



# Peralta Community College District SSSP Working Group | Minutes

Friday September 29, 2017

9:30am-11:00am

District DGS- Conference Room #1

Lead: Dr. Kimberly Ellis, interim Registrar. Minutes: Kim Jeffries; Staff Assistant to Registrar.

**Attendees:** Hermia Yam, Lesley Scurry, Steven Chan, Dominique Benavides, Windy Franklin, Gail Pendleton, Danielle Odom, Hilary Lee, Vanessa Vega, Minh Dao, Silvia Cortez, Karen Croley.

Item(s)	Discussion	Follow-up / Actions
<p><b>1. Welcome and overview of agenda items.</b></p>	<p>Dr. Ellis, will plan out SSSP meeting schedule for the remaining of the year so it can be easier to coordinate SSSP meetings at the campuses.</p>	<p>Non-credit next agenda item for 10.13.17.</p>
<p><b>2. IT and IR - Data mapping &amp; reporting.</b></p>	<p>IR sent communication to each of the colleges regarding Spring submission for MIS and provided breakdown <i>Data extraction Timeline for MIS</i> to SSSP committee.</p> <p>IR discussed and prepared documents to show how they report SSSP services. Reviewed the SARS reason codes and which codes colleges should use.</p> <p>IR Provided a list of codes that indicated a detailed list of what services students are utilizing at the campus.</p> <p>No SEP are stored in SARS. The only SEP IR can locate is in PS.</p> <p>Early Alert code= will tentatively fall under Academic in SARS. Dominique B. will work on that if everyone agrees to put this with Academic. Dr. Jason Cole confirmed that data will be able to be pulled from Starfish. However, pulling out data will be different in Starfish.</p> <p>Group discussed student “directed/undirected services” and the education goal. There are 3</p>	<p>IR plan to go to each of the colleges to sit with each of the SSSP leads to review how they are inputting data.</p> <p>Steven, too early in the game to know how to integrate Early Alert with reporting.</p> <p>Will go back to MIS data to ensure what area early alert fits. IR would like to table this item for now and get back to the group on this and provide the correct placement where early alert code should be.</p> <p>IR: will work to identify how to define directed services students.</p> <p>IR, recapped: directed or exempted will be bases upon the goal that can affect academic plan only to determine that</p>

	<p>different sources to examine the goals (1. Application for Admission, 2. Campus survey, and 3. Program selected after meeting with a counselor) IR- questioned, how we should handle if a student is undecided which code to assign them for reporting. *If students are flagged as undecided, counselors can get a list of those students, work with them for the career expiration, and revisit the SEP.</p> <p>IR plan to reassess why are their more non-directed students showing up on their script vs. directed students. It was stated that an undecided goal places students into a matriculating program where students (still can declare a major) this is just saying a student do not know what their goal is.</p> <p>IR can pull data using the academic plan and also using the goal but there are situations where data is entered for orientation or assessment and has changed whether the data is directed or non-directed service. So, IR will determine if they should look at the directed /non-directed components.</p> <p><b>IR provided a list of 576 codes pulled from SAR extract to cross reference codes back to what they need to report. Should only have 13 codes.</b>  ((Unsure if I captured information correctly here, committee might need to modify)).</p> <p>It was discussed that Consultant Nathan P. is working on creating a dash board. He came across more codes that was not included in list.</p> <p>IR reviewed a 13 page report from all campus 2, 5, 6, 8 report showed various element/ codes defined by pervious working group to report SSSP.</p>	<p>status for every student to include undecided program??</p> <p>Issue on codes that are being used that need to be removed/ addressed. Need a process for re-defining codes. Revisit each administrator/ researchers at the colleges to define what codes are being used for cleanup for SSSP reporting so everyone is on the same page. Discussion on eliminating access to creating new SARS codes. This can create challenges for MIS reporting. Goal is to correct SAR codes now for improving SSSP reporting for Fall.</p>
<p><b>3. Multiple Measures &amp; Self-Reporting.</b></p>	<p>Hermia poised questions: are colleges doing self-reporting and how are the department chairs feeling about it? Right now we have the challenge form in places but if the self-reporting supersedes this will this affect completion rate of courses?</p>	<p>Discussed having a district wide discussion for English &amp; Math on shared self-reporting policy.</p>

	<p>How do English &amp; Math department chairs feel about self-reporting with any documentation?</p> <p>Studies indicate, that students are usually honest, if they feel confident they can do something and gaging their own skills. However, there need to be another measure to show they are equipped to be placed.</p>	<p>Vanessa Vega will be working with English dep, on survey will also recommend survey for Math. Survey will asked students/ faculty who were placed in a course how happy they are with their placement.</p> <p>Dr. Ellis, will take this item to VC Siri Brown, will bring concern that the process of self-reporting is different at each campus.</p>
<p><b>4. Revising the Colleges orientations, MIS SSSP reporting, and chemistry assessment test/evaluating MMAP processes across the district for consistency.</b></p>	<p>BCC needs to update online orientation section on their website. It was stated that all colleges should update this section or have a unifying / centralized access point that will cover the basics where students can complete orientation. Assessment will get the online verifications. And assessment will remove the indicators. Incorporate Jeff Hayman’s office to provide services for visuals, videos and languages.</p> <p>Vanessa Vega, brief announcement: working with Chair of Chemistry Department (Laney) and other chemistry faculty who want an assessment test so students can challenge the introductory to chemistry course and go straight to transfer level chemistry. Putting together evidence to file application with the State this process should go fast. This is a widely used test called the California chemistry diagnostic test. The test is 44 item, multiple choice paper pencil test. Will get implemented the same way at every college. Preparing assessment offices for this new test that will be administered and all the changes it will involve.</p>	<p>All campuses need modification to website. Establish an assessment orientation working group. Interested participates were asked to e-mail their interest to Dr. Ellis by the next SSSP meeting November meeting.</p> <p>There was a multiple service indicator for SSSP project proposal out for review. IT will work this into new upgrade project. Will be revamping enrollment for the new version of PS. Will roll this into Fall semester process and build new orientation in the Spring. Policy should be the same for all four colleges.</p> <p>Revamping online orientation working group should include someone from DE to help in terms of building it canvas.</p> <p>Pilot for early alert will be a BCC and COA in January. IT is starting this working group where people</p>

	<p>Vanessa will check if this test can be offered electronically? Or if IT can put diagnostic in canvas and managing it that way to bypass using scantrons?</p>	<p>can come participate in the design plan to include members from CFT and SSSP.</p> <p>VC: Cole agreed to make the exam in an electronic format and accessible on Canvas for recording and tracking.</p>
<p><b>5. Other items to be addressed</b></p>	<p>Non-credit will need another set of SARS codes, Steven Chan suggested look @ reconciliation early on. Steven proposed monthly reporting so that we can proactively identify students that are directed services. Steven came up with 3 reports asked for more input from committee with a better way to do it. SEP is the biggest funding source. Need a report for student that has SARS record for SEP but there is no actual plan in PS.</p> <p>IR asked that committee hold off on creating codes for non-credit.</p> <p>Once committee agree on reports, Steven will send reports to SSSP coordinators at each of the campuses.</p>	<p>1. IT ticket will be created by Steven Chan regarding high school transcript data extraction issues. Dr. Ellis will be the contact person for this IT ticket.</p> <p>2. IR will like SSSP committee to provide ideas on Monthly reporting for Non-credit. How do we incorporate directed services?</p> <p>3. Hermia requested contact list to report to identify those students who was directed but did not receive services so staff can contact students and get them to come see a counselor.</p>
<p><b>11. Adjourn</b></p>	<p>Next SSSP Meeting, Friday, October 13, 2017.</p>	