



Peralta Community College District

SSSP Working Group | Minutes

Friday March 16, 2018

9:30am-11:00am

District DGS- Conference Room #3

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

Attendees: Steven Chan, Julie Saechao, Hermia Yam, Danielle Odom, Blanca Montes de Oca, Chandra Johnson, Minh Dao, Minerva Perez, Hilary Lee, Dave Nguyen, Gabriel Martinez, Gail Pendleton, Lesley Scurry.

Item(s)	Presenter(s)	Update(s) / Discussion
Welcome and overview of minutes & agenda items.	Dr. Ellis	
1. SSSP Update for District Wide Counselor Training.	<p style="text-align: center;">Julie Saechao</p> <p>Update for District Wide Counselor Training.</p> <p style="text-align: center;">Dave Nguyen</p> <p>FA update - FA plan to alter SAP policy for F18. There will be a few big changes such as ESL credits and how FA determine ESL credits. Another change will be to remove term completion rate task and use cumulative completion rate of 66.66% instead which will align with the State for completion.</p> <p>FA update – A part of upgrade for 9.2 FA will request to restrict student’s course eligibility to only classes that are related to their program of study. Right now, there is no way to restrict that.</p>	<p>Update: Upcoming Counselor Training on April 26, 2018. Requesting updates from SSSP group to include: AB705, MIS Data Reporting, One Peralta, and Guided Path Way.</p> <p>Discussion: Extenuating Circumstance Withdraw grade, EW coming in Fall 2018 as a new updated grade option. The EW will go on the student’s record and will not impact GPA. It is similar to military option on transcript. It will say EW instead of “W.” EW grade will impact FA evaluation and will show as an attempt but will be treated as a “W.”</p>
2. MIS Data Collection process.	<p style="text-align: center;">Steven Chan</p> <p>IR met with SSSP members & Nathan P. to go over MIS Data Collection logic. The purpose of the meeting was to clarify data pulling logistics so everyone is on the same page and to</p>	<p>Update: IR welcomed feedback on MIS Data Collection process from committee.</p> <p>Discussion: IR aware that probation numbers has been low for students receiving services. Also, IR checked</p>

	<p>accurately identify what services students have received to improve numbers.</p> <p>SS09, “Student Credit Education – Plan,” will not look at SAR appointments because all plans are stored in PS. Will look at SEP in PS based on plan date.</p> <p>Data Collection process listed as 4 service types and reporting is captured as: FL 1, 2, 3, 4. For an example:</p> <ul style="list-style-type: none"> ○ Follow up orientation. ○ Follow up career. ○ Follow up academics & follow up others. <p>The State doesn’t differentiate types, because they consider all types of <i>other</i>. If a student meets a counselor 10 times for a career, IR can only report 1FL type.</p>	<p>students' GPA, if they're below 2.0 in previous term and if they received academic services, IR will also identify them for receiving service for progress for the reason code and properly reporting them as SS10. For auditing purposes this is important to be able to accurately identify correct documents or SAR codes. IR addressed Committee questions regarding MIS SSSP Data Collection hand out. The breakdown included data element, description, coding, & data source for: SS06, SS08, SS09, and SS11. For subsequent services; will be pushed to follow-up services. Any additional questions on these codes, please refer to MIS Data Collection hand-out from IR.</p>
<p>3. Re-submission of Summer 2017 and Fall 2017.</p>	<p style="text-align: center;">Steven Chan</p> <p>IR: missing reason codes, IR will rerun list next week and send it to SARS support for an explanation. IR sent list of SGID merge list to assessment/counseling. Would like to know best way to communicate issues: suggestion to include notes in comment area with a code so IR know SG# has been looked at.</p>	<p>Update: VC: Brown, gave one additional month to clean up data collection before IR has to resubmit data to the State. In addition, IR plan to remove unreadable code and put in long description. After the list is re-run, IR will redistribute list to assessment/counselors for feedback/verification.</p>
<p>4. Proposal of changes on MIS Matriculation Page in PeopleSoft.</p>	<p style="text-align: center;">Steven Chan</p> <p>IR: Proposing to IT changes on matriculating screen / service tab. Right now it only say term, doesn’t specify what this term mean. Recommending to IT to change the filed to “term service provided”, this will make it clear for counselors. Also would like to include a date stamp for when record was created and user name to identify who made changes.</p> <p>IR: issue came up, how should we handle pass records with no user history; should we identify by campus department? And for day time stamp should it be based on first day of term, since there is no way for IR to identify when the</p>	<p>Update: KE&IR, are looking at a company called Parchment to obtain electronic HS transcript data from OUSD.</p>

	record was entered? Committee, agreed with this process for IR to use. IR will also add 2 codes to align with MIS data elements. IR plan to bring this to CFT meeting.	
5. SSSP topics to address at counselors training.	<ul style="list-style-type: none"> ○ Assessment uniformity process ○ HS Transcript data ○ New milestone related to AB705/ timeline ○ MM, pushed up on IT list ○ MIS reporting data collection, “latest changes.” ○ Request that Administrators/ IT present updates. 	SSSP - Encouraging assessment centers, to come up with a common policy in order for counselors to better support AB705 and MM issues.
6. Adjourn.	11:00am.	Next SSSP Meeting: Friday, April 13, 2018.