



Peralta Community College District

SSSP Working Group | Minutes

Friday February 02, 2018

9:30am-11:00am

District DGS- Conference Room #1

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

Attendees: Karen Croley, Steven Chan, Julie Saechao, Jason Cifa, Hermia Yam, Hilary Lee, Danielle Odom, Chandra Johnson, Minh Dao, Lesley Scurry, Vanessa Vega, Gail Pendleton, Amy Lee, Gabriel Martinez.

Item(s)	Presenter(s)	Update(s) / Discussion
Welcome and overview of agenda items.	Dr. Kimberly Ellis, Interim Registrar	N/A
1.) Discuss Working Group Goals for Spring 2018-Summer 2018.	<ol style="list-style-type: none"> 1. PS 9.2wish list (prioritize/ rank items and compare with CFT wish list) 2. Include quarterly component of (BSI) budget- goal is to know half way through the year we should be at 50% encumbered. 3. Self-Placement 4. Timeline on getting HS transcript data possibility was presented to include other High School Districts for transcript data. 5. Self-Reporting 	<p>Update: Implementation, of a new working group –called SSSP integrated working group that will be compromised of SSSP, basic skills and equity staff. The group will meet once a month directly after SSSP meeting.</p> <p>Noncredit: Colleges offering noncredit is still BCC & Merritt. Unsure when Laney and COA will begin noncredit. Hermia has SARS code in SARS that she shared with Nathan and Steven already.</p> <p>Hermia download list of noncredit students from roster and then create SEP. At the end of the semester the faculty will tell counselors who will be getting the certificate. Hermia will mark the follow up at that point.</p> <p>Discussion: SSSP contact list update. Committee should reach out to college researchers regarding SSSP contact list.</p>

		Steven will work on power BI tool for Dashboard with Nathan. Will bring demo to SSSP committee and try to incorporate data into weekly update.
2. Update on Orientation Videos.	Starting the process of searching for a new vendor for an online orientation module. Advantage Group will do a demo on an online orientation module. Would like SSSP committee to review it and provide feedback.	Update: All Colleges have updated their orientation videos. Working with an external vendor/ language translation company on pricing, so we can have video in three languages for each college. If anyone have languages preference for their particular college, please e-mail Kimberly.
3. Presentation from Advantage Design Group.	<p>Advantage Design Group provided examples of Online student orientation page for Cerro Coso Community College. Goal is for connecting students to their education and educational goals. Advantage Design Group will do anything from write scripts to filming videos and photography. Unlimited training and tech support is offered. When students login they can pick language preference. Went over some functionalities such as: track students, run reports on demand (showing certain items as done, or in the incomplete category) checklist, auto reminders, resource page, and announcement board i.e. students to do list to complete enrollment process.</p> <p><u>Some Q&A:</u></p> <p><i>Q: Is there any way to link the tool with our student info database so when a student see a counselor, counselor can see in database that they already completed orientation?</i></p> <p><i>A: Set up to be at reporting level- login with Username/ password. It will tell student status</i></p>	Update: For more information or questions regarding Advantage Design Group presentation, pricing, packages, timeline & logistics per college, please contact Kimberly.

	<p><i>whether student is complete / incomplete. Post back option (done in real time), to get information to be sent back to PS.one time programming charge.</i></p> <p><i>Q: Do Advantage Design Group support canvas, distant online classes?</i></p> <p><i>A: Yes.</i></p> <p><i>Q: If a student don't have a student ID, how would Advantage Design Group provide services to locate student in the system?</i></p> <p><i>A: Sign on access for prospective students. For additional charge of \$2,500.</i></p> <p><i>Q: Online orientation for PCCD is a requirement, therefore if this were a standalone software what type of reporting tool do we get or what type of verification do students get that they completed orientation?</i></p> <p><i>A: At the end of the orientation, students get a wrap up your done, congratulations video. Congratulation Automated student e-mails and a certificate of completion can be added as well for a charge of \$1,500.</i></p>	
4. Other items to be addressed:	N/A	
5. Adjourn	11:00am	Next SSSP Meeting, Friday, March 02, 2018.