



Peralta Community College District

SSSP Working Group | Minutes

Friday October 13, 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.

Item(s)	Presenter(s)	Update(s) / Discussion
1. Welcome and overview of agenda items.	Dr. Ellis	
2. IT (Starfish and PS 9.2 Upgrade)	VC: Jason Cole	<p>Update: VC Cole presented an update on the Starfish implantation. The technical integration will begin in November 2017. Roles and responsibilities for functional groups will be discussed on Monday. The roles and responsibilities to be discussed will focus on what types of messages will students receive and from whom (multi-referral process). BCC and COA will pilot EA in January 2018. A pilot group from each college will be used to determine best practices.</p> <p>VPSS Cifra will contact other colleges who are using the EA module to determine success and pitfalls to help our implementation.</p> <p>Update: PS 9.2 implementation is underway. HR and CS will split in time for the new budget roll out for the next fiscal year. There will be a demo of the product which will feature a single sign on (linked with</p>

		<p>Canvas and Self Service password resets, etc.).</p> <p>Discussion: Stafish is student driven and PS allowed for counselor control because changing the SEP affects financial aid etc. Counselors want to be involved with the process and have many concerns. There will be a code freeze December and no changes will be made to PS. Jason will present updates at the next CFT meeting. It was recommended that the VPSS be included on the process design sessions so they will be aware of what the products will do.</p>
3. Data mapping & reporting	Steven Chan	<p>Action: Steve will meet with various staff at the colleges and review the codes being used to consolidate the list.</p> <p>Update: Steve will generate a report of students using/not using services so that campuses can reach out.</p> <p>Discussion: Challenges of dealing with students and home vs. enrollment campus (i.e. CCC Apply – Nursing (Merritt) but the student is taking classes at BCC). The students will appear on all 4 lists for SSSP and campuses will have to communicate on who will reach out to the student for follow up. Dean Lee is requesting history and content in the report. The group will review the list of variables to include in the report: student groups,</p>

		matriculating, gpa, etc. Timely distribution of the list is key for outreach to struggling students to help assist with the registration process for the upcoming semester.
4. Non-Credit	Karen Croley & Hermia Yam	<p>Update: BCC has 78 non-credit students and needs help on how to capture those students on the SEP template. BCC is applying for non-credit SSSP so the plan is to replicate CR codes.</p> <p>Discussion: Who is issuing the certificate of completion or the certificate of competency/ (Dr. Ellis will follow up with Dr. King (WDCE)</p>
5. Other items to be addressed	All	<p>Update: PCCD Chemistry Challenge Exam pending State approval. Vanessa will send Jason the test so that IT can program to be used for Fall 2018.</p> <p>Update: Orientation – Jason/Amy requested the orientation video in multiple languages and expressed concerns about the current vendor. KE will contact Jeff to see what the charge is to update the President’s messages for the current video.</p> <p>Update: Group requested that Luther be invited to a meeting to discuss the budget for the SSSP meetings with quarterly updates.</p> <p>Update: IR has submitted the MIS summer 2017 data. The VPSS will need to resubmit after review (2 weeks</p>

		turnaround to Dominique). The monthly report should alleviate the discrepancies with the methodology especially with how the data was pulled.
6. Adjourn	11:00am.	Next SSSP Meeting, Friday, October 27, 2017.