



PERALTA COMMUNITY COLLEGE DISTRICT  
Student Success & Support Program  
Working Group

**Minutes**  
**September 10, 2014**  
**GS Conference Room**

Attendees: Adela Esquivel-Swinson, Allene Young, Edwin Towler, Gail Pendleton, Joseph Bielanski, Karen Croley, Liliana Rojas, Martha (Ann) Mcmurdo, Nathan Pellegrin

**Welcome**

This is the first meeting of the Fall 2014 semester.

**Review prior meeting minutes**

No Changes.

**Review updated SSSP matrix**

An updated version of the SSSP matrix was distributed and Adela asked the group to review it. Updates capture what it was done on the Spring 2014 semester. This matrix will help the group put together the end of the year report.

***1. Non- Exempt students***

There are still some outstanding questions about what each college is doing in terms of orientation and the number of counseling classes being offered. Group discusses the number of 200A classes offered at each of the campuses. Allene will email Adela the accurate number of 200A classes offered at BCC; the other colleges had the correct information.

Open CCCApply. Adela explained that once we have the open CCCApply, a message can be triggered to notify non-exempt students what they need to do next. Each college will need to decide where to direct students on their website. The open CCCApply would be free from the state Chancellor's Office. Additionally, we would have the Board of Governors Enrollment Fee Waiver, the international student application (free) and bilingual applications.

***2. Counseling- Online Orientation***

The filming of the videos took place last week and it will take about 6-7 more weeks to have the online orientation completed and available for students.

***3. Core Service – Assessment***

All of the colleges are currently using COMPASS.

Discussion about how Laney is the only college using the computerized assessment.

Gail explained that there has not been any training to understand what they need to have in order to launch it. There is also equipment that needs to be purchased for the listening of the computerized version.

There might be another ESL computer based training on October; however, it is unclear who would be conducting this training and who will be involved in it.

Joseph inquired about the state wide assessment system. Students' scores would be entered into a database and we would be able to access that information even if they took the assessment in another location within the state.

Adela explained that COMPASS is a valid instrument; the tests must be validated.

Adela pointed out that now that the State Chancellor's office is coming up with an assessment instrument it might be worthwhile to wait to use this instrument or if the staff prefers to stay with COMPASS, we would continue using COMPASS. We need to have more information as of when this instrument will be available in order to consider both options. COMPASS is available web-based. However, we will need to do an upgrade.

We need to have SARS in place in order to have the web-based assessment for reporting purposes; the information from COMPASS needs to be transferred to SARS or People Soft.

***4. SARS***

The SARS system has been implemented; counselors have been using the reason codes since the end of May. At some point Nathan will provide data for staff to review and ensure MIS reporting accuracy.

The option for students to make appointments online is now available at Laney College. Adela will be meeting with the other colleges to ensure that this option is implemented at other colleges.

There are not parameters as of how far students can book an appointment, but counselors have the option to block their schedule. Soon, Laney College students will be able to make appointments for assessment.

#### **5. *Electronic SEP, Academic Advising***

Adela explained that they are in the process to procure the transcript evaluator (“super” evaluator). It is being reviewed by the Chancellor; they just need to come up with the funding for it.

#### **6. *Electronic Content Management (ECM)***

The ECM has been implemented. Adela reported that 85% of the verifying was supposed to be done by the system, however, staff has been doing most of the verifying and this is not efficient at all since A&R receives numerous transcripts. More information to come.

#### **7. *SSSP - Incentive***

This part will be removed from the matrix since it has been completed.

#### **8. *SSSP-Requirement***

This part will be removed from the list as well. It was done last semester and the form is now available online.

#### **9. - *New Open CCCApply***

Discussed during agenda item #1.

### **Academic Advising - Communication checklist**

People soft has something called 3Cs (comments, communications and checklists); financial aid is currently using it.

Karen is working in the implementation of the communication checklist with Academic Advising on the Records and enrollment side. Group discussed what would be beneficial to include in the communication checklist.

Adela asked to take this matter back to their colleges so they can put a list together.

Group agreed to give some thought about the items that could be included on the checklist.

High Street can set up about 10 check lists and communications. Communication templates can be set up and staff can get the appropriate training to use them. They would also be able to select a specific group of students to communicate. The communication check-list it might be done by January. Follow up at the next meeting.

### **Follow up on workshop for students on progress probation**

This item could also be used as part of the communications to students. However; the group still has to establish the process for students on progress probation to ensure that all colleges are in the same page.

Allene asked if this item can be forwarded back to the committee that was originally working on it. The committee was composed of Allene, Lilian, Steve, Trudy, and Terrence. Allene would take the lead and they will communicate the outcomes to the SSSP Working Group. Follow up at the next meeting.

### **Meeting days/times**

Adela proposed to meet every two weeks on Wednesdays from 3:00 to 4:30 pm.

Meeting invitations have been sent to members. Schedule was emailed and can be found at the SSSP website as well.

### **Academic Advising/SARS, Online Orientation Updates**

Discussed during agenda item number 3.

### **Other Discussion**

Nathan inquired about the supplemental questions that are being moved from CCC Apply to the student registration survey. He asked if that is something that should be discussed in this group or if ED services would have to follow up with IT. Adela indicated that this group may collaborate in this matter by providing guidance once the open CCC Apply is implemented. The application will have the questions that were selected to be moved to the registration survey. If a student is interested in a service, those questions will come to this group. Adela would like to have a process or something getting triggered when the students select a specific service, whether it would be an alert to the department or an automated personalized email from the college. Currently nothing occurs.

### **Adjournment**

Next meeting will be on September 24.

The meeting was adjourned at 4:08 pm.