



Peralta Community College District

SSSP Working Group | Minutes

Friday April 27, 2018
9:30am-11:00am

District International Conference Room

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

Present: Steven Chan, Hermia Yam, Danielle Odom, Chandra Johnson, Minh Dao, Hilary Lee Lesley Scurry, Minerva Perez, Julie Saechao, Blanca Montes de Oca, Jason Cifra.

Item(s)	Presenter(s)	Update(s) / Discussion
Welcome and overview of minutes & agenda items.	Dr. Ellis	
1. Update on Orientation company, Credit by exam & Chemistry Test.	<p style="text-align: center;">Kimberly Ellis, KE</p> <p><u>Chemistry test concerns:</u></p> <ul style="list-style-type: none"> • Where should test be housed? • Funding? • Literacy of language of Chem test? Is it curriculum, terminology vs. assessment? • Why is instructor requesting for assessment to analyze what questions are being better answered? • Colleges need to know best practice for the implantation of the Chem test. It's been a difficult roll out regarding guidance. • Cut scores are not defined and counseling has not been trained. • Number seats vs. the number of students who test, issue is potentially creating barriers with how many students are we expecting to pass and for the 	<p>Update: KE e-mailed orientation company and asked them about one orientation in 5 different languages. Waiting for them to provide a cost. She will then determine if this will be a better option.</p> <p><u>Credit by Exam Update:</u> all four colleges have different processes & procedures, requirements and rules. CFT will review the AP and align it with the credit by exam form. Once the form is updated KE will send the form to CFT & SSSP committees for suggestions.</p> <p><u>Chemistry Test Update:</u> on pause for now. KE trying to find out if test should be administered in assessment centers or in department? KE stated, she wrote down all issues and concerns. She will present issues to come up with a process on the student's services side to</p>

	<p>students who pass what are their options or other MM?</p> <ul style="list-style-type: none"> • Need to create automated cut scores. 	<p>VC Siri Brown, to discuss with Deans and VPSS's.</p> <p>Discussion: Four colleges need to come together as a group and look at administering Chem test as a group. Seeking a study guide. Deanza College have a good example of what is expected cheat sheet. SSSP advised for assessment staff to continue to make monitor processes and report feedback back to committee.</p>
<p>2. SSSP Dashboard</p>	<p style="text-align: center;">Steven Chan, SC</p> <ul style="list-style-type: none"> • Showed data from SSSP dash board. • Matriculating vs. exempt discussion. • Precisely define what exempted is and how we determine that. If a student select AA or Higher= exempted based on our PS logic. Silvia will forward logic to committee. Matriculation= highest degree and educational goal. • AA, transfer or transfer without AA= should be exempt. Silvia will review and confirm logic with committee. IR will check exempt status – due to MIS reporting exempt can be based on district criteria. • IR will create foot to explain exempted, directed with a breakdown. IR will modify numbers and percentages for matriculating, progress probation and exempts students. 	<p>Update: purpose of SSSP dash board, IR would like to run every other week so committee can review it and access dash board. IR Will load all terms so SSSP can compare previous terms.</p> <p>State definition of exempt students: Higher degree, already have an AA. Matriculating already gone through orientation within last three years IR will put these students as exempted. Students have the ability to exempt from all services (i.e. orientation & assessment).</p> <p>Discussion: IR will break down <u>exempt reason why definition</u> into detail filters in drop down options. Matric definition= completed orientation in previous term. Another feature filter for first time student college's level vs. district level. Would like to see this categorized by college since we are funded by college.</p> <p>If you are exempt student, non-degree seeking = exempted from orientation.</p>

	<ul style="list-style-type: none"> • Academic probation vs progress probation discussion. Logic look at last term, vs earn units - cumulative to the district not just campus. If the attempted units is 50% or higher than earn then that mean student is on progress probation. Academic probation students attempted at least 12 semester units and have a cumulative GPA of less than 2.0. Progress probation, student have enrolled in at least 12 semester units. • SEP discussion – if student have beyond three years they will be a follow up. Counselor advised: best to have first time students with SEP comp abbreviated break down vs. all student population. IR will break it down to how many students are international, out of state, SPX on all pages. • Follow-up orientation services: Follow-up orientation services- remind the categorical programs Cal works, DSPTS, EOPS due to them having separate orientation. IR confirmed, SAR codes for special groups is there it's picked up! 	<p>IR will add what the potential of what we have vs, what we don't have. Potential definition will be: any student matriculating have not received service in last 3 years, currently enrolled. Further break down into abbreviated/ comp with in that category.</p> <p>IR confirmed, right before submissions they send special list to four groups. This gives them last chance to update whatever they're missing.</p> <p>IR will double check all numbers in dash board PP presentation and send committee the link to review updates.</p>
3. Other items	<p>Other items/ follow up actions</p> <ul style="list-style-type: none"> • SGID issue • Since we are doing AB705 HS transcript, are we still required to use the exemption for assessment form? Answer: Merritt, COA & Laney will continue to use form for priority registration purposes. BCC will not. 	<p>Update: Issue with SARS, duplicate ID's that impacts SARS data. IR advised for assessment staff to put ID numbers in comments. Work around for Exemption for assessment form - work around: Run SARS report for that code.</p>
4. Adjourn.	11:00am.	Next SSSP Meeting: Friday, May 11, 2018.

