



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: December 3, 2019

Recorder: Paula VanBrown
Location: Board Room

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.

Present:

Nelly Alvarado
Richette Bell
Rebekah Blonshine
Keith Cobb
Keith Curry

Paul Flor
Cesar Jimenez
Elizabeth Martinez
Heather Parnock

Barbara Perez
Rachelle Sasser
Nelson Shirota
Lauren Sosenko

1. Review minutes from November 5, 2019 meeting – Approved

2. Compton CCD 2016-2021 Partnership Transition Plan

Updates due by December 20, 2019 per Dr. Keith Curry

3. Banner Issues/Outstanding Items

The Transition Team discussed Banner Issues. Per Dr. Curry Banner has apologized and offered to provide two additional staff to the District February 1 through July 31, 2020, one to Information Technology (6 total); and one who will work with the District on How To Guides. Dr. Curry will be speaking at a Banner Conference on basic needs. Ellucian is creating a Basic Needs screen.

4. Areas of Focus

A. Admissions & Records:

Richette Bell reported she has submitted the first National Clearing House update; talked to Scarlett; Compton College not active yet, still shows name as El Camino College; Banner coding ESL students incorrectly – had to remove. Should have solid updated report the next report; targeting the 18th of each month for report. SSC Roster is going to Keith Cobb from the National Student Clearing House. Working on providing clean data for submission. Self-service for enrollment verification – not ready yet.

Richette Bell reported Credentials is used for online transcript requests, students can order transcripts here. Sent sample of transcript paper; got new certificate folders. “Diplomas on Demand” will allow Compton College to print certificates in-house. Currently using Herff Jones, but these cost about \$15 each and takes a few days to receive. Trying to work this out by for June. Dr. Curry instructed Richette Bell to write a policy on when diplomas should be offered Richette Bell will make a presentation to Keith Curry on how this will be done – covers, design, etc.; cost should be about \$300/year.

B. Academic Affairs:

Barbara Perez (by phone) reported all Curriculum issues have been addressed and approved. She also reported the Chancellor's Office said (COCI) Chancellor's Office Curriculum Inventory will be down until January 7, 2020. Needs to modify and/or enter all courses into Banner. Got report out of Argos and it needs a few manual edits. Barbara Perez said she will let them know how she doctored the report, so Argos can help with it. She has sent the report to Nelson Shirota for review. Andrei Yermakov said he can help with this also.

Heather Parnock said she needs the timeline for the production of the catalog and needs to post online before registration starts. Barbara Perez stated the catalog is usually put together between January and March; Dr. Curry said he is sending an email to Dr. Atkinson-Alston and to Maya Medina.

Barbara Perez stated that CurricuNet went live last spring. All course information is there; just needs to be uploaded. Keith Curry said he needs a timeline for who needs to contribute information.

C. Student Services:

D. Business Services:

Steve Haigler reported he is trying to make sense of data; 1) reconcile Financial Aid reports to Bank Mobile; 2) Needs to decide how report should be formatted; 3) Reconcile cash-back to bank statements.

Keith Cobb reported he initiated a call to Strata Information Group.

Steve Haigler reported he met with David on how he will reconcile money from Title IV. Keith Curry requested a board letter from Keith Cobb regarding this concern.

Steve Haigler reported he has two new accountants starting next week; one for Financial Aid and one for Bonds.

Keith Cobb reported he has about \$3M available.

E. Communications:

Heather Parnock reported that she is working on format for transcripts and diplomas, and the 2021 catalog and schedules.

F. Financial Aid:

Keith Cobb – No report

G. Information Technology Services:

Andrei Yermakov reported the ITS Department is working on: 1) Canvas ILP: We requested from Ellucian to upgrade our ILP from version 4.0 to 5.0. The upgrade will resolve the problem we experience in Canvas by displaying the course section IDs. 2) Workflow: Ellucian is working on delivering the two workflows. The Workflow is the outstanding module that Ellucian has not delivered. 3) Automic: We need to automate many Financial Aid tasks in Automic. We may need additional Ellucian implementation services to assist us with Automic programming. 4) BDM: Compton College Admission & Records is working on configuring the Banner Document Management module. Also, we need to perform a conversion of our legacy records that are stored in Viatron to BDM. This task will require Ellucian professional services' help. 5) Argos: We collected over 150 custom reports that need to be developed in the Argos system. Argos provides process for requesting reports. Lauren Sosenko suggested a master list of who can access which reports. Strata Information Group (SIG) is used for assistance with some reports. Andrei

Yermakov met with Dr. Blonshine and will install ipads sometimes this week. 6) OneCard: Evisions acknowledged the problem with the hardware check-in stations. They are researching to find a resolution for Compton College. Evisions also failed to implement the API between Banner and OneCard. Andrei Yermakov has met with Allucian on integration, but the process is not transparent; need to receive status as partner with Allucian. 7) Production Calendar: We will be developing the Production Calendar in our Office 365 platform to monitor all ERP tasks college-wide. 8) Form Fusions: Ellucian is working on the printer configuration in the Form Fusion system so that we can print our official transcripts from Banner. Lauren Sosenko asked for clarification of MIS reporting submission.

H. Police Services:

Chief Ramund Box Absent; no report.

I. Nursing:

Dr. Abiodun Osanyinpeju's report included: The Board of Registered Nursing (BRN) approved the Nursing program's new concept-based curriculum beginning with the fall 2019 cohort; continuing to meet monthly with BRN. The Compton College Nursing Director and faculty continue to discuss, develop and implement strategies to improve the quality of the program and the NCLEX pass rates. Latest NCLEX pass rates 97% success. Working on policies and strategies for student success plan. Nursing faculty are attending workshops with an NCLES professional expert to help prepare and ensure the success of students that completed the Nursing Program at Compton College between June 2017 and June 2019 but have not taken or passed the NCLEX-RN examination. The Nursing faculty has also been working with an NCLEX professional expert to prepare students who will complete the Nursing Program in fall of 2019 to take and pass the NCLEX on the first attempt within 90 days after graduation. They are establishing job descriptions for the assistant director, skills lab coordinator, simulation lab coordinator, student success coordinator, and student success facilitator positions. Starting pre-licensure activities with BVNPT for VN program.

Other Items:

**Next scheduled meeting:
Tuesday, November 5, 2019 at 2:30 p.m. in the District Boardroom**