



PERALTA COMMUNITY COLLEGE DISTRICT

SSSP Working Group

Minutes

April 15th, 2015
GS Conference Room
3:00 PM

Meeting convened at 3:00 pm.

Attendees: Adela Esquivel-Swinson, Allene Young, Ann Mcmurdo, Blanca Montes de Oca, Edwin Towle; Karen Croley, Lasana Hotep, Lesley Scurry, Minh V. Dao and Nathan Pellegrin

Guest: Adena Ishii, Malique Banks and Sarah Levin- Transfer Service Community

Review prior meeting minutes

No changes to the minutes from the March 18th, 2015 meeting.

Transfer Service Community- Adena Ishii

Adena Ishii, Transfer Service Community Coordinator, attended the SSSP Working Group meeting to present an opportunity for the Transfer Service Community group to work with the colleges. The Transfer Service Community has identified the need to have directors and coordinators to take this project to a larger scale. The two directors would be overseeing the program for the whole district. Adela advised the Transfer Service Community to create a proposal to request the SSSP funding for this program. However, there are some restrictions of what SSSP funds can cover; they might be able to cover the stipends for directors, coordinators and peer advisors.

The Transfer Service Community group currently works closely with the BCC transfer Center to provide student transfer workshops. Their workshops are given by students which lead to higher turn outs. Adela offered to meet with Adena to review her proposal and provide feedback. Adela can also present the proposal at the Chancellor's Cabinet meeting so it can be discussed and see if the four presidents agree to contribute SSSP funds for this program.

Early alert

An Early Alert process needs to be implemented as soon as possible. There has been a lot of discussion about early alert, but nothing has been accomplished. Adela will convene a meeting with the designated faculty to discuss how they would like to approach this project. Once a process is identified, they can select some faculty to pilot the system. Adela suggested having a form online where counselors could go and submit their early alert notification. The group discussed that they could move forward with this suggestion, but they if there was something already available in PeopleSoft, it might be easier to use that functionality.

Lasana talked about the benefit of using Starfish for all four campuses. This is a third party system that with interface with PeopleSoft .

Academic Advising update

Karen has been meeting with the evaluators at the campuses to get them familiar with the advisement report. Currently, they are just using it in addition to their current evaluation process so they can help with identifying some of the issues related to the accuracy of the report. However, she has encountered a lot of misinformation and questionable practices. They are doing different things in terms of catalog rights, transfer work and evaluation of the grades. Karen will continue working with the evaluators to set some guidelines and revise different processes.

The academic advising training will be scheduled for the second week of September and the cut off to discontinued the use of the W drive and switch to using the academic advising for ed plans is October 31st .

The Chancellor agreed to pay for 50 hours for each of the two counselors to work with Karen during the summer term. They will collaborate with Karen to create training materials and develop a training video showing the steps to create an SEP in the new system. The presidents also approved the request to have release time for one counselor at each campus to be the lead person in terms of training to other counselors and to communicate all experienced issues with Academic Advisement. Adela will work the details as it relates to the budget and she will also communicate back to the presidents to discuss the details for the release time.

Update on program to address students in progress probation

In a previous SSSPWG Meeting, the Progress Probation group presented a list of questions that needed to be answered before they could move forward. Most of them were answered, but what is still pending is to determine what is going to occur once the student completes the video orientation and the quiz. Ideally, they would like to have an automated process that would clear the student once they complete these services. IT might be able to address this question. Allene will also connect with Fabian Banga; he might be able to assist them in making this an automated process.

This project could also be incorporated with three C's. Students can have a "to do list" and once they complete the orientation and quiz, their checklist will be cleared.

BCC has confirmed that they are willing to use SSSP funds to pay for this project; however, all four colleges need to agree that they will be collaborating with SSSP funds. This service can also be reported for SSSP funding; it could be coded as a follow up service.

Allene has some suggestions that she would like to be taken to the counseling meetings at the campuses; she is seeking for their feedback so that the group can move forward and finalize the process.

BOGG Fee Waiver Working Group

Under the new regulations, students would lose eligibility for the Board of Governors Fee Waiver if they are on probation for not maintaining a 2.0 GPA for two consecutive primary terms or not successfully completing half the units attempted in that period. A working group has been created to look at the new requirements and the appeal process. They will also elaborate a plan to communicate this new regulation to students, faculty, and staff. The first notification for students in probation status will go out 30 days before the end of the Spring 2015 semester. They will have to start monitoring starting fall 2015.

Students are currently notified via email when they reach 75 units; they are informed that they will be losing priority registration once they reach the 100 units. Students are also notified when they lost priority registration due to reaching the 100 units or when they are on academic or progress probation for two consecutive semesters. It is imperative that this information is communicated to students during orientation since it is anticipated that a large population of students will be affected by this new regulation.

Other

- Adela has to attend the Counseling for Educational Planning conference; therefore, the SSSP Committee meeting schedule for April 24th will be cancelled and re-scheduled to a different date.

- The due dates for attendance rosters have changed. Faculty will be able to see the link seven days prior Census date (for regular session classes). The cut off will be a day before census date at 11:59 pm. Census date is used for reporting purposes; therefore, faculty should not be dropping or adding students on census date. Adela will send a reminder to all faculty.

Adjournment

Next meeting will be on April 29th, 2015.

Meeting adjourned at 4:28 pm.