PERALTA COMMUNITY COLLEGE DISTRICT
Student Success & Support Program
Working Group
Minutes
October 8, 2014
GS Conference Room

Meeting convened at 3:07 pm.
Attendees: Adela Esquivel-Swinson, Amy Lee, Ann Mcmurdo, Blanca Montes de Oca, Edwin Towle, Karen Croley, Lesley Scurry, Minh V. Dao, Nathan Pellegrin

Review prior meeting minutes
Changes to minutes: Laney College has been using the online appointment system.
Typo: Blanca's last name corrected to Oca.

Follow up on items from last meeting
•*College Catalogs.* Adela reported that ED Services has been informed about the need of having in the system the academic calendars for at least three years in advance.

•*Super Evaluator position.* The "Super Evaluator" position will be funded by the four colleges; each college will be contributing with 25% of their SSSP funding. This percentage was agreed at the Chancellor's cabinet meeting.
There will be a job title for this position once there is a definite job description.

•*Open CCCApply.* In the previous meeting it was agreed that working group members were going to provide information as of where each college wants to direct exempt and non-exempt students. Exempt students go directly to registration; therefore, they can just be directed to a link in the District A&R website. However, non-exempt students should be directed to a webpage where they can find specific registration information from the college they plan to attend. Laney already has a SSSP page, but the other colleges do not have a page to direct them. Adela asked the working group to provide this information before the application goes live in November.

•*Ideas for the 10 communication templates.* High Street will set up 10 communication templates for all colleges; they can select any type of communication such as an e-mail or a letter. One of the needs that Adela identified is communicating with the students when they are reaching the 100 units. This communication can be sent by e-mail.
It was suggested to have a SSSP welcome letter and a priority enrollment letter.
The working group agreed to bring their recommendations for CCCApply and the communication templates by the next meeting.

•*Workshops for students in progress probation.* Allene will provide information to the working group thru Hermia.

•*SSSP Representative for PASS program.* The advisory/working group for the PASS program will be meeting once a month. Edwin is interested in being the SSSP representative for the PASS program. More information to come.

Institutional research information request

There are some pending issues in the SS files. Nathan inquired what would be the best way to collect information about the COUN 200A and 201 classes that provide SSSP services.

Nathan also asked where in PeopleSoft he could obtain data of the exempt status for students. This question lead to a discussion about the SSSP exemption forms. The group agreed that we need an effective process for the exemption forms. It needs to be determined where the data from these forms are entered in PeopleSoft. Adela will look at the "exempt" definition from the state and then compare it with our form. Adela asked what each college does with the forms. At Merritt College, Minh enters the data into PeopleSoft. He does not update the program plan or changes the status. Minh agreed to send Adela screen shots of the navigation to enter this information into PeopleSoft. Ann explained that at Laney they just file the forms.

Amy asked if they can report any of the counseling courses outside of the 200 series as a follow up service. Adela explained that they can look at the course descriptions and District wide they can determine what can be reported as a follow up service.

Ann asked if SSSP is received for students who are exempt but that still use the SSS services. Nathan will look at the rules for SSSP funding. It needs to be clarified whether the SSSP funding would depend on students who are identified as matric. The group needs to know if for SSSP funding except students are excluded so they can be more strategic about the services provided to this group of students.

Review updated SSSP matrix

1. Non- Exempt students. Add "+" to the number of classes at Laney College.
2. Counseling- online orientation. Amy asked if other colleges are considering having their online orientation in languages other than English. For COA they need to review their ESL orientation to comply with SSSP. If the orientation is in other languages other than English they can meet their checklist for ESL students.
3. Core Service- Assessment- No updates.
4. Follow up services - Students on Progress/Academic Probation. Waiting for updates from Allie.
5. SARS. This will be updated. In the current status section it will indicate that we are waiting on the Institutional Research to provide the reports. These reports will be compared with the SARS report to ensure accuracy of MIS reporting.
6. Academic Advising. There is a lot of data to clean up. External Institutional codes need to be updated in the system for transfer credits. The SEP is moving forward. Steve is doing the customization of the items that need to get fixed before this is send to the counselors. There are still some issues such as corrupt and inaccurate data. The Academic advising and the SEP should be ready for counselors to try them out by the end of October.
Adela will send information in regards to this matter.
7. Electronic Content Management (ECM). Adela explains that there still are issues with the ECM; staff is working with IT and Perceptive to fix the encountered issues.
8. New open CCCApply. The matrix will be updated to indicate that we expect it to go live in November.

Other

Karen pointed out that Laney and COA have intersession classes that are being advertised as Winter intersession when it should be Fall intersession. This is confusing students because when they apply for admissions or try to enroll they are looking for a winter term when it is part of the fall term. This should be informed to the VPIs.

Adjournment

Next meeting will be on October 22, 2014.

Meeting adjourned at 4:32 pm.