



Peralta Community College District

SSSP Working Group | Minutes

Friday April 13, 2018
9:30am-11:00am

District International Conference Room

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

Present: Steven Chan, Hermia Yam, Danielle Odom, Chandra Johnson, Minh Dao, Hilary Lee, Dave Nguyen, Gail Pendleton, Lesley Scurry, Karen Croley, Silvia Cortez, Jason Cole, Jason Cifra.

| Item(s) | Presenter(s) | Update(s) / Discussion |
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| Welcome and overview of minutes & agenda items. | Dr. Ellis | |
| 1.Revisit Orientation Update (with languages), 2.Updated forms -Discussion about the Credit By Exam process, specifically payment. -Residency AB540 | <p><u>Orientation Update (with languages) Major:</u></p> <p>Concerns expressed: Costs, orientation information being offered in multiple languages.</p> <p><u>Options presented to SSSP group:</u></p> <ul style="list-style-type: none"> • Modify what we currently have and use outside Language Company. • Have one central orientation page where policy & procedures centralized. Student will have option to click on their preferred home campus. Welcome page will be present in multiple languages. • Highlight SSSP process (i.e. onboarding logistics layout, registration, safety information). • Group suggested, new orientation page be configured to produce orientation MIS report. • Batch clearing options, (Silvia will take a look to see if it's possible). <p><u>Credit by examination (CE) process:</u></p> | <p>Update: KE will ask new orientation company for a demo of one orientation page, how it will be split to highlight each college, cost to translate in 5 languages: Chinese, Farsi, Spanish, Vietnamese, and Caption only.</p> <p>Discussion: Option to have Language vendors who can translate orientation in different languages. It would cost \$2,500 per campus for four languages. <i>Credit by examination process:</i> KE advised, with the new PS upgrade, we are looking at different ways to input transfer credit. Group confirmed, no campus currently enforce students to pay for CE. KE will review revised AP, if necessary, she will make any needed changes.</p> <p>Group expressed the need to: update form to outline payment process for students to adhere to. VPI's,</p> |

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| | <ul style="list-style-type: none"> • BP states to charge for credit by exam. • Currently, allowing students to take test, if they get credit for the test, we're placing them in class as if they passed the class and the college is not getting any money. • SSSP Committee agreed to charge for CE, however, it will change PPCD business practice most students contact instructor for test date. Once they pass test, they take form to A&R and A&R input information. • If we charge a fee, students will have to go to cashier's office to pay for units and get receipt and form to the test. • KE, would like to start enforcing CE fees. | <p>VPSS's, Division Department staff and Counseling departments will need to be notified that this process will need to be enforced.</p> <p>Jason Cifra, will take this item to VPSS meeting.</p> <p>Group discussed Credit by examination AP VB, 5 grading bases P/NP, and procedures. Residency questions on IV, H.</p> <p>KE announced, new AB540 form. Students do not have to submit documentation with the new affidavit. Students only have to self-report that they have 3 years of Middle School / High School. This has been in effect since January.</p> |
| <p>2. Institution of the Chemistry Test & Clarification on new guidelines about English GPA threshold for transcripts.</p> | <p style="text-align: center;">Gail Pendleton</p> <p>Counselors at BCC are having a conversation with Department. They have brought higher AP articulation standard than UC's to their attention.</p> <p><u>Issues:</u></p> <ul style="list-style-type: none"> • Why is this exam in assessment centers? • Additional barriers that contradicts AB705 • Funding • PCCD's Campuses have higher AP articulation standard then UC's • Potential problem for guided pathway | <p>Update: Question raised, what is the purpose of assessment centers administering the test with self-guided placement and MM in place?</p> <p>KE will bring Institution of the Chemistry Test issues to VC, Siri Brown and VP's & Deans.</p> <p>Discussion: AB705 is only for English & Math. For Chemistry 1A, students need to have Math 203, Chem 50 and Chem 30A clearance. Amany created a new code for new Chemistry 1A = Chem P. Chem P = only cleared to take Chem 1A only.</p> |
| <p>3. How Attempted in Milestone page affects MIS data collection</p> | <p style="text-align: center;">Steven Chan, SC</p> | <p>Update: IR reported, some data points in PS MIS page are no longer</p> |

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| <p>& MIS Data Collection Page Vs Data Collection</p> | <p>Would like feedback from SSSP are we actively using this page?</p> <p>SC inquiring about no longer using MIS PS page. He talked to assessment, and concluded he can obtain data from different sources. (i.e. test results have more data)</p> <p>Counseling: currently using milestone based on AB705 to clear students based on MM, HS transcripts and transcripts from other intuitions that will count towards the MIS for assessment, rather than taking the assessment test. With AB705 counseling count everything. Assessment coordinators stated, they need MIS Data Collection Page to capture assessment / orientation data. IR will keep MIS Data Collection Page for orientation data collection.</p> | <p>being used because they are not accurate.</p> <p>IR asked if pulling data using test results alone, would that be sufficient. Answer: Yes, for the test but not for students who have the exemption form?</p> <p>With new milestone clearing, is the <i>Release of Enrollment Hold Exemption From Assessment</i> necessary? AB705 suggest there is no need. If data is in PS, why are counselors filling out data on form. This discussion (of no form rule) should be presented at CFT as well.</p> <p>Suggestion to map out processes to make steps more secure and accurate. Wish list: to have a SSSP checklist set up that can expand to follow up/ assessment module. Goal is to eliminate milestones.</p> |
| <p>5. Other updates</p> | <p style="text-align: center;">Starfish</p> <p>Piloting soft launch at BCC. June 15-16th. Roll out in August for other campuses. How can we capture service for SSSP reporting? Answer, Early Alert = Follow Up. How are reports generated for MIS purposes? Answer: Service: indicate concerns; action related to flag. Can get IR the file, the follow up, the student and the by who. Problem now is, it's not connected to PS.</p> | <p>Update: Starfish pilot will include: 80 students, 5 flags (no show, attendance issue, danger failing, missing assignment) 2 kudos, online hybrid and live courses. Had first group meeting yesterday. Goal is to utilize processes to identify specific referrals, tutoring, and international library, career. Etc.</p> |
| <p>6. Adjourn.</p> | <p>11:05am.</p> | <p>Next SSSP Meeting: Friday, April 27, 2018.</p> |