



Peralta Community College District

SSSP Working Group | Minutes

Friday November 17, 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, Steven Chan, Julie Saechao, Karen Engel, Jason Cifa, Hermia Yam, Hilary Lee, Danielle Odom, Blanca Montes de Oca, Chandra Johnson, Minh Dao, Lesley Scurry, Vanessa Vega, Gail Pendleton, Hope Lane.

Item(s)	Presenter(s)	Update(s) / Discussion
Welcome and overview of agenda items.	Dr. Kimberly Ellis, Interim Registrar	
1.) SIDS in PeopleSoft not connected to SARS	<p style="text-align: center;">IR, Steven Chan, SC</p> <p>IR reported when students come in for assessment staff cannot enter SID's in the system. Staff have to randomly create SID. At the end of each term for MIS reporting, IR found X number of students they cannot match because they have temporary SID.</p> <p>IR spoke to IT; they were informed that merging SID's in certain situations cannot be done. One of the situations are returning students after X number of years and they cannot be added to SARS.</p> <p>Feedback from working group: issue seem to be a SARS issue rather than IT. When SARS did new upgrade one year ago, SID glitches started to occur. IR, suggests to reopen help desk ticket with SARS tech + IT to see what's going on. IT should contact SARS tech. IR, will monitor this, to see if that will reduce the number of glitches.</p> <p>It was suggested, it would be better to align date of service with SSSP reporting time. Counselors do not have access to the MIS</p>	<p>Update: IR still working on monthly reports due to findings that came up. SC, will keep working group posted.</p> <p>Discussion: IR trying to resolve how to handle returning students and create temporary ID's and correct issue at the end of the term.</p> <p>IR asked if campuses have different ways to report date of service by (date vs. term) for assessment / orientation for MIS reporting. How do IR reconcile if a student continues?</p> <p>IR have included documentation to group, SC will resend documents to working group with the time line. SC will also include a due date for the term. SC, asked if working group can review it</p>

	<p>reporting data; they access SARS and they clear the pre-requisites on the milestone page. Whenever there is SEP/ abbreviated, or compressive done it should automatically trigger the counselor advising on the MIS page. Counselors have probation /dismissal holds all this information is not automatically capturing in PS. Counselors cannot edit or update data. Committee member confirmed, this is a classified function which mean counselors have to send list to classified staff to update. Counselors have to go back to SARS and manually input data, and IR have to match the two data source to find out what's going on. Correcting this functionality should be on PS 9.2 wish list. Data is under-reported every semester and that effects SSSP funding.</p>	<p>and provide him with any feedback.</p>
<p>2. Milestone / SARS Reason code</p>	<p>Counselor, Hermia Yam (HY)/ Julie Saechao, JS</p> <p>(JS) - Counselors would like to align SARS reason codes and use it has a data point to pull for MIS reporting.</p> <p>Issue with challenge form. Form do not come back to A&R on time. AB705 could potentially make issue go away.</p> <p>AB705 probability, counselors determine whether there is a high probability that the student will succeed using MM + self-reporting.</p> <p>Self-reporting: what course a student want to take is the student's decision. Counselors are there to facilitate the students informed decisions, ensuring students have tools necessary to succeed. Guided self-placement tool is a good resource. This tool will walk</p>	<p>Update: HY reported, counselors only use 2 reason codes for milestone clearance. One, is equivalency and the other one is MM. Counselors want to change reason code options to MM, HS transcripts assessment or assess other (using the assessment result recommendation from other campuses & other Districts). Discussion: Counselors should be able to review raw scores & placement recommendations from other Districts and clear students. This functionality should be captured somewhere. EAP, should also</p>

	<p>students through skills and/or a plan to help students understand what their preferred course/s require.</p> <p>Research suggested: for consistency and uniformity, going forward, until we improve the detail on drop down menu, every college use reason codes/ comment notes. This is also a good topic for the District wide A&R training.</p> <p>Working group offered ideas on how to track, how students are placed.</p> <p>Research, is hoping that obtaining future HS transcript data will come from a MOU at the State level/& Cal pass report be in charge of getting IR clean data; this will resolve a lot of the clean data issue.</p>	<p>be included in the milestone reason as well.</p> <p>Discussion: AB705 self-report & self-place? For research purposes, it would be nice to be able to tell the difference between self-report & self-place in terms of what happens. It was stated, we might need to develop some type of reason pull down options to capture this type of data.</p> <p>Should counselors continue asking students to use the challenge form/ or go with the student discretion to take a course. Counselors will not stop the student from taking the course, counselor, will clear hold and in comment box state: self-report. If this practice is going on, this will eliminate the need for the challenge form.</p> <p>Questions: When a student doesn't have a HS transcript how do counselors help them make an informed choice?</p> <p>How are the campuses implementing placing HS students using transcripts? Where is the placement information being put after HS transcript is reviewed? Answer: SARS. HS Students are placed based on HS</p>
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3. Other items to be addressed	<p>Noncredit: BCC & Merritt offered programs this semester. Noncredit data will be captured via excel sheet. It is too late to capture in SARS. SEP: have not done anything. HY created a template but unsure where to house it. HY have checked all students at BCC, have to differentiate exempt from non-exempt for MIS reporting purposes. This work, will require additional staff support. SSSP already missed applying for funding last year. Working group will need to prepare to apply for funding by June?</p>	<p>Update: Karen created noncredit certificates & transcripts. Will need to figure out how students will order transcripts. There is no petition for certificate right now.</p>
4. 9.2 Need List Items	<ol style="list-style-type: none"> 1. PS 9.2 Need List: When counselors clear milestone in PS, it should automatically trigger the MIS to report by date rather than by term. 2. Review assessment module in PS/ updated to align with functionality in PS 9.2. 3. Milestone drop down menu criteria: <ol style="list-style-type: none"> 1. H.SGPA 2. Assessment 3. Other Assessment 4. EAP (early Assess. Program) 5. Instructor Determination 6. Self- Report/GPA 7. MM 8. Self-Placement 4. Take wish list to clear hold to CFT working group. 	<p>Discussion: Suggestion of a subcommittee to look into Pros+ Cons of each drop down item. 9.2 need list items should go to the 9.2 subcommittee. IT need to be aware before they start updating customizations. This should be done with some student services input. No functional analyst brought in on the upgrades yet, but that will happen. Keep this item on CFT list.</p> <p>It was noted: Plan to have a big gap group. 2 counselors are participating in the upgrade on the functionality side.</p>
5. Adjourn	11:00am	Next SSSP Meeting, Friday, December 01, 2017.