# Peralta Community College District

SSSP Committee Meeting

Minutes

Friday 12/05/14

District IT Conference Room

Meeting convened at 1:05 pm.

**Attendees:** Adela Esquivel- Swinson, Amy H. Lee, Ann Mcmurdo, Blanca Montes de Oca, Gail Pendleton, Hermia Yam, Karen Croley, Lasana Hotep, Lesley Scurry, Minh V. Dao, Nathan Pellegrin, Tina Vasconcellos (Call-in).

## **Review prior meeting minutes**

No changes to the minutes.

## **Matrix Review**

*Non-exempt students* –Not discussed at this meeting.

*Counseling-Online Orientation-* Pending; Cynosure has not provided updates.

*Core Service (Assessment)* - Not discussed at this meeting.

*Follow up services (Students on Progress /Academic Probation)-* Pending; Allene is working with a small group and will provide updates at the SSSP work group meetings.

## **SARS**

•SARs file: Nathan will be sending the final summary for each college to be reviewed by counselors. They can compare it against the SAR data to ensure they are reporting the correct information. They also have to verify that they have the appropriate number of visits under each SS reason.

•Gopaal has sent to the Institutional Research team the new version of the SS file which corrects some of the structural issues. The previous version could not be used for validation. The file is keeping track of which services belong to each college for all students enrolled or that received services. This information is critical for SSSP funding. The final file might be ready until January 2015.

## •Outstanding issues:

Many students are missing their exempt status. This is due to not recording the exempt status in the PeopleSoft matriculation module. To have this done automatically an IT ticket would have to be submitted and it might even require a customization. It was also suggested to hire clerical staff to enter all the data to the matriculation module.

-The committee when over the navigation to mark the exempt status.

eSARS- Pending. There was a meeting with all four colleges. They had a deadline of October 15<sup>th</sup> to complete the Decision tree. However, there were some items that needed clarification, so it is expected to have the decision trees ready by the beginning of next year. Once the decision trees are completed, the colleges can schedule the meeting with the eSARS consultant so that she can assist them with the set up. Adela will look if she has the decision tree for Laney College so the other colleges can use it as a sample.

## **Academic Advising**

- Discrepancy in the information between the State, PeopleSoft and the college catalogs. For example, the catalog has major plans that have not been approved by the state. It was decided that only the academic plans approved by the state will be built into the system.
- Students who have requirements or catalog years earlier than 2009 would not get a report. Therefore, it was decided to back date the 2009 catalog to 1964 so all students would get a report. However, for those students prior 2009 would also get the 2009-2011 catalog requirements.
- The custom SEP has been completed; there are just a few glitches that need to get resolved.
- 3 C's: Pending; High Street is working on this project with Joyce.
- There are about 50,000 student records with no grades. Since a grade was never entered, the status in the course history will show as "in progress" even if the class was taken years ago. These records would have to be cleaned if it is decided to have this functionality on for students. A grade can be created for these records such as NG (Non-Graded) or RD (report delayed). This would be communicated to students and Faculty.

- There are efforts to add more functionality to the Academic Advisement such as the online petition for graduation and the SWAP function. With the SWAP function, students will have the opportunity to add and drop classes at the same time; this will improve the term withdraw issue.
- There will be four counselor training sessions next week:
  - Laney College- Tuesday December 9<sup>th</sup>, 2014
  - Merritt College- Tuesday December 9<sup>th</sup>, 2014
  - College of Alameda- Wednesday December 10<sup>th</sup>, 2014
  - BCC- Thursday, December 11<sup>th</sup>, 2014
 Counselors and staff are welcome to participate in any of these training sessions. The last hour of the training sessions will be for Student Ambassadors.
- The contract with High Street ends on December 15<sup>th</sup>, 2014. However, it was suggested not to go live with Academic Advising until February 1<sup>st</sup> 2015, which is the last day to add/drop classes.

**Electronic Content Management (ECM)** - Pending; A&R staff and IT are working on a few issues to ensure that the transcripts are being properly uploaded into PeopleSoft. They are also working with Jessica to have it done by next week. ECM must work at an optimal level in order to be used with academic advising

**New open CCCApply** - It is scheduled to go live on December 15<sup>th</sup>.

Once students complete the new application, the system will determine if the student is exempt or non-exempt. Adela asked the group to review the message that exempt and non-exempt students will be receiving after they submit their application.

Suggestions for the exempt and non-exempt messages; other resources section:

- Include information about pre-requisites
- Link to the A&R forms website
- Link to Peralta email information- There was a discussion about encouraging students to use their Peralta email.
- Link that directs students to the counselors website
- Financial Aid link should take them to the District Financial Aid website.

Supplemental questions: Joyce, Nathan and Adela will be meeting to go over the supplemental questions. The supplemental questions might be discontinued in the survey and be kept in the application.

### **New Issues**

- Priority enrollment for students taking the COUN classes- the first semester they get priority enrollment and the second semester they get the priority enrollment of a continuing student.
- Plans to make the matric hold soft- Adela clarified that it was just proposed by the college Presidents, but nothing was decided. Adela suggested taking back this proposal to the colleges and be discussed with faculty and counselors.
- Currently, students are not able to log into passport- it is important that this gets addressed ASAP.

### **Admissions Application- students who have a degree or certificate are not being exempt from SSSP services.**

Pending: Joyce is working with IT to get this resolved.

### **Other**

- A faculty website has been created under the Student Services page: <http://web.peralta.edu/student-services/faculty-resources/> The website will have instructions and important information for faculty.
- A counselors' resources page has been created as well and all training documents for Academic Advising and important information will be posted there. <http://web.peralta.edu/student-services/counseling-resources/>
- All meeting agendas, minutes and other documents can be found on the SSSP website: <http://web.peralta.edu/sssp/>
- Discussion about COMPASS 5 and having the initiatives to have assessments on high schools. Merritt College would be moving to COMPASS 5.

### **Adjourn**

Next meeting TBD.

The meeting was adjourned at 2:35pm.