



# PERALTA COMMUNITY COLLEGE DISTRICT

## Student Success & Support Program Working Group

### Minutes

September 24, 2014

GS Conference Room

Meeting convened at 3:11 pm. Attendees: Adela Esquivel-Swinson, Ann Mcmurdo, Allene Young, Blanca Montes de Oca, Edwin Towle, Karen Croley

#### Review prior meeting minutes

No changes.

#### Review updated SSSP matrix

**1. Non- Exempt students.** The information for BCC has been updated. The number of COUN 200A classes offered at Laney College needs to be updated. Edwin indicates that there are only eight 201 A classes offered at COA for the fall semester. COUN 200 (7) and COUN 200 A & B will be removed from the matrix for COA.

Adela expressed her concern about the withdrawal rate and effectiveness of COUN 200 classes. Present counselors indicated that they do not really experience high withdrawal rates for their classes. They have incorporated different interactive activities to get students to participate and to keep them enrolled in the classes. There was also concern about not offering COUN 200 at all of the colleges because students are getting different services at the different campuses.

**2. Counseling-Online Orientation.** The preview of the videos will be sent within the next week or two to be reviewed. Students get a certificate with their name when they complete all orientations sections.

**3. Core Service- Assessment.** At the last meeting it was reported that the State Chancellor will come up with a new assessment instrument. This instrument will be available for free. It needs to be clarified if all colleges in California will be using this instrument or if it will be only optional.

Blanca explained that the writing portion of the assessment has been validated and the raw scores are completed. Any assessment that was completed prior the raw scores need to be re-entered. Merritt College and BCC have to re-enter their Assessment scores. Now there are two digit values instead of one. They need to enter the scores correctly and do the MIS in order to get credit. Adrian will provide counseling training for Laney College, but there should definitely be a District-wide training.

**4. Follow up services - Students on Progress/Academic Probation.** Allene has contacted the original group. So far, Trulie and Hermia have confirmed their participation. Allene has called for a meeting and emailed all the materials for everyone to review. Allene will continue working on this project and will provide information to the working group thru Hermia.

**5. SARS.** Laney College has been using the online appointment system for various departments. BCC, COA and Merritt College need to complete the "decision tree" in order to start with the implementation of this system. This document includes information of their current process and will be helpful to whoever will be developing the webpage. The Dean or VP at the college will be sending the information by October 15; however, it is up to the college how long they want to take to implement this project. There is some concern about having SARs to make appointment for assessment testing- Many students do not know which test to take. Example: ESL students making appointment to take the English assessment. It was suggested to have instructions in the different appointment websites or an automated email so students are aware and prepared with the documents they will need for their appointment. Ann will follow up with Tina about the possibility of this set up. More updates to come.

**6. Academic Advising.** This project is moving forward. The academic plans, majors and catalogs are being built into the system. In the CFT meeting it was agreed to have a line of communication for when new majors are approved by the State so everyone keeps their database up to date. Amani will send this information to counselors, A&R evaluators and Financial Aid. Financial aid is working with Amani to clean up the most recently sent list of approved majors. Karen saw a preview of the SEP today, it still does not have a comment section under each semester, but overall we are making progress. Whiting the next several weeks, they would be able to see an overview of this. Electronic ED plan. Students cannot create or edit their educational plan. However, they can run a "what if query" to see what classes they can take for a specific program. Students can enroll to classes straight from their planner.

SEP clarification. Abbreviated SEP includes one or two semesters. Comprehensive SEP includes two or more terms; reflects number of terms to reach declared academic goal.

Additional issue when doing comprehensive SEPs: Counselors are not able to plan semesters ahead if the academic calendars are not in the PeopleSoft system. Currently it goes up to the summer 2015 semester. ED services needs to be informed that we need the academic calendars at least three years in advance. Adela will follow up with this.

**7. *Electronic Content Management.*** Not discussed during this meeting.

**8. *New Open CCCApply.*** The new CCCApply is planned to come live on November. The BOGG enrollment fee waiver will be also available online; Financial Aid no longer would have to manually enter applications. Adela will confirm with the office of International Education if they are interested in having the international application online. These applications will be available for free. Once again, Adela seeks for the group's input as of where they want to direct exempt and non-exempt students. The college can determine a specific page where they would like to direct students or they can create a new webpage. Adela agreed to the suggestion of directing students to the SSSP page; however, they need to ensure that all colleges have the SSSP page. This information is needed before November.

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

Suggestions for the communication checklist are needed. All colleges need to determine what they need for these communications. Allene discussed in the Basic Skills Initiative meeting and explained that there the communication checklist could include information of what students need to get done when they reach a certain number of units. The company will set up 10 communication templates for all colleges; they can select any type of communication such as an email or a letter. They also have the opportunity to select student groups. Additional templates can be developed afterwards. It will be beneficial to see how these communications work while the consultants are still here to address the encountered problems. Members agree to discuss this with their college and bring more ideas at the next meeting.

#### **Workshop for students on progress probation**

Discussed on agenda item number 1; *follow up services* section. More information to come.

#### **Dean Lasana Hotep's proposal**

The Chancellor is starting a program called Peralta Accountability for Student Success (PASS).

He is in the process of putting together a working/advisory group. So far he needs one representative from each college who will be appointed by the President. There will also be one representative from PAAA and one from the District Academic Senate. Adela proposed recommending the Chancellor to include a SSSP representative since the program is designed to increase the achievement gap and it is directly related to what this group is doing.

Adela nominated Joseph to be the SSSP representative. Joseph is not present; therefore Adela will confirm with him if he is willing to participate. The Chancellor liked Lasana Hotep's presentation and thought that it would be helpful for the students, but he does not necessarily endorsed this particular program. He has some funding and he thinks this would be a good program to invest in.

#### **Other**

- This will be Allene's last attendance to the SSSP Working Group meeting; Hermia will be attending in her place since she is acting as the SSSP coordinator.
- Adela met with HR and Finance to try to come up with a Super Evaluator position. This position has not existed in the District and it cannot be an evaluator position since this person would be making changes to the system and setting up transcript credit rules from catalogs from outside institutions. It was determined to be an analyst level position. Adela is putting together a generic job description which will be sent to HR to be reviewed. Adela hopes to have this position advertised as soon as possible.
- Possibility of getting students early into English and Math classes. There are a few basic skills courses and they are closed towards the end of the assessment testing period. It is imperative that these basic skill classes are open for students. There are some basic skills courses that should be more than recommended such as English 1B. To be discussed next meeting.
- Discussion about students who are in college only because they have to, not because they want to.

#### **Adjournment**

Next meeting will be on October 8, 2014.

Meeting adjourned at 4:36 PM