



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: December 1, 2020

Recorder: Nathalie Sevilla
Location: Zoom

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Attendees:

Nelly Alvarado	Keith Curry	Barbara Perez
Richette Bell	Paul Flor	Lauren Sosenko
Rebekah Blonshine	Cesar Jimenez	Shirley Thomas
Ramund Box	Heather Parnock	Andrei Yermakov
Keith Cobb		

1. Review minutes from November 3, 2020 meeting – Submitted

A. Update Pass/No Pass Options for the 2020-2021 year –Richette Bell has to make sure the dates are correct in the system, which allows for students to continue to change their status. Richette Bell updated the deadline to Monday, the 7th as oppose to Friday, the 4th. Dr. Keith Curry mentioned that the communication about pass/no pass went out and we will not mention that we have extended the deadline until later this week.

Action Item: Richette Bell to send reminder Thursday that the deadline for the option of pass/no pass has been extended.

Heather Parnock suggested we should post deadlines online on the academic calendar. Dr. Curry is hesitant about promoting the pass/no pass because some students may not be aware that this will harm them in the long run. Dr. Curry suggested that students meet with a counselor before making the decision to opt to pass/no pass.

Action Item: Dr. Jimenez notify counselors about the pass/no pass option for students.

Richette Bell mentioned to Sheri Berger that we should also email faculty about the pass/no pass. Last year, faculty were looking for a letter grade on the drop-down tab, even though the student opted for pass/ no pass. Richette Bell suggested we educate the faculty via email. Sheri Berger asked Richette to put some information together and she will send the email to faculty.

Keith Cobb mentioned that is a student is trying to improve their GPA, the pass/no pass has no impact. If the student is trying to improve their GPA for financial purposes, they need to be

aware that the pass/no pass will not help. Richette mentioned that at this time there is no appeal process to switch from pass/no pass to letter grade at this time.

2. Areas of Focus

A. Admissions and Records – Richette Bell

Richette Bell and Heather Parnock are finalizing the text for the diplomas. The new diploma paper came in at a different size. Richette Bell ordered new diploma paper and reached out to Roy to expedite the process. The woman from Scrip Safe emailed Richette Bell and plans for us to get the correct diploma paper by December 11th. Goal is to mail diplomas before Christmas. Richette Bell signed the contract with National Clearinghouse for the text in regards to the accreditation piece that goes at the bottom of the certificates, as well as the watermark.

Richette Bell and Andrei Yermakov are working on getting a single sign on piece and icon set up in MyCompton portal. This will allow students have access on MyCompton , as well as alumni to have access 24/7. Richette Bell and Andrei Yermakov are working with National Clearinghouse for the final pieces before launch.

Richette Bell reported on the status of the registration appointments. Richette Bell received emails from counselors that some students did not receive a registration appointment. She reached out to Andrei Yermakov and hopes it gets solved today.

Richette Bell mentioned the scanning of transcripts is happening Monday through Thursday. staff are coming in to scan during those days.

Richette Bell mentioned a project that she is excited about and suggested by the folks at Ellucian. They have put together an enrollment management collaboration meeting. This meeting meets every week and it consists of admission and records, business office, and financial aid office. During the meeting, it was mentioned that we continue to develop a production calendar and eventually a production calendar committee may be formed. Andrei suggested we put assignments that are due on a planner. Assignments that are placed on the planner will be assigned to a particular person, an email tickler will be sent to that person when the assignment is due and reminders. Richette is still working on the email tickler set up. The goal is to have enrollment management collaboration meetings continue and incorporate quarterly meetings as well which will include the production calendar committee.

Richette Bell ran the probation hold report and reported that all probations holds are applied.

Processing of transcripts was an issue but, Richette Bell worked with the folks from Parchment Credentials and this is no longer an issue.

B. Academic Affairs – Sheri Berger/Keith Curry

Curriculum Committee: Sheri Berger reported that moving forward, you may receive a degree online due to so many courses being online, except nursing. The committee has had 4 training sessions during the semester to better understand what their role is and how they are the last line of defense in terms of ensuring the integrity of the curriculum. The curriculum committee is moving forward and functioning.

Sheri Berger reported that there were issues with the Ethos Banner system. The issue will prevent us as a college, from participating fully in the exchange of applications. We ultimately want students from any college to be able to input an application to us rather than coming on

campus and putting an application. This is a concern for Sheri Berger and Ethos is aware of the problem.

Richette Bell asked Sheri Berger about the status on syncing banner and canvas together. Sheri Berger mentioned that this goes along with the other banner problems we are experiencing. When students drop on banner, it does not remove them from canvas. This has not been resolved and it is a big issue. Sheri Berger suggested that we do a better job in reminding faculty to check their banner roster and not rely on canvas. Barbara Perez mentioned that the banner issue might have to do with an ILP defect. Barbara Perez stated that banner is working on the issue, but because it is a defect it is more than likely that they're going to have to work around until they're able to fix the defect and put it into major release. No ETA on the workaround.

Sheri Berger reported on the flex reporting. We currently have files on flex reporter and have historical references, this has been updated manually in the VRC. Human Resources was able to update the information in banner in terms of organization, managers, and supervisors. Jihoon Ahn has been working on the FTP defect between what we upload and how it goes into the VRC. Currently, the board of trustees have been entered in the system and they should have access now. Sheri Berger reported that Nelson is sending the monthly file to VRC to manually load until the issue is resolved.

Action Item: Dr. Curry to contact Andrei Yermakov to see what projects Jihoon Ahn is currently working on to get a sense of how to move forward.

C. Student Services – Dr. Cesar Jimenez

Dr. Cesar Jimenez said Dr. Nelly Alvarado will provide an update on orientation. Dr. Alvarado reported they are done with the Spanish translation of orientation. They went through the translation that Comevo provided and some of the wording was high level Spanish, so they reworded some content to bring it down to elementary Spanish. They are currently also working on translating the steps to enrollment. Dr. Alvarado said that she reached out to the Ellucian consultant to let him know they will be trying out the free integration by mid- January.

Dr. Jimenez reported that the probation workshops are every Tuesday and Wednesday, the counselors asked to create a recording to those workshops, so they are available to students 24/7. Dr. Jimenez is thinking about creating the videos and placing them on canvas.

Dr. Jimenez reported that 64 faculty submitted early alerts, over 1400 have been generated. We have counselors and advisors reaching out to students. Dr. Jimenez mentioned that his Administrative Assistant, Nathalie Sevilla follows up with students who receive kudos. Nathalie reaches out to the students via email, phone call, and/or text and has received thanks from students, this shows how important it is for the student to receive feedback.

Dr. Jimenez mentioned that the counselors have been working on putting a proposal together to revive the internship. Dr. Michel-Jackson will lead the intern group. The intern group will help with CRM advise early alerts.

Articulation Update: Melain McIntosh

Melain reported that the ADTs are now on the degree with guarantee website. This helps students and counselors verify what transfer degree is accepted at Cal State's. Cal State Northridge added us as a local service area college, Melain reported this was very important

because their GPA to get in for transfer is 3.0. We have also been added as an option in the application for the CSU last semester, last fall when we were conducting applications for CSU's we were checking the El Camino college box rather than Compton College, but now students are able to check the Compton College box as it is now an option. Melain reported on Assist, we have the articulation copied in September of 2020, along with name edition of Compton College. Our feeder college, Cal State Dominguez has published agreements for 2019, 2020, and 2021. Additionally, some other colleges such as Cal State Long Beach, they've done 2021 and Cal Poly Pomona have published 2019 and 2020. Melain also reported on C-ID, we have had technical issues, but they were resolved in February, 2020. Most of the courses have been submitted, 17 courses submitted, 7 approved, and 1 conditionally approved. 9 pending course reviews. Melain reported that the most recent approval is BUS 125, which is currently a business administration course. However, the Chancellors office made a change to this degree recently and starting next year BUS 125 will be a critical course.

Action Item: Per Dr. Curry, Dr. Jimenez to send board letter for the next board meeting and attach the report Melain displayed, providing an overview of where we are with articulation.

D. Business Services – Keith Curry – No Report

E. Communications – Heather Parnock – No Report

F. Financial Aid – Keith Cobb

Keith Cobb reported for Fall 2020 semester, Pell grants are still awarding every Friday to students. Compton college was awarded over 2 million dollars for Fall semester. Financial Aid identified 100 students who are eligible to receive this grant, Keith Cobb's team is reaching out to these students. We have dispersed half a million dollars in state grants and plan on duplicating that amount for Spring 2021. As far as CARES act, we have dispersed half a million dollars in Fall of 2020 and set aside half a million for Winter and Spring of 2021. Dr. Nelly Alvarado sent out 13 invitations to local theatre partner high schools to offer cash for college events. Compton college has received one response from those invitations. Buena Vista High School is interested in having a cash for college event. Compton college will be offering cash for college events internally during virtual workshops as well.

G. Information Technology – Andrei Yermakov – No Report

H. Police Services – Chief Ramund Box

Chief Ramund Box reported he has 6 applicants to take the physical agility test scheduled for November 21st. One applicant is just about done with the pre-employment process, he will be scheduled for the Police Chief's interview and should be done in December 2020.

Chief Box reported that his Body One Camera project is going well. In the beginning of 2021 these Body One cameras should be deployed by all field personnel. So, you should see a little camera on any police officer out in the field to record everything that happens.

Chief Box reported that the Mobile Data Computer project was set back a little because of COVID-19. However, he is back on track and is outfitting two patrol cars with the Mobile Data Computers. So, basically the field officers will not need to come back into the Police Station; they can do everything in the field and just stay out there.

Chief Box reported that the draft of his 711-page Police Manual is done and should be ready for

the January 2021 Board Report.

Chief Box said that with Dr. Curry's approval he would like to recruit Police Officer trainees from the local community. To do this he needs Dr. Curry's approval to hire trainees. These people will be sponsored in the Police Academy by Compton College. Chief Box mentioned that El Camino has already done this. Chief Box spoke with Chief Trevis and they have two recruits that are just about done. Chief Box asked Dr. Curry for his authority to submit his research based on hiring police recruits for Compton College. Dr. Curry responded that we are not there yet.

Chief Box drafted a policy manual, the policy manual is going through the final process and he will send it to Dr. Curry and hopes that the policy manual is returned in 2 weeks. Chief Box to outline a budget for this year.

Chief Box reported that the audit went well and the auditor from Post will be back on November 6th to finish grading the dispatcher's files. He does not anticipate any problems with the dispatcher's files.

H. Nursing – Dr. Abiodun Osanyinpeju

Dr. Abiodun Osanyinpeju reported that last month, the site visit was a success, the highlight was that there was not a single compliance issue. We are following the regulations. Two recommendations were provided to us by the auditors. First, we should encourage faculty members to continue their work on the committees. Second recommendation is we should encourage students to participate in these committee meetings so that they are aware of what is going on. Dr. Osanyinpeju suggested we have faculty members to identify which students can serve as representatives in the committee meetings. We are expecting official notification after a couple of meetings.

Dr. Osanyinpeju reported on the hiring progress of the interim associate dean. They have selected 3 for the final round of interviews which will take place on December 16. The faculty hiring process is ongoing, but it is on hold. We should resume and begin interviewing by end of the year.

Dr. Osanyinpeju reported that our end class rate stands at 80%. We will continue to support students and provide them with any resources they need.

Dr. Abiodun Osanyinpeju reported on the progress of the CNA certificate class and certificate. Dr. Curry asked if we were to offer the program in Spring of 2021, the certificate would not reach 72 hours. Barbara Perez mentioned that this is governed by the county and previously we had to shut down the program. Dr. Dr. Abiodun Osanyinpeju mentioned that we should be fine regarding the hours, there are some skill practice hours that we are pointing towards to complete the 72 hours. Dr. Curry asked Dr. Abiodun Osanyinpeju if we can offer the program with less hours based on what is in the curriculum. Dr. Abiodun Osanyinpeju responded that what we have in the catalog now is more hours in the lab portion of the class and less hours on the lecture portion. Dr. Curry asked what the recruiting process for this new program is. Dr. Curry suggested that the consultants should speak to either Dr. Abiodun Osanyinpeju or Dr. Thomas. Dr. Curry suggested to Dr. Abiodun Osanyinpeju to write the CNA program plan down to better understand. Sheri Berger suggested that we should invite students who did not get into the nursing program, to suggest to them to pursue the certificate CNA program. Melain McIntosh asked if a student is in the CNA program and they are not willing to take the COVID-19 vaccine, will that be an issue. Barbara Perez mentioned that the issue would be with the nursing facility

where they will partake in clinical hours. The nursing facility may not allow students who are not vaccinated. Melain McIntosh asked if the nursing board gives the student a report of their performance in their exam to see what areas a student can improve to pass next time. Dr. Abiodun Osanyinpeju confirms the board does provide that to students and the nursing department will also offer some review classes for students.

3. Compton College Articulation Update

No update

4. Other items

None

5. Next steps

No discussion

**Next scheduled meeting:
Tuesday, January 5, 2021 at 2:30 p.m. via Zoom**