



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: January 7, 2020

Recorder: Nelly Alvarado
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
Andrei Yermakov

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, 2020 through July 31, 2020
 - i. 2 for ITS
 - ii. 1 for Degree Works
 - iii. 1 for Financial Aid
 - iv. 1 for Admissions and Records
 - v. 1 for How-to-Guides
 - vi. 1 for Business Services
- b. What kind of help is needed?
 - i. Richette Bell, Admissions and Records
 - 1. Graduation assistance. Helping Felicia Hatten 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 Admissions and Records duties. Individual guides for each position in Admissions and Records.
 - 2. Setting up future terms. Troubleshooting. Interpreting Banner Speak.
 - a. Barbara Perez – 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. Barbara Perez – may need to create exempt codes to address the issue
- ii. Registration support – add codes not working
- iii. Faculty support. Richette Bell does not have access to faculty screens. Barbara Perez has been doing it now.
 - 1. How to use the add codes?
 - 2. Dr. Curry – can we use the faculty coordinators for that?
 - a. Barbara Perez – technically, yes. But they also do not have access to the screens.
 - b. Credentials transcripts
- ii. Keith Cobb, Director, Financial Aid
 - 1. Roll over for 2020-2021 needs to be done in February/March.
 - 2. Barbara Perez – a consultant will be here for the new year, it has already been set-up. Andrei Yermakov and Keith Cobb will confirm.
 - 3. Parameters for SAP are not working.
 - 4. Can they set up Atomic with Argos?
 - 5. Re-run certain processes in spring 2020.
 - 6. How to guides for individual programs throughout the office.
- iii. Barbara Perez, Vice President, Academic Affairs
 - 1. Degree works
 - 2. Catalog rollover
 - 3. Modify the scribing
 - 4. Ask for how-to videos for Cesar Jimenez
- 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 Bell – Antonio was working on something
 - 2. Andrei Yermakov – 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 Bell – 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.
- ii. Scanners have been installed for BDM. Have to return to Andrei Yermakov index fields and document types. Once that is done, it will be presented to the Student Services managers

- meeting to determine who needs access. Working on setting up summer and fall 2020, so they can start entering courses.
- iii. Met with Heather Parnock to look at diploma papers, includes certificate and diploma paper. Will put together a proposal to print diplomas in house during summer and fall.
 - iv. Waiting on Purchase Orders for diploma mailers
 - v. Having conversations about waitlists
 - vi. 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 Parnock – will include info on the class schedule
 - vii. Credentials – implementation update for online transcript- Have not figured out how to resolve the issue.

b. Academic Affairs – Barbara Perez

- i. Functioning. Need to update all the curriculum in Banner and will work with Maya Medina. Barbara Perez is creating a how-to sheet before moving forward.
- ii. Need reports for tracking things. Nelson will provide information.
- iii. Basic schedule development. Started working in summer and fall 2020.
- iv. Catalog committee – Maya has put together a committee: Heather, Keith Cobb, Barbara Perez, Dr. Blonshine, Richette Bell, Dr. Woodward, and Dr. Radcliffe.
- v. Brittney Starling 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 Parnock– Board Policies need to be updated before printing. Will significantly cut the number of copies. Still at a one-year catalog, 2020-2021.
 - a. Addendum had an backdate through summer 2020.
- vi. Curriculum – board approved all changes. Have until the 2nd to get everything in. Maya Medina will work with Barbara Perez in case they need to ask for an extension from Raul Arambula.
- 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.

c. 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 Parnock for approval.
 - 2. Confirmed recording the last week of February
 - a. Dr. Curry is scheduled for February 25, 2020
- 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. Blonshine – has 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 Educational Plans so students can access them through the Compton College portal.
 - 2. Need a consultant for training.
- d. **Business Services – Dr. Keith Curry**
- e. **Communication- Heather Parnock**
 - i. Working with Richette Bell on certificates and diplomas
 - ii. Communications – continue working on the matrix
 - iii. Catalog with Maya Medina
 - iv. Working on the schedule with Barbara Perez
 - v. Comevo with Dr. Alvarado
 - vi. Compton website – departments have been making edits
- f. **Financial Aid- Keith Cobb**
 - i. No current updates
- g. **Information Technology Systems- Andrei Yermakov**
 - i. Technical call gathering. Ready for the 5.0 upgrade.
 - 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. Argos – collected requests from departments. Need over 100 different types of reports.
 - vi. Strata Information Group – need
 - vii. Touchnet – terminals installed by end of March.
 - viii. Production calendar
 - ix. Form fusion – Ellucian failed to connect the printer to the module to print official transcripts. Have not heard back from them.
- h. **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

i. Nursing- Dr. Abiodun Osanyinpeju

- i. Dr. Osanyinpeju – New Associate Interim Dean was hired in December 2019. 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? Barbara Perez – 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 because it does not reflect with what was submitted.
 - ii. Looking at starting fall 2021
 - c. CNA not a financial aid eligible program.
 - d. Dr. Osanyinpeju provided 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 December 28, 2019.

5. Other items

6. Next steps

**Next scheduled meeting:
Tuesday, February 4, 2020 at 2:30 p.m. in the District Boardroom**