Peralta Community College District
SSSP Working Group | Minutes

Friday December 1, 2017
9:30am-11:00am
District DGS- Conference Room #1

Lead: Dr. Kimberly Ellis, Interim Registrar. Minutes: Kim Jeffries, District Admissions & Records.

Attendees: Karen Croley, Silvia Cortez, Steven Chan, Julie Saechao, Karen Engel, Hermia Yam, Danielle Odom, Blanca Montes de Oca, Chandra Johnson, Lesley Scurry, Vanessa Vega, Gail Pendleton.

Item(s)	Presenter(s)	Update(s) / Discussion
Welcome and overview of agenda items.	Dr. Kimberly Ellis, Interim Registrar	
1.**)** Noncredit impact on SSSP. Need to apply so PCCD can get funding, missed last round. SSSP will need to apply in June, for the 2018-2019 year.	**Hermia Yam, (HY).** (HY) asked working group for suggestions on *SARS reason codes and MIS data noncredit program draft* handout. Suggestion #1: New Stars location inside SARS for noncredit students and specific reason codes for that location. Any services provided can be put in there. Assessment can be housed under this new location as well. Suggestion #2: Student with credit/ noncredit status, services will be handled by students having one appointment. Students will be advised on credit/ noncredit criteria and how they transition to credit; the counselor can check a box for both locations: Each college will use noncredit code/ same reason code. Suggestion #3: IR suggested under 2NORC follow-up input (FL-other) for consistency proposes?	**Update**: PPCD will need to apply for 35k by June for all colleges. Funding will pay for initial set up for SSSP and staff (i.e. coordinator to look into issues). **Discussion**: (HY) - reported on the SARS Reason Codes and MIS Data noncredit program. Unsure how to house reason codes in SARS or if this will be separate. IR stated, each SARS administrator at each campus can add these codes into existing list, so once they add them they will show up, this process might be confusing; recommending that reporting all the credit codes should be a separate group? (HY) is capturing data via excel spreadsheet, (HY) will update excel sheet at the end of the semester. Instructors will inform counselors of the

	- (HY) will talk to BCC SARS administrator to start inputting data from the SARS reason codes and MIS data noncredit program draft. -VPI currently working on program side and submitting it to the State for approval. Instructional side is heavily involved. (KE) will be in communication with VPI's on this. -Noncredit and credit courses/programs - only four categories are eligible for SSSP funding: 1. Elementary &. secondary basic skills 2 English as a Second Language 3. Short-Term Vocational 4. Workforce Preparation BCC is offering workforce preparation/ basic skills? CDCP approved courses discussion. Counselors should know if courses are CDCP approved vs standalone courses. CDCP is needed in order to get full apportionment funding. There should be an advisory group on this? (KE) further discussed future meeting goals to have an integrated group with SSSP, Equity and BSI next semester, this group will meet once a month to collaborate with SSSP in addition to supporting SSSP.	students who will get certificates. (HY) will need feedback on the NOCR 1 + NOCR 2 requirement she matched these groups with MIS therefore, she would like to know if this is what the working group would like or should there be a separate group? **Action:** Working group noted: there needs to be a discussion on noncredit student services/instructional side with VPI's. (KE) will present SSSP topics to VC Siri Brown to include: what's going to happen with noncredit in terms of: transcripts, certificates, MIS reporting, funding and a noncredit working group? Researcher requested for the following question to be asked to VC Siri Brown: *How does ABGE working group align with adult schools who also offer noncredit and GE tie into PCCD emerging work with noncredit?*
2. Milestone List	**Julie Saechao, (JS).** (JS) discussed *Current Milestone List* options vs. *New updated Milestone List* options. Asked	**Update**: Working group discussed: *Current Milestone List options vs. New updated Milestone List options* handout.

working group for feedback on milestone handout.

Suggestion #1: Reduced milestone list options to 10 reason codes counselors can choose from. The goal is to align how data is being pulled by IR so criteria can be used for research and reporting purposes.

From the *Current Milestone* list, counselors most commonly use #2 Course Equivalency & #9 MM Assessment. There should always be a reason for why students are being cleared, fields should never be left blank.

Working group discussed issue with challenge form and clearing them with milestones. Challenge form will become obsolete.

Wish list for PS 9.2 - Jason Cifra mentioned the need to re-evaluate how counselors use the Mile Stone tab in conjunction with SSSP services. In addition to re-evaluating the assessment module. This option should be tied to being cleared for Eng., Math, & Science courses. The goal is to have AP scores, HS MM, & Self-reporting in one central location where everyone: has access to it, is able to review the reasons why students were cleared, and be able to see the different assessment modules being used. Working group are also looking at different ways other schools are using PS.

Suggestion #2: Wish list for test summary (under student center/transfer credit test).

1.Counselors can see all test results.

2. Manual, AP, IB, cloud, ACT, SAT all in one place rather than going to W drive or using the paper version.

Discussion: Mapping geared towards what would be more applicable to our SSSP MIS reporting codes. IR concern: the current report that look at current milestone list, if its updated, the report will not work anymore for query pulling. Silvia reported: she have not been able to find in PS where this milestone list sit and how to update it. Silvia reached out to the consultant who she usually works with to see if this update is do-able. Other values can be left as inactive (meaning the current values are there; but are no longer being used).

Research, suggested another working group to re-design assessment module.

Karen reported, re-designing credit transcript to a different version. It will not have all the detailed information about AP anymore; it will only have AP test name / AP score. Silvia is working towards how tables/scores are being displayed on the transcripts with Paul Rhinehart.

3. Preferred Name and Super Saturdays as informational items	**Karen Croley, (KC).** IT is working on if the student preferred name is the same as the legal name. Legal name field is being pushed to any of the SARS fields; third party e-mail. IT is going to re-route that so that preferred name is the one being pushed out into SARS.	**Update:** Karen reported, Tamika asked to make everyone aware that there will be student preferred name in the system now in addition to the legal name. So anywhere students have access to see their name, you will see the preferred name displayed. **Discussion:** So far, only the student center & class rosters will show students preferred name. When students provide their ID number their preferred name is not searchable. However, Silvia is working with IT on this. This preferred name fix is being pushed really hard by faculty members. Not sure when this will go into production before issue is resolved and preferred names are being used.
4. HS Multiple Measures vs. CTEP	**Vanessa Vega, (VV).**	**Update**: Completed November 2017.
5. SSSP meeting dates for S18?	All	**Update:** 1st & 3rd Friday's starting February 09th onward
6. **Adjourn**	11:05am.	Next SSSP Meeting, Friday, February 02, 2018.