



Peralta Community College District
Student Success & Support Program
Working Group
Minutes
March 4, 2015
GS Conference Room

Meeting convened at 3:05 pm.

Attendees: Adela Esquivel- Swinson, Allene Young, Amy H. Lee, Ann Mcmurdo, Blanca Montes de Oca, Dave Nguyen, Edwin Towle, Gail Pendleton, Karen Croley, Lesley Scurry, Minh V. Dao, Nathan Pellegrin.

Review prior meeting minutes

Typo on Lesley first name will be corrected.

Update on program to address students in progress probation

Hannah Chauvet, BCC Multimedia Specialist, accepted to work with the group on drafting the videos for students in progress probation. Allene also talked with the BCC SSSP representative in regards to the budget and they are willing to fund this project as long as it is a District wide effort.

Academic Advising

At the CFT meeting, counselors agreed to create a spreadsheet where they will be listing all encountered issues with Academic Advising. Karen will be reviewing list and will annotate the ongoing status of each issue. It was also agreed to schedule the training until the second week of September. There was some discussion in regards to the date to completely switch to the new system and the cut-off for the W-drive. The decided date was October 31st, 2015.

CFT counselors proposed having release time for the lead counselors at each campus to provide extra support/training to other counselors.

SARS

SARS stands for Student Appointment Reporting System.

Summer data- They send the request to the SARS vendor to have the ability to see the counselors' name. The spreadsheet sent by Nathan only has the student ID number; they would like to have the student's name as well. Adela will follow up with Jim Doty in regards to this request.

It is imperative to submit accurate data; otherwise, it will significantly affect SSSP funding.

Ann will take a look at the file to ensure that it is only including the accurate data.

If the information is corrected in the spreadsheet, Institutional Research will be able to make the necessary changes to the file. It was previously decided that counselors will be only using the codes for MIS reporting.

Board of Governors Fee Waiver (BOGFW)- Dave Nguyen

Financial Aid Director, Dave Nguyen, gave an overview of the new state regulation for the BOGW.

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 BOGW waiver. Students will start being evaluated on the Fall 2015 semester. In order to meet the SAP standards, students are required to maintain a cumulative GPA of 2.0. Students will have the opportunity to appeal, but it imperative to

determine the appeal procedure for the four colleges since it is anticipated that a high number of students will be appealing.

The group discussed some of steps that need to be taken in order to implement this new regulation at the four colleges. They need review the language and come up with a policy. Financial Aid is required to send an initial email communication to all students by the end of the Spring 2015 semester. They will be informing students about the new regulation and how it can affect their BOGW eligibility. There can also be a campaign to increase awareness about this new regulation.

Amy Lee, Ann Mcurdo, Fatima Shah and Ron Nelson were nominated to work with Dave on the following items:

- Process to identify students that are not meeting SAP standards.
- Review the current Board Policy and update it based on the new BOGW regulation.
- Revise BOGW eligibility criteria and guidelines and make the necessary changes to the current BOGW form.
- Develop a District wide appeal process.

This information will be reviewed by the SSSP Working group and then it will be forwarded to the regular channels to get it District wide approved.

Early Alert

Not discussed at this meeting.

Other

Priority enrollment

In the previous meeting, a representative from each college was selected to work with the A & R Systems analyst on the priority dates:

COA- Amy H. Lee

Laney- Ann Mcurdo

BCC- Allene Young

Merritt- Lesley

Silvia Cortez has recently started working out of class as the A & R Systems Technology Analyst.

It was agreed that the designated group will be working with Silvia on the priority enrollment registration process until the next registration period which will be around September-October.

e-Transcript

Adela has gotten the approval to move forward with this project. Once the system is implemented, Peralta will have the ability to send and receive electronic transcripts across all of California's postsecondary systems. We would have the ability to receive electronic transcripts from High Schools as well.

Adjournment

Next meeting will be on March 18th, 2015.

Meeting adjourned at 4:08 pm.