



PERALTA COMMUNITY COLLEGE DISTRICT

Student Success & Support Program

Working Group

Minutes

April 29th, 2015
GS Conference Room

Meeting convened at 3:05 pm

Attendees: Adela Esquivel-Swinson, Amy Lee, Edwin Towle, Gail Pendleton, Lasana Hotep, Lesley Scurry and Nathan Pellegrin.

Review prior meeting minutes

No changes to the meeting minutes from April 15th, 2015.

Early alert

A group of faculty and counselors has been convened to develop a basic early alert system. There is an early alert functionality available in PeopleSoft already; however, it is not currently active. IT reported that faculty will be able to access the early alert module via their class roster. The early alert group is in the planning stage. They are working on the guidelines for faculty and a basic process to ensure that faculty address the concern with the student first and then send the early alert notification if they determine that the student will benefit from a service.

This group also suggested having a retention specialist working with the early alert students; they would be the ones receiving the early alert notification/referral. The retention specialist will have to analyze and determine the appropriate referral for the student. On September, a few instructors from different departments and some learning communities will be piloting the system starting. It was suggested having an early alert training for all faculty before the system goes live to everyone.

Academic advising training dates/times

At today's CFT meeting, the group decided to have two training sessions: September 11th and the 18th. It was suggested to have it from 9:30 am – 12:00 pm, but the time will be confirmed once the availability for the labs is confirmed.

The Chancellor has approved the requested 100 hours for the two counselors that will be working with Karen during the summer. They will develop the training materials and videos. The college presidents have also approved the release time in the fall semester for the four lead counselors. Adela will follow up with a memo for the Presidents to formalize this request and will work on the details as it relates to funds for the requested hours.

Update on program to address students in progress probation

Adela had a conversation with Fabian Banga and he confirmed that he could volunteer some time to assist with this project. He suggested having the video, quiz and other materials available on Moodle. It seems that a list of students can be loaded into Moodle. If this is the case, the student who is referred to take the orientation can just log into Moodle and the system will be able to recognize the student. Counselors might be able to extract the data from Moodle to keep track of all students who completed the orientation.

If all information is sent to Fabian before the end of May, he could work on this project on first week of June and he can complete it within a week. This would give us the opportunity to review everything during the summer and pilot this project during the fall semester. The group needs to ensure that this orientation includes information about the new regulations for the BOGG Fee waiver.

BOGG Fee Waiver Working Group

Beginning Fall 2016, students who have not met the college's Satisfactory Academic Progress (SAP) standards for two consecutive terms will no longer qualify for a BOGG waiver. The working group is looking at the current administrative procedure and they are creating a board policy. A notification will go out to all campuses within the next few weeks so they can be aware of this new regulation. It is anticipated that a great number of students will be affected by this new regulation. Students will have the opportunity to appeal; therefore, the group needs to develop an appeal process and a form. The appeals could be reviewed by the Financial Aid Appeal Committee. The group was also looking into the possibility of having a deadline to appeal. However, students who enroll to late starting classes might miss their opportunity to appeal. To address this situation, it was suggested to have two due dates; one for students who enroll in regular session classes and another one for those who enroll in late starting classes.

This information will be required to be covered at the new student orientation. Additionally, there will be a strong campaign at all four campuses. They are planning to have posters, flyers, an initial email to all Peralta Students and a formal letter.

It was mentioned that all Financial Aid departments are subscribed to PeraltaTV; therefore, a video about this new regulation will be developed and it will be posted in this website.

Nathan can get data as of how many students will be affected by this new regulation; he will be using data from the past two semesters. Amy will send all the criteria to Nathan. Institutional Research might be able to query this information by campus and different student groups such as EOPS, DSPS.

Exemption from Students Success and Support Services form

There was noted that students who selected any of the three options in the back of the form were just cleared for the matriculation hold. However, their exempt status was not being updated. For financial aid reporting purposes, the students' status needs to be accurate. Additionally, if these students get discontinued and then reapplied for admissions, they would have the matriculation hold again. The form has been updated to address this issue and to make the process run more effectively.

Once the counselor approves and removes the matriculation hold, the form will be forwarded to the designated assessment staff. The assessment staff will enter the information into PeopleSoft and then forward the form to the Admissions and Records Office. Admissions and Records staff will be updating the program plan of those students who need to have the exempt status.

It was suggested to indicate in the form what documentation is required and add a *sign* area for assessment use.

Online orientation

Adela has sent to Cynosure revisions from COA and BCC. They still are waiting for the ones from Laney College and from Merritt College. There have not been any additional updates from Cynosure.

Multiple Measures

The Math Faculty has agreed on the decision rules for placement recommendations. The data has been saved in the W-Drive. They have identified the logic for automating the process for the recommendations and updating the milestones record. This will be piloted for the Fall semester. The data will be ready to use once all guidelines and decision rules are established.

Adjournment

Next meeting will be on May 13th, 2015.

Meeting adjourned at 4:05 pm.