SB 1456 IMPLEMENTATION TASK FORCE
MEETING NOTES

Present: Dave Anter, Dave Fuhrmann, Erika Endrijonas, Graciella Casillas-Tortorelli, Joel Diaz, John Cooney, Karen Engelsen, Kimberly Korinke, Lisa Hopper, Lori Bennett, Mary Rees, Michael Rose, Patricia Ewins, Peder Nielsen, Richard Duran and Susan Bricker

Absent: Anitra Evans, Brian Fahnstock, Deborah La Teer, Guadalupe Guillen, Patrick Jeffersen, Victoria Lugo

Guests: None

Meeting Date: **03/21/14**   Meeting Notes Attached: **02/28/14**   Recorded By: **Karla Banks**

AN = Action Needed	AT = Action Taken	D = Discussion	I = Information Only	CR = Committee Referral

DISCUSSION/DECISIONS

1.	Welcome/Call to Order	I	The meeting was called to order 2:00 p.m.
2.	Welcome New Members	I	Dr. Durán welcomed the Counseling Department Chairs as new members of the SB 1456 Implementation Task Force.
3.	SB 1456 Implementation Matrix Review		
	o Campus Flow Chart / Data Collection Points	I	Moorpark and Oxnard colleges distributed flowcharts outlining their respective activities in support of SB 1456 data elements.
	o IT Flow Chart / Banner Update	I	M. Rose distributed the following documents: VCCCD SB1456 Data Elements Flowchart; myvcccd Student Portal Screen Shot; myvcccd – *MySuccess* - Student Portal Screen Shots (condensed and expanded) and myvcccd Student Services/Faculty Checklist.

D. Fuhrmann briefly discussed the following items: started mapping existing SM fields in Banner to the SS fields(SS01-SS05); SS fields in Banner should be released sometime around April 4; and SS06-SS11 involve money – fields show how we will be able to collect our money – John and Mike have begum mapping those out.

M. Rose gave a briefly overview the documents and

the Task Force member briefly discussed the following item(s): *SS01 Educational Goal* – data is collected in the application (also through DegreeWorks and the Financial Aid process), every time they register they can update this information; *SS02 Course of Study* – data is collected from the same sources identified in SS01 (DegreeWorks, etc.); *SS03-SS05 Exemptions* – student must be exempt from all three in order to qualify for exempt status, programmatically are allowed to exempt a student by seeing who has an associate degree or higher or by a Counselor's referral, exempt students lose their priority registration status, it may be helpful to record and report all exemptions, 25% undecided is the goal (SS01) – across the District, if 03-04-05 are exempt then you may want to report 02 but you don't have to, we should ensure students are aware how claiming exemption will affect their priority registration; *SS06 Initial Orientation* – online orientation is collected in an orientation system and fed into Banner captured online and for "in-person orientation hoping to campus it in GradesFirst, can also be captured through personal growth classes (Mike suggested Karen create a roster in Grades First for PG courses that could count as orientation), can check the Student Services Check List (purple page) – staff/faculty would have access to this database and would be able to enter student orientation information here also, DOC has approved the funding for GradesFirst and there will be two onsite training sessions per college – it will be up to each campus whether they want to cancel SARS (Dave will coordinate cancellation of SARS with the colleges that choose to get rid of it), IT working on single sign-in on portal and automating an automatic upload of student data, also working on GradesFirst providing an automatic/on-demand extraction of data into Banner), who will be responsible for ensuring orientation data in entered into the system; R. Durán suggested that these types of things that should be outlined on our implementation matrix – assign who will be responsible for getting information into the system in a timely manner; *SSO7 Initial Assessment* – each college has assessment procedures in place (all do it differently) that are collected in Banner; able to use a lot more than just Basic Skills assessment (CA Career Café, etc.) – Erika clarified that any other services will be under "other services" so would go under SS11, possibility that only the State-approved assessment would be reported under SS07 in the future; *SS08*

Counseling/Advisement – hoping to use Grades First for primary source of data collection; again, someone will need to go in to our database and check that they have performed this service – hopefully, the Counselor will do this; we are permitted to have repeats on this one so we will collect every single time and we will report as either "initial" or "follow-up"; one thing that may come out of this group is we recommend the District use Grades First to capture all counseling appointments and all counselors will be required to use it; two functions to MIS data – 1) to drive funding and 2) to provide an accurate count of the services we are providing; Counseling Assistant visits would fall under SS11; Learning Disabilities Specialists work with students as faculty specialists – will they count the same as Counselors; *SS09 Education Plan* – collected in DegreeWorks; any ed plan that has at least one term with one class in it will be counted as an abbreviated ed plan; we will be allowing student to edit their own ed plan in DegreeWorks and build their own abbreviated ed plan which we can claim and it would satisfy priority registration requirements; for a comprehensive ed plan it needs to be approved by a Counselor – student has to see a Counselor and have the ed plan approved; online students will be able to set up ed plans and receive online counseling services; R. Duran said that this is another type of information that needs to be added to our implementation matrix – envisioning that even after the SB1456ITF work is completed there will be a need for a SSSP Committee to monitor and oversee implementation over the next few years, how are we training new/incoming students about DegreeWorks, everyone will have to understand that they have to use Grades First for orientation/ assessment reporting and DegreeWorks for ed plan reporting; *SS10 Academic Progress* – academic progress services (probation workshops, etc.) [need to identify what falls under this category; we do not currently collect this information in any way; plan to look to GradesFirst to capture this information; students should be able to sign up for probation workshops in GradesFirst, instructors should be able to set up groups workshops, etc. utilizing GradesFirst; IT will work to ensure GradesFirst works for all these instances; *SS11 Other Services* – will handle programmatically through DegreeWorks counseling appointments and ed plans; career services, placement services, etc.; may use GradesFirst and/or our Student Services Checklist to capture these services; can class

visits (counseling, health center, etc.) be counted – believe they should be counted.

	AN	**John Cooney/Michael Rose will get clarification of which assessments would go under SS07 and which would go under SS11.**
	AN	**Erika will follow-up on whether Learning Disabilities Specialist student counseling/advising are counted the same as General Counseling appointments.**
	AN	**The Task Force members will bring a list of services that should be considered under Code SS10–*Student Academic Progress/Probation Service and/or SS11–Other Services.***
o Portal Shots	I, D	M. Rose briefly discussed the following item(s): mycollege tab is the first tab the students will see when they come to the corner; yellow exclamation mark (warning their registration may be delayed) will direct them to the mysuccess tab; success page will still have the warning if they have things they need to do – red/green checks let students know if they have or have not completed a step; checks will direct students to where they need to go; once completed the big yellow warning turns into a big green check; may have link "check here to see your registration appointment"; goes hand in hand with the Student Services Checklist which also has green checks and red x's; give the detail of what we are reporting; also gives the Counselor an easy view to determine if a student is exempt for certain things; purple sheet is for the Counselor/Staff; Counselor can put 900# in search box or name of a student to pull up a record; this is just an idea at this point (it is not real or live yet); will need to add contact with students for some things in GradesFirst; working on making this a mobile application also.
5. Discussion/Other		*There was no discussion on this item.*
6. Future Meetings	I	The remaining meeting dates are as follows:

- March 21
- April 11
- April 25
- May 9

7. Adjournment	I	The meeting adjourned at 3:30 PM.