Student Success Support Program (SSSP) Workgroup Meeting Minutes	**November 8, 2013** **9:00 a.m. to 4:00 p.m.** **Black Oak Resort**

Attendees:

Randy Barton, Matt Christman, Colleen Henry, Shawn Jordison, Elizabeth Pfleging, Melissa Raby, Rick Rivera, Karin Rodts, Adrienne Seegers, Diana Sunday, Tina Trolier, Chris Vitelli

Absent:

Courtney Castle, John Leamy

Agenda

Welcome & Introductions	Melissa Raby	15 minutes
Student Success Initiative Overview	Melissa Raby	45 minutes
Cynosure Demo	Paul Zimmerman	60 minutes
Comevo Demo	Doug Sawyer	60 minutes
SB 1456 Overview	Melissa Raby	60 minutes
Group Exercise (Orientation/Assessment/Counseling)	All attendees	60 minutes
Wrap Up / Next Steps & Next Meeting	Melissa Raby	5 minutes

Additional Information

Melissa Raby chaired the SSSP Team meeting which began at 9:20a. A group exercise was conducted to introduce SSSP

Team to one another, and the meeting began at 9:55a.

Minutes

TOPIC: Student Success Initiative Overview | **Melissa Raby** | **45 Minutes**

Discussion: Melissa outlined the concerns of California Legislators regarding the low percentage of students obtaining educational goals in a timely manner. A student success initiative was created to provide support to students, and a task force was created. She reviewed the key components that must be developed and implemented to increase the percentage of community college students earning degrees/certificates and transferring to a four-year institution. The Student Success Act of 2012 which outlines the key components include attending an orientation, completing an assessment test, and creating an Ed Plan in order for students to qualify for receiving priority registration (see SSSP Overview presentation attached).

Conclusions: None

Action items: None	**Person responsible**:	**Deadline**:

TOPIC: Cynosure Demo | **Paul Zimmerman** | **60 Minutes**

Discussion: Paul Zimmerman provided the webinar for Cynosure's online orientation, since orientation is required for priority registration. Cynosure has served 30+ community colleges since 2004. Cynosure's online orientation demo was creative and used videos filmed at each college. It was advised that neither iPads nor mobile devices could be used to view the online orientations. There were a few technological glitches during the webinar which caused uncertainty about the quality and dependability of this service.

Conclusions: Continue to research other online orientation providers; contact Jeribai Tascoe to discuss consulting.

Action items: None	**Person responsible**:	**Deadline**:

TOPIC: Comevo Demo | **Doug Sawyer** | **60 Minutes**

Discussion: Doug Sawyer provided a webinar on Comevo's online orientation. Comevo has served over 100 higher education clients since 2006 and they are the leading provider of online orientations. Creation of the story board for the online orientation would require time for CC staff or additional fees for support of Comevo. Comevo charges a one-time startup fee and then an annual subscription fee is assigned after annual useage is reviewed; captioning requires additional fees. Path of choice pages was discussed which allows students to determine which orientation to watch according to the way they answer questions (HS Grad? Xfer Student? Already has a degree?, etc. Technological questions were asked about DSPS students' ability to view/hear the orientation. Doug followed up with this information:
Q: How do hearing-impaired students access MP3 content?
A: Our recommendation is to create textual content on the page. The recording is static.
Q: Can we create closed captioning through the Management Console?
A: No. The best way to do it is to provide us with timed text or hire us to do it for you.
Q: Does Comevo offer other template options?
A: Yes we can create a custom template for you at an additional cost. Our standard startup fee for the Premium Package covers the creation of our standard template design and is matched against the style sheets used on your school website.

Conclusions: It was agreed that although this orientation provider offered more technological options than Cynosure (such as iPad usage), other online orientation providers should be researched.

Action items: Continue to research other online orientation providers; contact Jeribai Tascoe to discuss consulting.	**Person responsible**: Melissa Raby	**Deadline**: 12/6/13

TOPIC: SB1456 Overview	Melissa Raby	60 Minutes

Discussion: The Summary of SB 1456 was reviewed by Melissa. This included the Implementation Timeline which began in FY12/13, a system-level planning year, and going through FY 16/17 when the SSSP should be in its third year of implementation (see SSSP Overview presentation attached). Melissa reviewed the order and causes for loss of priority enrollment, exemptions & appeals, SB 1456 & the BOG Fee Waiver, the timeline for fee waiver regulations, pertinent changes to the matriculation process, the scope and intent and core services of SSSP, and how Columbia College's SSSP Task Force will assist in creating a SSSP plan and budget that will meet the upcoming Title 5 requirements, MIS data collection requirements, funding guidelines and the credit funding formulas including allowable expenditures for college match.

Conclusions: SSSP task force must make determinations to provide students with newly mandated priority registration requirements.

Action items: SSSP work group to examine orientation, assessment, counseling/SEP process and procedures and IT interfacing considerations and write mandatory services for same.	**Person responsible**:	**Deadline**:

TOPIC: Group Exercise	All Attendees	60 Minutes

Discussion: Attendees divided into three different groups to discuss best ways of providing students with mandatory orientations sessions, assessment testing, and educational plans.

Conclusions: All groups brought out pertinent details which reveal that more research is required before moving forward.

Action items:	**Person responsible**:	**Deadline**:

TOPIC: Wrap Up / Next Steps & Next Meeting	Melissa Raby	30 Minutes

Discussion: Reviewed what had been discussed during webinars and during group exercises. Determined that group should continue to look for online orientation providers. Next steps include looking deeper into changes needed for tracking orientations, assessments, and EPs, and MIS redesign and implementation must be done for tracking this data. At the next meeting on December 6, SSSP taskforce to move forward in writing plan for orientations, assessment, Ed Plans, follow-up intervention, research required, technology required, staffing, budget, and coordinating with student equity plans.

Conclusions:

Action items: Group to meet again on December 6.	**Person responsible**:	**Deadline**: