

## Transition Planning Team Meeting Agenda

Tuesday, January 7, 2020

- 1. Review minutes from December 4, 2019 meeting**
  - a. National Student Clearinghouse**
  
- 2. Compton CCD 2016-2021 Partnership Transition Plan**
  - a. Dr Curry will send out transition plan. Everyone must submit updates by the end of the week.
  
- 3. Banner Issues/Outstanding Items**
  - a. Scope of work. Ellucian providing additional support from February 1- July 31, 2020
    - i. 2 for ITS
    - ii. 1 for degree works
    - iii. 1 for fin aid
    - iv. 1 for A&R
    - v. 1 for how to guides
    - vi. 1 for Business services
  - b. What kind of help is needed?
    - i. Richette
      1. Graduation assistance. Helping Felicia with coding on the transcript (AP Scores, IGETC certifications, credit by exam, everything new that has not been done before). Banner communications. How to guides for all A&R duties. Individual guides for each position in A&R.
      2. Setting up future terms. Troubleshooting. Interpreting banner speak.
        - a. Barb- discovering that there are holds. Drop rosters that are not visible.
        - b. Business practices- clearance, and pre-requisitions needed to be done more than once. Clearance (forever) vs term clearance (term specific)
          - i. Barb- may need to create exempt codes to address the issue
          - ii. Registration support- add codes not working
          - iii. Faculty support. Richette does not have access to faculty screens. Barb has been doing it now.
            1. How to use the add codes?
            2. Dr. Curry- can we use the faculty coordinators for that?
              - a. Barb- technically, yes. But they also do not have access to the screens.
          - c. Credentials transcripts
      - ii. Keith Cobb
        1. Roll over for 2020- 2021 needs to be done in February/March
        2. Barb- a consultant will be here for the new year, it has already been set-up. Andrei and Keith will confirm
        3. Parameters for SAP are not working.
        4. Can they set up Atomic with Argos?

5. Re-run certain processes in Spring
6. How to guides for individual programs throughout the office
- iii. Barb
  1. Degree works
  2. catalog rollover
  3. Modify the scribing
  4. Ask for how to videos for Cesar
- iv. Business Services
  1. Reconciling transactions with financial and accounts receivables
  2. 1080 is on schedule
- v. Processing to remove the \$10 Student Activity fee
  1. Richette- Antonio was working on something
  2. Andrei- there are still a few items that need to be delivered

#### **4. Areas of Focus**

##### **a. Admissions and Records- Richette Bell**

- i. National Student Clearinghouse- have submitted 3 files and each time we get back errors. Spoke with Antonio, who is baffled. One thing pending for 6 students. Should submit another one by the 15 of January. Hoping to submit a file before that. Hopefully it will resolve all issues.
  1. Dr. Curry- clearinghouse issues cleared once a month
  2. Richette- issues are with withdrawals (program withdrawal date &...) that do not match. Think the problem may be in the credentials side. Issue may also be with the fact that SSNs are not required.
  3. Report will help with deferments. Will not have to come to A&R for that.
- b. Scanners have been installed for BDM. Have to return to Adrei index fields and document types. Once that is done, it will be presented to the Student Services managers meeting to determine who needs access
- c. Working on setting up summer and fall 2020, so they can start entering courses
- d. Met with Heather to look at diploma papers, includes certificate and diploma paper. Will put together a proposal to print diplomas in house during summer and fall.
- e. Waiting on PO for diploma mailers
- f. Having conversations about waitlists
  - i. Challenges with students understanding the waitlist process. Have done some work putting info on the portal and the registration page because people are having challenges understanding the process. Need to educate
    1. Heather- will include info on the class schedule
- g. Credentials- implementation update for online transcript
  - i. Have not figured out how to resolve the issue.
- h. Academic Affairs- Barbara Perez**
  - i. Functioning. Need to update all the curriculum in Banner. Will work with Maya. Barb is creating a how to sheet before moving forward.
  - ii. need reports for tracking things. Nelson will provide info
  - iii. Basic schedule development. Started working in summer and fall 2020

- iv. Catalog committee- Maya has put together a committee: Heather, Keith Cobb, Barb, Dr. B, Richette, Valerie, and Kendall
- v. Colleen needs to be part of the committee and work on the board policy section
  - 1. Came out with a timeline
  - 2. Broke all pages into a word document.
  - 3. Heather- Board Policies need to be updated before print. Will significantly cut the number of copies. Still at a one year catalog, 2020-2021
    - a. Addendum had a backdate through summer 2020.
- vi. Curriculum- board approved all changes. Have until the 2<sup>nd</sup> to get everything in. Maya will work with Barb in case they need to ask for an extension from Raul
- vii. Follow-up with cooperative education because the chancellor's office didn't have an updated plan from Compton College. Also follow-up with COCI

**i. Student Services- Elizabeth Martinez**

- i. Student Communications
  - 1. Workgroup to put together a communications platform. Capacity and mode of communication appropriate for the message. Working through limitations. Guided Pathways Success teams want to communicate with students. However, major may not be updated by the student. Pulls from major selected when they submit their CCC apply application.
- ii. Comevo
  - 1. Finalizing the video scripts. Will hand them off to heather for approval
  - 2. Confirmed recording the last week of February
    - a. Dr. Curry is scheduled for February 25
- iii. CRM Advise
  - 1. Timeline for early alert. Had meaningful testimonials from students and faculty
    - a. 12 faculty
    - b. Generated over 300+ communications
  - 2. Dr. B- have taken care of some of the hiccups. Would like to develop a game plan for flex day. There may be something planned with SRC.
    - a. Dr. Curry- Thursday, February 13 is the required day
    - b. SRC is on Wednesday, February 12.
      - i. Dr. Curry- SRC cannot get the entire day. Need to include early alert on flex day. Maybe a panel or a demo and have faculty sign-up for spring
      - ii. Have the advisors present to the classified staff
    - c. Need to send early alerts earlier
- iv. Degree Works
  - 1. Need to upload Ed Plans so students can access them through the Compton portal
  - 2. Need a consultant for training

**j. Business Services- Dr. Keith Curry**

**k. Communication- Heather Parnock**

- i. Working with Richette on certificates and diplomas
- ii. Communications- continue working on the matrix
- iii. Catalog with Maya

- iv. Working on the schedule with Barb
- v. Comevo with Nelly
- vi. Compton website- departments have been making edits

**l. Financial Aid- Keith Cobb**

- i. No current updates

**m. Information Technology Systems- Andrei Yermakov**

- i. Technical call gathering. Ready for the 5.0 upgrade. Waiting for Christina for implementation
- ii. Workflow- ran into obstacles with one of the workflows and are working through it. Have not heard about the second issue-
- iii. Atomic- financial aid- hopefully will get assistance from someone who has atomic skill
- iv. Banner document management (BDM)- made progress.
- v. Need to perfViatron
- vi. Argos- collected requests from departments. Need over 100 different types of reports.
- vii. Strata Information Group- need
- viii. Touchnet- terminals installed by end of March
- ix. Production calendar-
- x. Form fusion- Ellucian failed to connect the printer to the module to print official transcripts. Have not heard back from them

**n. Police Services- Chief Ramund Box**

- i. Interviews – 6 qualified for the interviews. It is difficult to pass the PFT.
  - 1. Changed the recruitment strategy
  - 2. Will look into recruit trainings
  - 3. Will hire 6 officers

**o. Nursing- Dr. Abiodun Osanyinpeju**

- i. Dr. Peju- New Associate Interim Dean hired in December. Able to submit the reports that were due in December.
- ii. Report addresses the job descriptions and plans for the site visit later this year. Includes the student success plans.
- iii. Department approved
  - 1. Dr. Curry- are the courses for CNA approved? Barb- maybe just one of them. Could never find the second one in El Camino's Board.
    - a. Will be a part-time assignment. Open entry.
    - b. 5 unit course- 52 hours of lecture 120 hours of lab
      - i. Need to develop the curriculum cause it does not reflect with what was submitted.
      - ii. Looking at starting fall 2021
    - c. CNA not a financial aid eligible program
    - d. Dr. Peju provide an update on when the CNA program was approved
    - e. Working with Kaplan for the review for December grads
    - f. Announcement for nursing faculty closed Dec. 28

**5. Other items**

## 6. Next steps