



TRANSITION PLANNING TEAM MEETING NOTES

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

Recorder: Keith Curry
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
Keith Cobb
Keith Curry
Paul Flor
Jim Grivich

Cesar Jimenez
Elizabeth Martinez
Abiodun Osanyinpeju
Heather Parnock
Barbara Perez

Rachelle Sasser
Nelson Shiota
Lauren Sosenko
Shirley Thomas
Andrei Yermakov

1. Review minutes from February 4, 2020 meeting

A. National Student Clearinghouse

- i. Richette Bell reported that there were three submissions to the National Student Clearinghouse last week.
- ii. Lauren Sosenko – Research needs-where did students enroll after they left Compton College. She also mentioned creating a report describing the Fact Book with all information relating to students.

B. Banner Assistance – Dr. Keith Curry thanked the Ellucian-Banner Team for their help.

- i. Glen Johnson, General Manager, IT Services, introduced himself, reporting that staff will provide assistance for 6 months to assess what do we need to do to help students. Other individuals from Ellucian were there for the meeting.

CRM Advise – Cesar Jimenez is the lead

- Early Alert – Registration
- Atomic – Student’s matters report
- TouchNet – where is data housed after students’ check-in (One Card)
- Financial Area – Banner not being used for Financials; using LACOE, PeopleSoft
- Argos Reporter – How do we get reports generated. It would be helpful to see reports from other colleges.
- Ellucian – In the process of installing Cornerstone.
- Nelson Shiota– Using Argos; needs to refine process.
- Barbara Perez – does quick calculation for student enrollment.
- Dr. Curry – Mobile – How do we make updates/do we have access to updating?

- Barbara Perez – Only manual intervention possible.
- Dr. Curry – Can this be refined for an easier report.
- Jim Grivich – Can all information from Banner be done without manual intervention?
- Andrei Yermakov – Argos report; can go in and get data from PeopleSoft into Banner within LACOE’s rules.
- Glen Johnson – Overall we can help Compton College address these concerns.
- Dr. Curry – Many third-party vendors are saying they do API – Job Speakers, Star Gate, etc. We need a better understanding/process/cost of API, also Data Governance policies. Asked Jim Grivich to look at policy regarding third-party purchased.
- Lauren Sosenko mentioned data warehouse and how do we connect.
- Dr. Curry stated that a committee needs to be formed – Andrei Yermakov, Lauren Sosenko and Ellucian regarding the data warehouse.
- Lauren Sosenko stated that we need a fully-functioning data system.

2. Compton CCD 2016-2021 Partnership Transition Plan

Dr. Curry reviewed the Compton Community College District 2016-2021 Partnership Transition Plan and requested the area of focus leads to provide any updates.

3. Areas of Focus

A. Admissions and Records - Richette Bell

- Reported there are many registration issues; Portal – had to drop students, Spring and Winter;
- Needs to follow-up on diplomas (printing);
- Need funds for diploma covers;
- Credentials (for transcripts) has provided draft. Still unable to access transcripts on-line;
- Gave list to Andrei Yermakov to set-up documents/transcripts, IDs for students; only given email; how do we follow-up with students;
- Form 1098T – students who are paying their own tuition and need this tax document for filing taxes.
- Barbara Perez stated these are generated by mail.
- Richette Bell stated that some students don’t have addresses.
- Heather Parnock said they could go through the Bursar’s Office; Jim Grivich to follow-up on this.
- Keith Cobb said students have been calling and Financial Aid is awaiting documents.
- Barbara Perez – no, this is illegal because these documents contain personal information.
- Dr. Curry asked Jim Grivich to follow-up on the from 1098T.

B. Academic Affairs - Barbara Perez

- Has successfully rolled over the class schedule for the summer 2020 term.
- Will probably roll Fall semester tomorrow (February 5, 2020.) Areas should be able to roll-down student verifications with student IDs.
- Banner is not distinguishing a.m. from p.m., they are working on fixing this.
- February 28, 2020 is the next date program can be tested.

C. Student Services - Elizabeth Martinez

- Met in January 2020 regarding implementation tools. Visited Georgia State to see how tools are being used. Elizabeth Martinez stated this is an issue because we are trying to formulate Guided Pathways. What is the process to be sure students are in the correct Guided Pathways Divisions; need more guidance and structure.

Discussion:

- Dr. Curry asked if anyone is following-up on students who have applied, but not registered.
- Dr. Nelly Alvarado responded no, they are not. Once they are enrolled they are out of CRM Recruit.
- Heather Parnock reported that CCCApply does not connect to CRM Recruit.
- Dr. Curry reported that enrollment is down and there are students in CRM Recruit and have not received any communication from Compton College. Can we send them information about registration?
- Heather Parnock said mostly for fall semester. We can request a list of students for fall enrollment, but she does not know who does that? Who would know who applied for fall 2019, but didn't register?
- Dr. Curry asked how do we communicate with these students. There are many prospective students signed-up in CRM Recruit and they need to register.
- Heather Parnock said she has a communication available and ready, but how to communicate this to prospective students.
- Dr. Curry said Heather Parnock can contact these prospective students and say thanks for your interest, please register and give registration information.
- Lauren Sosenko suggested using CRM Recruit; create "event"; send surveys to all students, faculty, and staff.
- Cesar Jimenez suggested sending emails, but we don't have any way to track.
- Dr. Curry said we need a plan and asked how many students are in CRM Recruit.
- Cesar Jimenez suggested CRM Advise – Dr. Jimenez and Dr. Blonshine, advisors and counselors will follow-up.

D. Business Services - Dr. Keith Curry

No Report

E. Communication - Heather Parnock

- Transition Plan Chart; need to remove clerical positions and add Foundation. She reported that web pages are up to date. Heather Parnock asked if we have a seal for diplomas? Dr. Curry said to keep the old one, and instructed Heather Parnock is to redesign and include tower.
- Heather Parnock reported she is working on an emergency operation plan with Chief Ramund Box and asked who would be protected in an emergency.

F. Financial Aid - Keith Cobb

- System on schedule, functioning as it should. Still needs to do IPEDs except for Institutional Effectiveness.

G. Information Technology Systems - Andrei Yermakov

- Has met with Ellucian Technical Team
- Atomic-financial aid – hopefully will get assistance from someone who has atomic background knowledge.
- Banner document management (BDM) – making progress.
- Will implement LACOE Advanced financial, Payroll, and Human Resources systems.

H. Nursing - Dr. Abiodun Osanyinpeju

- 100% pass rate for last quarter
- Last quarterly report to BRN (Board of Registered Nursing) was submitted and accepted.

- About 30 post-grads have come in for review.
- The Board of Registered Nursing approved the Nursing Program new concept-based curriculum beginning with the fall 2019 cohort.
- Continue with the Assessment Technology Institute standardized testing in all courses across the curriculum
- Hire a permanent associate Dean/Program Director with a start date of July 1, 2020
- Hire skills lab coordinator, simulation lab coordinator, student success coordinator, and student success facilitator positions for spring 2020.
- Recruit and hire two additional full-time nursing teaching faculty for the spring 2020 semester.
- Revamp the nursing program website and establish a new webpage for the nursing program committee to improve transparency and communication.
- Finalize preparations for the BRN Site visit scheduled for fall 2020 by spring 2020.
- Start to offer Compton College CAN program.
- Start to offer Compton College Vocational Nursing program.

4. Other items

5. Next steps

**Next scheduled meeting:
Tuesday, March 3, 2020 at 2:30 p.m. in the District Boardroom**