Student Success and Support Program (SSSP) Committee
Minutes
Oct. 1, 2013
Los Angeles Southwest College

Meeting attended by: Reggie Morris, Phillip Jones – Thomas, Ralph Davis, Blanca Rodriguez, Rose Calderon, Trudy Walton, Syed Hussain, Ming-huei Lam, La Tanya Atkins, Shauna Carter

Absent from meeting:

Guests:

Date: 10/3/13
Time: 2-3:30 p.m.
Location: Counseling Office
Minutes submitted by: Oscar Cobian

Agenda Topics

Update from the SSSP Implementation Summit

SIS update related to Counseling

On-line Orientation

Group Presentations

Topic #1: Update from the SSSP Implementation Summit

Discussion Process
- Reggie, Trudy, and Oscar provided an overview of the conference. Oscar sent the funding model and reporting structure via email prior to the meeting to the committee members.
- LASC must be prepared for the reporting of orientation, assessment, student educational plan, and monitoring of academic progress of students on probation by spring 2013.
- LASC estimated allocation will be $348,000 (using previous funding model), LASC may be able to generate more funding if it develops a strong reporting and monitoring structure.

Conclusions
Trudy will send more information to the committee

Action Items
- None

Duration/People Responsible/Deadline

Duration: 5 minutes
### Topic #2: SIS update related to Counseling

**Discussion Process**
Reggie provided an overview of the “fit gap” workshops at the district related to Counseling.

**Action Items**
- Trudy will schedule a time for the committee to meet with the individual who is developing the process maps for Counseling and Matriculation.

### Topic #3: On-line Orientation

**Discussion Process**
Oscar provided brief overview of the process to purchase an on-line orientation system. The district is putting together a district RFP for contracts. According to Betsy Regalado, this will be a long process and she is advising colleges to work with the company that created system for West and Valley. Recently, we received a quote from the company.

**Conclusions**

**Action Items**
- Oscar will send copy of the quote.
- We need to present to President for approval to proceed and collect at least two more quotes.

### Topic #4: Group Presentations

**Title of Handouts**
SSSP Planning Guide by Work Group

**Discussion Process**
Each group provided an overview of their sections of the SSSP Planning Guide they are working on. There was lengthy discussion about the need to revamp orientation, assessment, provide an on-line orientation, and the role of counselors in orientation. Also, we review appeal policy for orientation and probation/dismissal.

**Action Items**
Shauna would check with Accuplacer if assessment can be time.
Oscar needs to inquire when the district will approve E-Reg related to loss of priority registration.

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Next meeting will be held…
Oct 15 at 2:00 p.m.
# Student Success and Support Program (SSSP) Committee Minutes
## September 17, 2013
Los Angeles Southwest College

<table>
<thead>
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## Agenda Topics

**Update from visit to Long Beach City College to review their on-line advisement system – Reggie and Blanca**

**Update on the Summit that will be held on Friday - Oscar**

**Update from CCSSO Meeting (SSSP update) – Trudy Walton**

**Review of the SSSP Planning Grid - All**

### Topic #1: Visit to Long Beach City College to view on-line advisement system

**Discussion Process**
- Blanca and Reggie viewed a tutorial of the on-line advisement system
- Student able to view on-line educational plan
- Once a complete plan is approved, it can not be changed. Long Beach developed a supplemental form to reflect any changes.
- LACCD is planning a similar system through Peoplesoft

**Conclusions**
Will be implemented in the fall of 2014

**Action Items**
- None

**Duration: 5 minutes**
### Topic #2: Update on the Summit that will be held on Friday - Oscar

**Discussion Process**
Ms. Lam brought up the need for information from Summit

**Conclusions**
Oscar indicated that the LASC Deans will attend Summit on Friday. Part of the discussion will be SSSP.

**Action Items**
- Oscar will send any material provided

### Topic #3: Update from CCSSO Meeting (SSSP update) – Trudy Walton

**Title of Handouts**
Update on SSSO –September 13, 2013

**Discussion Process**
Trudy mentioned the discussion on SSSP at the CSSO meeting last Friday. There seems to be some confusion at the district office about the role of different committees on the implementation of SB1456. The SSSP will be discussed at the Summit on Friday and the State Chancellor’s Office is providing a training next week in Sacramento, Ca.

**Conclusions**
Trudy will provide send information from training in Sacramento

**Action Items**
- Review handout

### Topic #4:

**Title of Handouts**
SSSP Planning Guide by Work Group

**Discussion Process**
Each group provided an overview of the section of the SSSP Planning Guide they are working on. There was lengthy discussion about the need to revamp orientation, assessment, provide an on-line orientation, and the role of counselors in orientation. Phillip provided a faculty member’s perspective on the need for students to take assessment serious. He wanted to ensure assessment is discussed in orientation.

**Conclusions**
More work is needed in each section.

**Action Items**
60 minutes
The committee will reconvene next week to share their detailed plans on large sheets which will be produced by Reprographics. This will allow for discussion and overview of each plan.
Syed and Rose will meet to discuss implementation of online orientation.
Syed will research the assessment plan of other colleges in the district

| Next meeting will be held…  
| Oct 1 at 2:00 p.m.  |
# Student Success and Support Program (SSSP) Committee Minutes

**September 20, 2013**  
Los Angeles Southwest College

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<td>Update from CSSO meeting – Trudy</td>
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<td>Update on what already has been implemented in SSSP</td>
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<td>Review of the SSSP Planning Grid – All</td>
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  - Discuss the orientation format and the development of SEP with a counselor during group counseling session. |

### Topic #1: Update regarding On-Line Orientation – Syed and Oscar

**Discussion Process**

- District’s RFP for a common on-line orientation for all 9 colleges was not approved by the CSSSO. They had concerns about the funds.
- Recommendation from Betsy Regalado for each college to move on with their own on-line orientation. Ensure the system is able to interface with new SIS

**Conclusions**

Will be meeting with Cynosure Representative on November 27 at 9:30 a.m. to review their on-line product

**Action Items**

- None
### Topic #2: Update from CSSO meeting – Trudy

**Discussion Process**
Trudy discussed some of the areas of SSSP presented in the CSSSO Meeting: funding, planning guide, and reporting on students who are impacted by legislation

**Action Items**
- Oscar will send the committee the PowerPoint presentation

### Topic #3: Update on what already has been implemented in SSSP - Oscar and Syed

**Discussion Process**
Changes presented are the following:
- Two New CGCA were hired to conduct orientations
- Program assistants were hired to help with registering students for assessment
- New counselor will start on 11/24 from 2:30-7:30 p.m. to oversee student on probation, conduct group counseling sessions in the evenings, oversee orientations. This position will join Christina Gonzalez who works on Wednesdays and Thursdays
- New office hour schedule will be submitted to Counseling Chair and Dean (orientations)

**Action Items**
- Discussion on some of the changes. No action items

### Topic #4: Review of the SSSP Planning Grid – All

**Discussion Process**
- Discuss the orientation format
- Development of SEP with a counselor during group counseling session
- Do we still need counselors during orientation

**Action Items**
- Review all the planning guides as a group

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**Next meeting will be held…**
**November 27 to review On-line orientation**
Student Services Managers Meeting
January 29, 2013
Los Angeles Southwest College

1. Black History Month- Ali El Krim (3- minutes)
2. FTES Update (1-minute)
3. CSSO Meeting Updates (Brief review)
   - Disneyland is interested in partnering with LACCD to serve Veteran students. Disneyland is launching a campaign to provide career opportunities and scholarships for Veterans. Chancellor’s Office will request information from each college on what type of services are provided to Veterans.
   - State budget allocation proposal was reviewed with CSSOs, specifically the impact on students services:
     - Proposal includes moving Adult Education (GED, workforce courses, ESL) to the community colleges. Discussion occurring on how to transition Adult Education and its impact on non-credit programs.
     - Proposal includes $16.9 million for on-line education courses. The State Chancellor’s Office to provide support on how the funds will be allocated.
     - Proposal includes limiting students to 90 units. After 90 units, students would be required to pay the full cost of instruction, about $190 per semester unit versus $46 per unit.
   - The Accrediting Commission for Community and Junior Colleges (ACCCJC) is encouraging community college faculty and staff to complete its on-line accreditation basics workshop: [http://www.trainingway.com/accjc/](http://www.trainingway.com/accjc/)
     - Each college should encourage faculty and staff to complete this 45 minute on-line workshop in preparation for accreditation visits.
   - The Personnel Commission is proposing two new classified positions: Student Support Supervisor and Student Support Representative Positions (I attached draft of the job description).
   - The Chancellor’s March 1st Directive- CSSOs will meet with the Chancellor to follow up on the following: “State of Counseling Report”, discussion on program restoration for DSPS, EOPS, and Matriculation, discussion on how the colleges will fund student success initiatives.
   - The State of Counseling Report (Attached for your review). Concern among CSSO that Counseling is underfunded at each of the colleges. All the student success initiatives involve counseling such as mandatory orientations for incoming students, Ed Plans for all students, advising students who are nearing 90 units, etc.
   - International Students – Concern among CSSO about the lack of support services and staff to work with International students.
   - SIS Update – the fit gap schedule was provided for each department for SIS update
   - Each college must actively inform students and faculty about new district email (live.edu) starting in the spring 2013. Starting April 1, LACCD Faculty will also have access to email (live.edu) and receive all upgrades from Microsoft. Inform students about email system. This will be the main mode of communication with students.

4. Department Updates (1 -2 minutes each):
   - Update on “ASK A Counselor” – Dr. Salas
   - Dean of TRIO position and TRIO Counselor – Dr. Cobian
   - Business Office and Bookstore (first week of classes)– Ms. Sanford
   - Matriculation/ Assessment – Dr. Alfred
   - Website – Ms. Miya Walker
   - Any other updates?

5. Closure
   - Flex Day 8:30 a.m. - 1:30 p.m. on Thursday (Mandatory) – SSB Building will be closed
   - Student Services Department Core Values
   - Concerns about first week of classes
Student Services Managers Meeting

August 7, 2013

Agenda

- Transitions on campus – Interim President Yasmin Delahoussaye
  - Summary Report by Department due today

- Leadership Team Development Session will be tomorrow, Thursday from 9:00am – 1:30pm. Your presence is requested in this meeting. Meeting will be held in CDC 228.

- Student Services Retreat – Update

- Office Hours for the fall semester
  - 3 –weekends (August 24, 31, and September 7)

- Fall Kick Off event on Friday, August 23, 2013?

- Office Updates (2- minute summary)
## STUDENT SUCCESS AND SUPPORT PROGRAM PLANNING

### Violations and Appeals

**Section 55534**

<table>
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<th><strong>CURRENT PROCEDURE</strong></th>
<th><strong>SUGGESTED PROCEDURE</strong></th>
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<tbody>
<tr>
<td><em>Policies and Procedures are located in College Catalog, College Webpage, and on New Student Information Form.</em></td>
<td>Proposed Policy for 2014-16</td>
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<table>
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<th>1. Language from the catalog related to appeals process</th>
<th>Current policy in the 2012-14 Catalog</th>
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<tr>
<td><strong>Dismissal</strong></td>
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<td>A student on academic or progress probation for three consecutive semesters may be dismissed from the college. Academic probation is reached when a student has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0). Progress probation is reached when a student has enrolled in a minimum of 12 semester units and the percentage of all units in which a student has enrolled for which entries of “W” (Withdrawal), “I” (Incomplete), and “NP” (No Pass) are recorded reaches or exceeds fifty percent (50%). Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admission at the end of that period of time.</td>
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| Appeal of Dismissal | Appeal of Dismissal |
A student who is subject to dismissal may appeal to the appropriate college Dean. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement and has achieved a level that would meet the requirements for removal from probation.

**Readmission After Dismissal**
A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting readmission to college in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

**Academic Renewal**
Students may submit a petition to the Office of Admissions and Records to have their academic records reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal

A student who is subject to dismissal may appeal to the Student Success and Support Program Office. Students will be required to submit an appeal for reinstatement a week prior to the start the semester. Students on dismissal will be required to meet with a SSSP Counselor. Dismissal may be postponed and the student continued on probation if the student attends a mandatory Student Success Workshop. Students on dismissal will not be allowed to be reinstated unless they attend this workshop. During the semester, students on dismissal must submit grade check forms to the SSSP Counselor to show significant improvement in academic achievement. Students who do not demonstrate improvement will be referred to supplemental support services such as tutoring. The goal of this intervention is for student on probation to achieve a level that would meet the requirements for removal from probation.

**Readmission After Dismissal**
A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting readmission to college in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Conditions may include taking less classes, attend a mandatory Student Success Workshop, meet regularly with a counselor, and attend tutoring in the Student Success Center.

**Academic Renewal**
Students may submit a petition to the Office of
shall be granted, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and

2. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Conditions of Enrollment in Southwest Classes

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

Limitation on Enrolling and Withdrawing from the Same Course more than three

Effective summer 2012, only three attempts at any one course within the Los Angeles Community College District will be allowed (with some exceptions). A course withdrawal ("W") or a substandard grade ("D", "F", or "NP") counts as an attempt at a course. After withdrawing from the same course a second time, a student shall receive intervention in the form of a notification that they are only eligible to withdraw from the class one more time. The notice will also urge them to take advantage of college resources to assist them in future academic planning. After the third withdrawal from the same class, a student is blocked from taking that class at any of the LACCD colleges. Under this new regulation, all credit course repeats and withdrawals (except for military withdrawals) in a

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Limitation on Enrolling and Withdrawing from the Same Course more than three
student’s enrollment record are counted towards the new limits. **Students may petition for additional enrollment due to extenuating circumstances, or students may be required to take the course outside of the Los Angeles Community College District. Contact the Office of Admissions and Records for information on exceptions and procedures to request to take a course more than 3 times.** The deadline to submit a petition to enroll in a course after 3 recorded enrollments is published in the Schedule of Classes each semester. You may not submit a petition for this purpose during winter or summer terms.

**No appeal policy for the loss of enrollment priority**

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