



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: August 4, 2020

Recorder: Paula VanBrown
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.

Participants:

Nelly Alvarado	Keith Cobb	Barbara Perez
Richette Bell	Keith Curry	Lauren Sosenko
Sheri Berger	Melain MacIntosh	Shirley Thomas
Rebekah Blonshine	Cesar Jimenez	Andrei Yermakov
Ramund Box	Heather Parnock	

1. Review minutes from July 7, 2020 meeting – Approved, with corrections

Corrections: Participants not listed on July 7, 2020 but were present – Nelly Alvarado, Sheri Berger, Cesar Jimenez.

Dr. Nelly Alvarado asked about Item C – “Questioned if Comevo sent money for integration”; Dr. Alvarado questioned if this was an accurate statement. Barbara Perez responded that this refers to a discussion about paying Comevo \$10,000 to do the integration; that that was part of the contract. Andrei Yermakov responded that at some point we considered Comevo for the integration with Banner and splitting the cost 50/50. A follow-up item was to check and see if they charged us for the integration or not.

2. National Student Clearinghouse –Compton CCD 2016-2021 Partnership Transition Plan

The Compton Community College District 2016-2021 Partnership

3. Areas of Focus

A. Admissions and Records -

Richette Bell reported we are live for online transcript requests and it is going very smoothly. We are officially activated with National Student Clearinghouse for enrollment and degree verifications. Student Tracker is activated. Next step: student self-service; she will be working with Andrei Yermakov on Student Tracker, so students can have 24/7 enrollment verification.

Richette Bell reported she will be working with Shane Livingston over the next few months on Banner communications to set up communications going out to students for different types of petitions, and he is also helping with getting graduations applications live for fall.

We are having challenges with high school students and CCCApply. The system gives no end date to say when the student transitions from being a high school student to being a full-time college student. Some rolled over from ECC and they are trying to find a way to manage. We are trying to find a way to being able to put a hold on those students if we know when the student will become 18 before the end of the fall term, and it would be up to the student to provide proof to remove that hold. This is just a temporary fix and we will have to get something long-term for that.

We are also working on the work flow for grade change petitions and that should be live very soon. Students, faculty or someone on behalf of the faculty, will be able to initiate the petition. We are working on the general workflow process with Rogelio Vargas. He is also working with Andree Pacheco on the ASB opt-out fee.

Richette Bell reported that Shane Livingston is working with her on setting-up a system for requiring students who have been absent for two or more primary terms, to reapply.

Richette Bell stated that she proud that she has set-up weekly meetings with Compton partners on touch points with Financial Aid, Admissions, Business Office, etc., along with representatives from the Ellucian Team; it's basically the beginning of our production committee. This meeting was called the Enrollment Management Collaboration meeting and has been very helpful. We meet every week to address different issues and note who is responsible for different things, and we have to be sure to continue this after Ellucian is no longer available.

Lauren Sosenko – Stated that she wants to clarify that for National Student Clearinghouse for the Student Tracker, we are not allowed to submit historical data, so the first submission that we will be able to pull data from will be in November of this year. We have accounts that are up and running, but wants to make sure, just to set everyone's expectations that won't happen until November. Her team has done some work on spring grades and dual enrollment Argos reports. Saw only about 2700 EW's pulled from spring 2020.

Richette Bell reported that she pulled up all the emails that Barbara Perez forwarded from Jihoon Ahn and just counted those, so she will check that and see if that's reflective of the numbers. They didn't get a lot of petitions, because they were manually doing them. Barbara Perez worked with Jihoon Ahn to set up a report that she gave to her team about every two weeks that reflected all the students who had dropped since that date and we would manually change those student grades - the W's to EWs. The students didn't have to submit a petition - only ones that had to submit a petition were the ones who wanted to change the EWs after May 15th.

Barbara Perez stated that we more or less did that for this last term rather than flood a million applications to have the EWs, based upon what the chancellor's office put out. Pretty much anybody who withdrew last semester got an EW. Basically, since they know what they're getting into that was primarily because all of a sudden everybody was online and not all students do well online and they really wanted to bail. They will have to petition to get the EW. They will be able to withdraw, it just will not automatically convert to an EW.

Richette Bell reported that she sent an email to Sheri Berger to have a conversation to address the two executive orders related to EWs, and pass/no pass and how to enforce it, or apply it, or

implement it going forward based on executive orders. Those are supposed to be in place until the pandemic is declared over.

Sheri Berger responded that they're going to have to petition; it's not going to be automatic. Richette Bell replied that she just didn't know how we were doing the pass/no pass; how we were doing it with Barbara Perez, and are we keeping that in place. She just wanted to be sure they are all on the same page because the messaging has to go out that way to students as well.

Barbara Perez commented that pass/no pass is more critical to a decision being made, because CSU and UC only approved for spring and summer and believes they did not approve for the fall. Richette Bell said she knows they are in place for fall.

Barbara Perez said the Chancellor's office covered fall, but CSU and UC did not. We will need to make the conversion prior to whatever registration term we stop the pass/no pass as a generic grade, because we will have to remove it from all of the grades. Actually, not all the courses currently have it, because if it wasn't offered in spring it does not have a pass/no pass option on it.

Richette Bell commented that's why she wanted to have this conversation with Sheri Berger; just to make sure how long we're implementing it and that we're all on the same page and understanding what the expectations are.

Dr. Curry said this will be a follow-up item in regards to pass/no pass and what happens next year.

B. Academic Affairs

Sheri Berger reported they have been doing some MIS reporting that Barbara Perez can shed some light on, but that in terms of transition Academic Affairs is doing okay.

Barbara Perez reported that relative to MIS, with the Tech Center closing down on the 6th, it's going to be tight whether they will have their spring report in. She is working with Jihoon Ahn to get this done and might be able to get it submitted error free tomorrow before five. If not, it won't be able to be submitted until August 22nd which is about the time to start putting in the summer one. So they unfortunately closed down at the most inopportune time.

Richette Bell asked for clarification on the most recent error report sent out. Barbara Perez responded that unfortunately those errors didn't show up until after she changed them. She has already made the corrections. It was easy to do a search and replace.

C. Student Services

Dr. Nelly Alvarado reported Student Services is finishing up the Spanish orientation. She has reached out to Comevo/Ellucian to talk about integration, but the representative she had previously been working with is no longer there. Dr. Alvarado is waiting to get the name and contact information of the new Comevo representative. New applications are currently being manually processed by Admissions/Records staff.

Andrei Yermakov said he needs to check to see who was approved. Dr. Alvarado will send the information to Richette Bell.

Dr. Cesar Jimenez reported on CRM Advise for has had a little over 150 plus early alerts submitted for summer 2020. A student services advisor drafted a PowerPoint presentation and handouts for faculty on how to issue early alerts. Cranium Café – will receive an U.I. upgrade (e.g. facelift, similar to Zoom) looks a lot better and will be easier for students. Dr. Curry asked if the Cranium Café is not extended past December, what will happen. Dr. Jimenez said the concern is cost and he doesn't know at this time, but he will research this item. Dr. Curry said there is a about a \$3.50 charge; looking for a quote from Jorge (doesn't know last name). Dr. Curry will send the contact information to Dr. Jimenez.

D Business Services

Steven Kibui – Absent (in faculty negotiations)

E. Communications

Heather Parnock reported she is working on graphic design. The Communications Guide is 95% complete and should be ready to present at the September 28, 2020 Managers' Meeting. She asked Richette Bell about the degree's program setup. Richette Bell stated that is not finalized yet; she is concerned with the look and will be meeting on this item later this week. Heather Parnock said this is also a budget concern.

Heather Parnock further reported on Admissions and Records processes and changes and is checking policies/procedures and statements. She stated that if anyone has changes in these policies or procedures, that are to be published in the catalog or schedule, to please let her know. She is hoping to be press-ready next week.

F. Financial Aid

Keith Cobb stated that Financial Aid has transitioned 100% from ECC. Processing 2021 first disbursements for fall which should be out the 21st and every Friday thereafter. Financial Aid has received 800 applications and will be awarding disbursements through BankMobile. Dr. Curry has approved \$250,000 to be allocated by for summer.

G. Information Technology

Andrei Yermakov reported he is continuing working with Ellucian on the Form Fusion configuration. The goal is to produce the PDF statements/invoices and tax forms available to students in their Banner self-service portal. Ellucian is finishing the migration of the scanned legacy documents from Viatron to BDM. The first workflow is done and will soon be moved to the production system. Ellucian developed a few more Argos reports. Ellucian and Compton are still working on the process of removing spam applications and deactivating students with no academic history for the last year. Dr. Curry asked Andrei Yermakov to have this written-up for him so he can better understand it for his meeting with Ellucian.

H. Police Services

Chief Ramund Box reported PAT taking place on July 11, 2020. Only 2 applicants showed up on the 11th. The applicant on the 26th passed and his interview is scheduled August 19, 2020. Dr. Curry stated that he is still interested in re-imaging of police services to include social workers and would like to discuss this further with Chief Box. Chief Box reported the new police trainee is now in uniform and getting training every day. He will see what happens on the 19th with additional applicants.

H. Nursing

Shirley Thomas reported the latest annual pass rate was 93.55%. Has received a complaint from BRN, but the response was we were in compliance, so there's no violation. There are summer clinical students that weren't able to finish their direct patient care hours in the spring. The last student finished their hours last week, we have 32 students onboarding to begin in the fall. They're already in their first course.

The Nursing Administrative Assistant has retired. Today, we have our final interview for two additional faculty members. The Director of Nursing Associate Dean of nursing position closed on the 27th of July soon they will be reviewing those applicants.

And the last thing is a new concept-based curriculum. Our third session will begin in the fall, and we will evaluate that in the spring for the other two that started in the fall.

4. Other items

A. Lauren Sosenko – Ellucian help coming to an end and has a lot of feedback about Argos support and trouble-shooting. Would like Dr. Keith Curry to ask for on-going support from Argos when he meets with Ellucian.

B. Articulation website – Melain MacIntosh – spoke with Assist earlier today. In regards to copying of the ECC agreement, that has been done. Some of the articulation officers from the universities are going to be reviewing the data, just to make sure that everything copied over and then the next phase. We're not quite sure; we have to wait for the program to let us know what the next phase is. In regards to the name change has not been completed yet – Compton Community College to Compton College, may not happen right away because of a glitch in the system; trying to figure that out and fix that. She is anticipating and hoping that the agreement will be copied probably prior to this name change. So hopefully, by the time we start fall will at least have the agreements in place.

C. Richette Bell – asked about dual enrollment software; is this to be included in Futures Foundations grant? Where we are with that or are we still considering doing that. Dr. Jimenez responded that in the College Futures Foundations Grant we have agreed to have consultants allocate for year one for dual enrollments. Doesn't think we have money for this. Working with Strata to help find an optimal platform to help with dual enrollment. We are in conversations to help provide a repository for streamlining and tracking forms. We have money now to reach out to a consultant now where that money comes from in order to purchase the platform, but he doesn't know that or the timeline.

Barbara Perez commented that we need to take inventory on what reports we have and what reports we need from Ellucian. We have to map out what we need and where this info is stored. We need to meet with all players to see what has been provided by Argos, what we need, and prioritize them. We have to do an assessment ourselves as to what is needed and how to get it done.

Dr. Cesar Jimenez said he has connected with Richette to find out what students are on probation, but it has been difficult, and he has asked for an IE report. We need to do a probation workshop.

Barbara Perez commented said she has been asking for availability of key players based on dates and times but so far no one has responded (Cesar, Richette, and Lauren). She said she does not have a strong understanding of the three levels – what needs to be started. Lauren Sosenko will follow-up.

5. Next steps

No discussion

END: 3:40 p.m.

**Next scheduled meeting:
Tuesday, September 1, 2020 at 2:30 p.m. via Zoom**