



PERALTA COMMUNITY COLLEGE DISTRICT

SSSP Working Group

Minutes

October 22, 2014
GS Conference Room

Meeting convened at 3:04 pm.

Attendees: Adela Esquivel- Swinson, Amy H. Lee, Ann Mcmurdo, Blanca Montes de Oca, Edwin Towle, Gail Pendleton, Joseph Bielanski, Karen Croley, Lesley Scurry, Minh V. Dao

Review prior meeting minutes

No changes to the minutes.

Follow up on items from last meeting

Open CCCApply- Colleges update of where to direct exempt and non-exempt students. Merritt and Laney have sent to Adela the links of where to direct non-exempt students. Each college needs to have their webpage ready before the new open CCCApply goes live in November.

10 communication templates – Feedback from colleges. Group members shared their ideas for the 10 communication templates. Amy inquired if one of these communications can be used to send a yearly notification for students with information about FERPA, the clery act and crime statistics, and alcohol abuse and drug prevention programs. All four Peralta Colleges should have been sending the annual notices as part of receiving Federal Student Aid. This communication needs to be sent before October 1st of each year. In order to be in compliance with title IV, it is not enough just to have the information posted online, but colleges are obligated to send the information to students. Adela can assist with this item; Amy will send all information to Liliana.

Edwin shared some of the ideas for the communication templates which included notifications for progress probation, priority enrollment, campus life, scholarships, and other services and programs offered on campus.

The group also suggested having a SSSP letter or a general welcome letter from the college to inform students that they have been accepted and what to expect next.

In the next meeting Adela will share the draft message that exempt and non-exempt students will receive when they first apply for admissions.

SSSP Exempt form. The exemption from SSS form is also available online in the A&R website. There is not need to update the form; however, it needs to be clarified what reasons can be considered for the “other” section. Ann pointed out that students who already have a bachelor’s degree are not being exempt if they select in the admissions application that they will be working on an AA degree or certificate. This was supposed to get overridden at the moment students indicate that they already have a bachelor’s degree. Ann will send a sample student ID number to Adela to be reviewed. It also needs to be clarified if the exempt forms need to go to A&R and if the student’s status needs to get changed in PeopleSoft after their exempt form is approved.

Funds are not given bases on the student’s status. The college still received funds if non-exempt students see a counselor.

BCC update on program to address students in progress probation. Gail provided updates from Allene. She reported that Allene had a discussion with the group of counselors earlier this month and they came up with some questions.

Currently, students are alerted that they have a probation hold when they go to register on passport. They are directed to see a counselor and complete the probation contract, and discuss the issues and recommendations. The proposal for this is to have an online process link for a “to do list” for students so they have an idea of what to do if they are in progress probation. They will be also directed to complete an online workshop and quiz. The hold is removed after students complete their counseling session and their contract and students can now enroll for classes. The proposal on

this is that the student will take the workshop and the quiz and once completed they can get a certificate. Students will get a certificate after they complete both items. One of the questions was if there is a way that the hold can be lifted automatically right after they complete the online workshop and quiz. Currently the hold cannot be lifted automatically since the workshop is not set up with PeopleSoft. Karen explained that it is possible to have the workshop and quiz connected to PeopleSoft; however, this would be a project for IT. For now, a list of all students completing the workshop and quiz can be pulled out and then the hold can be cleared manually.

There was a suggestion to have the levels of progress probation displayed for students and to send a letter to those students who have been placed in progress probation. This can be the first district-wide communication template. Edwin will send a sample letter to Ann. Ann will also look for the letters used year ago in Peralta. Counselors will update the information and Karen can create the first communication template. The college can get SSSP funding for the online workshop and quiz if there is a way to record that they provided these services.

Super evaluator position. Pending. Adela has not received updates from HR.

Institutional research SARS report. Nathan reported that the reason codes that came from SARs did not match many of the SSSP codes. There were notes and descriptions that appeared without a reason code. Tina already identified with codes matched to which SSSP elements and which ones to ignore. They need to ensure that all events are captured and that they are written to the SS file appropriately. The Institutional research team won't be able to make that final validation until the program that writes the file is corrected; they still working on corrections to the program in PeopleSoft that writes the SS file to the State. The ticket has been assigned to an IT staff.

There are several other issues that came up with SSSP and the SS file which includes the missing exempt status for many students; they are not entered in PeopleSoft. It needs to be clarified if all colleges need to be entering this information in PeopleSoft. BCC and Merritt do enter that information in PeopleSoft. At Laney, these forms are just filled out. There was a suggestion to have two designated counseling clerical staff to enter this information in PeopleSoft.

Another issue is that there is no relationship between the exempt status and the program plan.

Additionally, any information that needs to be transferred from the academic program to the matriculation has to be done manually; there is not an automatic process. Adela indicated that we need to identify the process to enter the information in PeopleSoft. They also need to figure out the connection between the exempt status and the program plan. It is imperative to address this issue since they have to be reporting accurate information. Ranell and Charlotte might be able to help with this matter.

Explore best practices on providing core services to students

Adela recommended the group to be exploring practices from other colleges. See if they have a more effective way to provide their services. The group should also be thinking to standardize the services within the District. It needs to be decided if all four colleges are going to have standard processes or if each is going to do their own thing. Having standards process will avoid confusion and the colleges will also benefit in terms of funding.

Other:

- Adela received an invitation from the State Chancellors Office to attend a Summit. Adela will forward that email to the group. It would be valuable if anyone from the group attends to learn what other colleges are doing and to bring ideas.

- In the last meeting it was explained that the way the intersession classes were being advertised for COA and Laney was causing confusion to students. To resolve this, the heading of the admissions application now reads as "winter and fall 2014". It was discussed that this might improve the situation; however, it is important that classes are advertised correctly since we do not have a winter semester.

- Adela has not received any updates about the orientation videos.

Adjournment

Next meeting will be on November 12, 2014.

Meeting adjourned at 4:32 pm.