MINUTES

October 10, 2013
10:00 AM – 12 noon, Room 758

Attendees: Rosafel Adriano-Nogra, Rozen Bondoc, Katrin Field, Paulette Lino, Kathryn Linzmeyer, Stacey Moore, William Reyes, Gerald Shimada, Ernesto Victoria and Bella Witt

Meeting started: 10:07 a.m.

I. VP Updates
   Tabled.

II. Veterans Affairs
   Veterans Benefits Specialist Rozen Bondoc reported on how veterans may be affected by the government shutdown. Various Veterans Affairs Call Centers and hotlines have ceased operations. Rozen distributed the Veterans Field Guide to Government Shutdown flyer that details which services to veterans will remain operational and which services have been impacted. She said as of October 8th, the VA has furloughed 7,000 employees from their benefits department. The furlough may cause delays in our students receiving their benefits in the month of November. Currently Chabot has 180 students using the GI bill.

III. Update on the Student Success and Support Program Implementation Procedure
   In last Tuesday’s Flex Day, a group of Student Services administrators and representatives from Counseling met to talk about what is needed in terms of internal systems control in order for us to implement SSSP which mandates that students go through the 3 core services: orientation, assessment and SEP prior to registering. A&R Director Paulette Lino distributed the draft recommendations which she, VP Shimada and Counselor Ernesto Victoria will present to District IT and LPC counterparts this afternoon. And Dean Matthew Krtischer will present the draft to the Counseling Division meeting so that the rest of the counseling faculty and staff can weigh in with their recommendations. The goal is to have a process in place before our students register next Fall.

   She expounded on each recommendation:

   - All applicants (non-exempt, exempt and returning students) should be automatically given their W# along with their confirmation. Currently, when students apply to the college, they
only get a confirmation that the college has received their applications. Customized letters will be mailed to each group of applicants informing them of the SSSP processes and priority registration.

Note: Exempt students are those who already have had the benefit of higher education (have an AA/AS Degree) or pursuing personal enrichment or professional development and not pursuing a major.

Stacey Moore asked what can be automatically exempted by IT and what we have to do paperwork on.

- Request students' personal email address on applications so the college can communicate with them right away. However, emphasize to students that the college will use zone mail going forward.

- Place registration hold for all first-time and non-exempt students until they have completed all three core services. Thinking of requesting IT to upload completion of online orientation on a daily basis. Katrin Field mentioned she uploads assessment results on a daily basis so perhaps IT can do something similar.

For PSCN 25, Katrin said that at the end of each class or the very next day she gets a report of students who attended from the counselor who facilitated the workshop. Katrin then enters the data in an Excel spreadsheet which she forwards to IT. This information ends up reflecting on SEADETL in BANNER.

How do we handle students who attend PSCN 25 and then drop it? It was suggested that even if students feel they do not need the ½ unit class and drops PSCN 25, we should still give them credit for attending and give them priority registration.

Ernesto said we should not give students the option of dropping PSCN 25 because now it is mandatory. Ernesto also added there has been occasions that students were not accepted at other colleges because they were short a ½ unit.

Another issue to discuss is whether all non-exempt students must go through the general counseling orientation. Special Programs (EOPS, TRIO) and DSPS have their own orientation and there may be overlaps. We need to define orientation; keep it simple and not duplicate the process.

Stacey pointed out a technical concern.....students are getting credit for PSCN 25 but it does not say that in BANNER; it shows only as a counsel contact. And if there is a technical change where it specifically states a student must have PSCN 25, what about students who completed orientation and assessment, never took PSCN 25, but previously got priority registration, will they then be denied priority registration because of the technical change in designation? We have to make sure the bulk of students who were under the old system are not left out, that they get credit for their counseling.

IT will be asked to release the hold automatically once students have completed the three components. Releasing the hold would mean students are given priority registration.
For late arriving students, IT will either release hold one week prior to start of the term and then put it back for next term registration. Stacey noted two things we need to think about regarding the large number of students who do everything in the first week of school (register, get assessment, see counseling and get classes):

a) the college can lose funding for these students if they do not complete the 3 components;
b) There should be some safety net established (more late start classes). The implementation of the SSSP will be a cultural sea-change for many who are used to community colleges being open to everybody.

So releasing the hold one week prior to term gives late arriving students the opportunity to take advantage of classes that are left to enroll in. Placing the hold back prior to next term's registration will allow us to monitor and ensure non-exempt students complete the 3 core service areas.

Stacey proposed that since we have 2 types of SEP (initial and comprehensive) and the funding is different for each, BANNER should assign a different code for each SEP so they are easily identifiable.

Director of Financial Aid, Kathryn Linzmeyer asked whether the SEADETL was released by BANNER or has it been customized for Chabot. Kathryn said the since SSSP is required for all colleges, BANNER has the California version which Chabot does not use. It's possible California BANNER will come out with a modified version that will address some of our issues.

Katrin asked if Chabot will accept assessment from other colleges. This issue is still being discussed statewide.

- As of Fall 2014 priority registration will be given to new and continuing students who have completed the 3 core services and are in good standing. Veterans, Foster Youth and CalWORKs students are first in line followed by Title 5 Groups (EOPS and DSPS), College Priority Groups (Athletes, TRIO) and those who have completed 60+ units and under. Please see attached draft for the complete listing.

Even with the SSSP, we would like to continue our Early Decision (ED) Program so Katrin said that in February and March we will dedicate those core services for the ED students. Once we have captured most of our ED students it will be opened to all students. Katrin suggested we have the ED Registration Day on a Saturday again as we did last May. The event was a success with over 300 students in attendance.

Stacey suggested that perhaps the College Priority Groups will greatly benefit from having a Saturday special services session/event like the ED Registration Day.

One of the items that generated a lot of discussion among the group that drafted the implementation procedure is that students on academic or progress probation for two consecutive terms are second to the last on the priority registration list. This means these students will not have much of chance of getting the class(es) they need to improve their standing. The concern is that these students may never get out of probation.
Las Positas College shared their current process of handling students on probation:

a) Students must complete a Student Success Contract and submit to the Probation Counselor/Coordinator for review and approval;

b) Students are limited to only registering into classes approved by the specified Counselor; must submit copy of SS contract to A&R.

c) In lieu of a personal follow-up, LPC places a hold on the students’ record so they cannot manipulate and drop the class and replace it with something else.

Director Lino said LPC was not able to provide the number of students they have on probation, but she recommends we should be in lock step with LPC in terms of handling our probation cases. An A&R Staff raised the issue regarding the impact on the service line for A&R. If a hold is placed on the record of probation students then all transactions will have to be done in person which can increase the wait time for all students.

As we go forward with the SSSP implementation there will be many issues that will arise and will require much discussion and input from all.

IV. Other Business

There will be no SSAG Meeting on October 17th because of Transfer Day and the Great Shake Out/Evacuation Drill.

Meeting Adjourned: 11:15 AM

Next Meeting: October 24, 2013 in Room 758

BW

Handouts
---SSSP IT Implementation Draft
---Veterans Field Guide to Government Shutdown