



Peralta Community College District

January 22, 2014

District Student Success and Support Program Committee Status Update

This past August we received a directive from the Chancellor to merge the Matriculation Committee and the Student Success Task Force groups from the colleges. The combined groups are now functioning under the title "Student Success and Support Program Committee (SSSP)". The SSSP Committee is a subcommittee of the District Education Committee. It has been meeting once a month since September, 2013. The SSSP Committee has a Working Group that meets weekly to address the implementation of the SB1456 mandates. The SSSP Committee includes representatives from each college; the membership resembles that of the previous Matriculation Committee.

Membership of the SSSP Committee:

- AVC Student Services & Registrar (1)
- SSSP Coordinators (4)*
- VP Student Services (1)
- VP Instruction (1)
- Dean (1)
- Counseling Faculty (4)*
- Instructional Faculty (4)* [should include MATH, ENGL & ESL]
- Student Representative (1)
- Assessment Coordinators (4)*
- District Staff (3) [Ed Svcs, IT, and Research & Planning]
- District Admissions & Records Officer (1)

* one from each campus

The proposed membership was approved at the District Education Committee and a request was sent to the District Academic Senate for faculty appointments. The SSSP Committee membership will be solidified in Spring, 2014. Anyone can attend meetings and participate in discussions.

Goals and Objectives:

The SSSP Committee and Working Group developed the following goals and objectives:

- Ensure that the colleges are involved in the implementation of assessment, orientation and academic advising (core requirements).
- Implementation of the PeopleSoft Academic Advising Module and electronic Student Education Plan (SEP).
- Ensure that tracking of all services funded in the SSSP is done accurately via MIS/SARS.
- Implement a student Online Orientation at each college.
- Establish a student process for granting priority enrollment to new students who complete the core requirements.
- Implement a process for appealing the loss of enrollment priority for continuing students.
- Identify and provide intervention services to students who are on academic or progress probation for two consecutive terms.

- Identify, validate and implement multiple measures as part of placement assessment tools.
- Ensure that assessment instruments used are approved by the State Chancellor’s Office.
- Identify, develop and implement an “early alert” system.
- Create a District Student Success and Support Program web page.

SSSP Working Group

The SSSP Working Group has been open for anyone who wants to participate. The number of participants in the SSSP Working Group has been steady and we have had representation from all colleges and the district.

Name	College
Joseph Bielanski	BCC – Articulation Officer
May Chen	BCC - VPSS
Lilian Chow	Laney College - Counselor
Karen Croley	District – Admissions & Records
Minh Dao	Merritt College- Assessment
Adela Esquivel-Swinson	District – Interim, AVC of SS
Romeo Garcia	Merritt College - Dean
Ranell Holmes	District IT – IT Director
Blanca Montes de Oca	Laney College - Assessment
Alexis Montevirgen	COA – Interim, VPSS
Nathan Pellegrin	District Institutional Research
Gail Pendleton	BCC - Assessment
Fatima Shah	BCC - EOPS
Leslie Scurry	Merritt – Counseling Dept. Chair
Trulie Thompson	COA – Counseling Dept. Chair
Tina Vasconcellos	Laney College - Dean
Allene Young	BCC – Counseling Dept. Chair

The Working Group reviewed Senate Bill 1456 for the requirements that must be implemented and documented what each of the PCCD colleges is currently doing to meet each mandate. The group then developed a matrix to track the current needs and progress on each of the mandates (See attached matrix).

Implementation of the Academic Advising Module and electronic Student Education Plan (SEP)

The implementation of the Academic Advising was presented at the District Education Committee meeting and the Planning and Budgeting Council meeting on Dec. 13, 2013. The Academic Advising module is the application within PeopleSoft that is used to track the requirements and policies that a student must satisfy in order to graduate. As a student progresses towards graduation, the Academic Advising audit engine analyzes all courses, restrictions, pre-conditions and conditions completed (both successfully and unsuccessfully) by the student. The application determines what requirements are still outstanding. Using data specified on PeopleSoft Student Records pages and requirements entered on Academic Advising pages, this application automatically tracks a student’s degree progress.

Both the Academic Advising and Student Planner modules in PeopleSoft are owned by PCCD but were never implemented. Some work has been done on them but they need to be updated and tested to ensure they meet the new state mandates. The SSSP Committee and the Working Group endorsed moving forward in making the needed changes to ensure that PCCD meets these mandates required by fall 2014 registration. The committee and the working group developed requirements for the Academic

Advising and the Student Planner and collaborated with the District IT to create a plan for implementation in 2014. A request to the Chancellor has been submitted by the District Educational Services Department for a new classified position to support these two modules.

Ensure tracking of all services funded in the SSSP is done accurately via MIS/SARS.

Scheduling and Reporting System (SARS)

The Working Group reviewed the SARS codes and the current process for reporting MIS. We found that no updates have been made to the SARS System since it was implemented many years ago. The SARS System needs to be upgraded to ensure that the number of students served is being captured and reported accurately. The SARS system is used to track the number of students who receive assessment, counseling and other support services. This is critical because due to the Student Success Initiative, the colleges will now be funded based on the number of students served and on the services provided. The Chancellor approved the purchase of a district SARS dedicated server. We are currently working with the college administration and the college's SARS administrators to coordinate the upgrade of the SARS System at the colleges. Collaboration with the District IT and the Institutional Research Department will be necessary to ensure the information captured from SARS is being accurately reported in the Management Information System (MIS report).

Reporting performance and services to students will be significantly improved by implementing the options below.

1. The SARS web functionality includes an option for students to make their own appointments online via Passport. The system will show the student which counselors/dates/times are available. The students can have designated counselors based on the student ID number or if allowed, they can choose any counselor. The colleges will need to decide how the system should be programmed to meet the needs of the students.
2. SARS can be programmed to send email confirmations and email reminders the day before an appointment. The system can also remind students with an automatic phone call (Laney College currently uses the phone call reminder).
3. The online SARS option will allow counselors to view and update their own schedule online. Counselors can enter appointments, change appointments or cancel appointments as needed.
4. The purchase of a district SARS dedicated web server is in progress.
5. The e-Advising option, which is similar to a "chat" function, allows the student to select from a list of frequently asked questions. The questions can be answered via SARS chat. The colleges will collaborate to design the questions appropriate to their students.
6. Drop-In students can check in at a Self-Check-In kiosk and return for their appointment when the system alerts them via text that their turn is approaching. The student has the option to cancel their appointment via text anytime, freeing the counselor to see someone else. The colleges will need to decide on areas for the self-check-in kiosks.

Establish a student process for granting priority enrollment to new students who complete the core requirements

Board Policy 5055 and Administrative Procedure 5055 were revised to align the enrollment priorities with Title 5 and were approved by the Chancellor. See attached.

Implement a process for appealing the loss of enrollment priority for continuing students

PCCD is required to have a priority appeal process for students who have completed 100+ units and/or are on progress or academic probation. The SSSP Committee and Working Group created a Priority Registration Appeal form that the colleges were able to use for spring 2014 registration. However, there have been suggestions for changes in the new process and the form will undergo further revision before the next priority registration period. Students who have completed 75 or more units are notified each semester by the Admissions and Records office that they will lose priority registration upon reaching 100 units. See attached.

Identify and provide prevention services to students who are on academic or progress probation for two consecutive terms

The SSSP Committee and Working Group will develop criteria to identify and establish the intervention services that the colleges can provide to students who are on academic or progress probation for two consecutive terms.

Ensure that assessment instruments used are approved by the State Chancellor's Office

Currently the Peralta Colleges use Compass as the assessment instrument. However the State Chancellor's Office is currently reviewing assessment instruments and they are expected to select a system to be used statewide in March 2014. At that point the SSSP Committee will review and make a recommendation to either continue using Compass or implement the State chosen assessment instrument. In addition, Peralta is considering implementing a pilot program similar to the Long Beach City College Promise Pathways program, in which high school transcripts were used as part of multiple measures assessment to place students in basic skills or college level courses. Due to significant initial success of Promise Pathways, the state chancellor's office is now supporting similar initiatives and data analysis statewide.

Adela Esquivel-Swinson, AVC of Student Services and Ranell Holmes District Director of IT met with the Laney Assessment Coordinator to review the functionality of Compass and the interaction with PeopleSoft. A plan to reduce the manual entering of data must be developed so an upload of assessment data from Compass into PeopleSoft occurs automatically. In addition, if the chosen instrument is Compass, an upgrade to this system will also be considered. A Compass upgrade will increase efficiency, reduce manual data input and improve services to students.

Implement a student Online Orientation

Currently Laney College is conducting a pilot using an online orientation. Funds have been approved to implement the same type of online orientation at the other colleges. Currently, the Vice Presidents of Student Services at the colleges are reviewing the content of the orientation and will be integrating items which are unique to their institution. Online orientation for all the PCCD colleges will be implemented in early 2014. The implementation of the online orientation has been spearheaded by Dr. Tina Vasconcellos of Laney College.

Identify, develop and implement an "Early Alert" system

PCCD already owns the Early Alert application within PeopleSoft but it has not been implemented. Early Alert is a component that works within the class roster. An instructor can select a student from the class roster early in the semester when it has been determined that a student needs tutoring or other assistance. The SSSP Working Group will develop the criteria for the Early Alert mandate in collaboration with faculty and staff at the colleges. Faculty will be needed to test the system and to help establish a process for notification of services to students and follow-up. An Early Alert administrator or a designated department staff will need to be in place to receive the notification and contact the students.

Create a District Student Success and Support Program website

A website was developed to house the committee and working group agendas, meeting minutes and supporting documentation. Navigation to the page is as follows: <http://web.peralta.edu/pbi/student-success-and-support-program/>. Or go to www.peralta.edu > Governance > Planning and Budget Integration Home > Student Success and Support Program Committee.

Student Success Program Student Exemption

The colleges are required to provide core services (assessment, orientation and academic advising) to all non-exempt students. If the student selects any of the following educational objectives on their admission application they are considered non-exempt and will be provided the opportunity to participate in the Student Success Program previously known as Matriculation.

- Obtain a bachelor's degree (with or without an associate degree)
- Obtain a two year associate's/vocational degree (without transfer)
- Earn a vocational certificate (without transfer)
- Improve basic skills in English, Reading, and Mathematics
- Undecided goal

(Any student who does not have an associate degree or higher and enrolls in 12 or more semester units will also be considered a participant, regardless of the educational objective selected.) All students are strongly encouraged and welcomed to participate in the Student Success Program.

Students may be exempt from the Student Success Program process at the Peralta Colleges if the student selects any of following:

- Student has earned an Associate or higher degree from an accredited institution
- Student is enrolling in fewer than 12 units and has declared one of the following educational objectives:
 - Discover/formulate career interests, plans, goals
 - Prepare for a new career (acquire job skills)
 - Advance in current job/career (update job skills)
 - Maintain certificate or license (e.g. nursing, real estate)
 - Acquire educational enrichment (intellectual, cultural)
 - Complete credits for high school diploma

The SSSP Committee and Working Group will establish a process and criteria for students who do not wish to participate in the Success and Support Program.

For more information on the SSSP Committee or Working Group visit our webpage at <http://web.peralta.edu/pbi/student-success-and-support-program/>