

Equal Access to Success Emergency (EASE) Task Force Meeting

8/11/15 MUB 188

Notes by Teresa Meléndrez

Agenda

1. Review of Head Count – Credit and Non-credit (Rick Fillman gave presentation)
2. Discuss Proportion *Item 2 contains questions that will be answered after the different groups (August 12-August 23), including collaborations between center Deans and Core Service Area leads, have gotten together to map out the actual and ideal staffing at the centers for each core service.*
 - a. What is ideal?
 - b. What is realistic?
3. Review of Human Resources Across Centers *Item 3 was not discussed in detail, as it, too, will be part of the group work referred to above*
 - a. Dean Ta – classified AR at Centers
 - b. Dean Jenks – Counseling Faculty and Classified and Matric
 - c. Dean Corria – Financial Aid Classified at Centers
4. Begin drafting plan See notes below and attachments
 - a. Template
 - b. Workgroups
5. Discussion with CTO, on tech needs – Jay Field See notes below

Here's our future meeting schedule and locations

Meeting Schedule:

August 17, Cancelled due to group work

August 24, 2-4pm – MUB371

August 31, 2-4pm – MUB 371

Agenda Item 1: Rick Fillman gave a brief presentation regarding headcount

Agenda Item 4: The group came up with a template for the center Deans to use, in collaboration with the leaders of the core services (see EASE mtg template attachment). The group chose to create an example of how to use the template and one was created for Evans Center Financial Aid Services (see EASE mtg template example).

Considerations for the reports from each area:

- Look at resources and business practices
- Look at core services and be more specific about the each service and how it's delivered at each center
- Look at the personnel at Ocean campus when considering the needs at the centers
- Consider center-specific needs, such as residency processing
- Think about services that aren't counted anywhere in Banner (for example, counselors referring potential students to on-or off-campus resources) when thinking of services provided at the centers

Agenda Item 5: Information provided by Jay Field

- CCSF is a Banner school
- Several offices and centers throughout the district have requested the ability to be able to image and scan documents (either scan for data that would be entered automatically into Banner or just saved as a PDF)
- There is not an enormous cost to expending these services. The most difficult part is the implementation because it requires personnel with specific skills to make it work, and to hire such personnel requires funding. When the right people are identified (a person from Ellucien, for example), the CCSF office or center has to be ready to commit to the collaborative process of setting up a new imaging or IT based system.
- All centers have access to internet connectivity
- Currently, each center should have the ability to scan documents from any center in to the mail campus.
- It was mentioned that as A & R and FA information and documents are loaded into Banner, such information will help counselors in their work.
- IT does not have funds to replace computers. If centers have a need to update computers, the place to request them is through program review and ITAC.
- A concern that was presented was the need for students at the centers to have access to computers and the software they need in order to complete assignments. Jay's response was to recommend that the centers take a look at the computers that they already have an potentially find creative ways for them to be used for multiple purposes. He does not advocate for the creation of new labs, as that would add to the IT workload.
- An ITS goal is to ensure that the centers have software programs that students need appropriate to the courses being offered at the respective center
- CCSF website: he is not aware of any activity on updating the website outside of the CMS work being done by each center and different offices
- He suggested that a message should go out to the college to ask people to keep the website updated (he did not suggest who)
- Co-curricular activities (such as student council meetings): When asked about tele-conferencing, he said that it is possible through Zoom

Parking Lot

Perhaps invite Cynthia Dewar to come in to talk about online education

Groups for Core Service Areas

Groups will meet between August 12-August 23, 2015 and will return to the EASE Task Force on August 24th with their plans

Admissions and Records

Lead: Dean MaryLou Leyba

Members: Adriana, Attila, Teresa

Financial Aid

Lead: Dean Elizabeth Coria

Members: Guillermo, Maria

Counseling

Lead: Dean Lidia Jenkins

Members: Carlos, Maria H., Tessa, Lisa, Mandi, Maria V., Donna

Library

Lead: Dean Chris Kox

Members: Brenna

Co-curricular Activities and Administrative Oversight

Lead: Vice President Santos

Members: Brenna, Ilona

Bookstore

Each Dean will do the template for their respective site

The big group will come together again on August 24th to discuss the results of the smaller group work.

Notes from Lisa Romano

SS Services Task Force Meeting 4

Tuesday, August 11, 2015

MUB 188 12:00-4:00 PM

Agenda

1. Review of head count
2. Discuss proportion
 - What is it?
 - What is realistic?
3. Review of Human Resources across Centers
 - a. Dean Ta – classified AR at Centers
 - b. Dean Jenkins – counseling faculty, classified staff, matric staff
 - c. Dean Coria – financial aid classified staffing at Center
4. Begin drafting plan
 - a. Template
 - b. Workgroups
5. Discussion with CTO on technology needs – Jay Fields

Rick Fillman, from research gave a presentation on FTES vs Head count

Challenges:

The big elephant in the room is resources

Core services:

All Centers should be equipped to provide core services

Parking Lot:

Invite Cynthia Dewar to discuss distance learning issues as related to student services

Ocean campus – We need to understand the reality of staffing at Ocean

Template:

Center:

Description of Core Services:

Peak Times:

Current Resources:

Sufficient:

Proportion:

Gap:

Action:

Implementation

Short term:

Long term:

Justification:

Responsibility:

Additional Resources needed:

Conversation with Jay Fields

A and R at Ocean is going to be a hub, need an imaging system

We use Banner. The school imaging system we use is called BDM (Banner Document Management) Financial Aid is key user of BDM – we are trying to finish an internal project of building out new servers that will support the imaging scanning software. We are pretty close to claiming victory, we still need to do that. New set up gives us more horse power more storage.

MaryLou has an idea that this is perfect for. Documents scanned go into a repository – depending on the complexity of what is scanned. It either becomes data or a photograph. Ideally paper application have the system try to read the values – put values right into banner – second level have a picture and then make a manual entry.

More difficult part – areas like Mary Lou or Elizabeth

These are the documents and this is what we want to have happen to them. If we gave Mary Lou a scanner she could scan documents – which will either become data or a picture.

Scanning software has to be set up to accommodate level of security (who can have access to do what task)

Jay will do:

1. Bring someone in from Ellucian to conduct an analysis for data input from centers to be centrally that will allow a remote repository. Will commit budget.

2. Connectivity. Most of the Centers, not airport are on connected. Maybe able to assistance from the State to add connectivity. Currently, however, connectivity is not a problem.

We have a 5 year contract with Ellucian and we are able to shift some services to free up some resources with Ellucian. However, once Jay is able to allocate resources then users need to be ready to work with the Ellucian project lead.

RICO scanner/copiers work for imaging – do not need a specialized scanner.

Able to conduct a training how to use the scanner.

Electronic form submission through web4

Lynda.com

Form fusion – has to do with the output we are creating and how that information can get into Banner.

Counselors need to:

Be able to view documents, forms to help students

Need a Education plan tool

Computers need to be updated

Computer Labs:

There is a need for computers/to create labs – students need access to computers

Jay's response: There is an insane proliferation of computer labs at CCSF – the total cost of maintaining the computers costs more than the 900.00 per computer. Look at Centers where equipment can be shared. Look to in fill rather than to expand.

Website:

Website need to be up to date.

Jay will ask Joe Jah to give us a list of pages that are the oldest.

There is a lot of department website with information containing A & R information – there needs to be links rather information that needs to be updated

Smart Classrooms – is there a plan for smart classroom

There was a plan developed to refresh classrooms in the district; however, with the administrative changes at the top it has been put on hold.

In the last discussion – a list was created of looking classrooms by usage. Jay and Fred are trying to follow up with the smart classroom issues. Please include room numbers where smart classrooms need to be set up. Last count was 50-75 classrooms (district wide).

Students have asked about teleconferencing options for student council meetings. Jay will meet with Samuel offline to discuss this possibility. (Discuss using Zoom)

How to send out mass email to students re: student activities – doable but need to decide on what criteria would be used identify the student.

We just purchased Regroup which will be our messaging system.

What support do we have for Apple computers?

Jay's response: We have support but right now only 1 person trained and another person is being trained.

Work Groups:

A & R - Dean MaryLou Leyba

Adrianna

Atilla Gabor

Financial Aid – Dean Elizabeth Coria

Guillermo Villanueva

Maria Chavez

Counseling – Dean Lidia Jenkins

Carlos Webster

Donna Hayes

Maria Heredia

Tessa Henderson-Brown

Mandy Liang

Maria Vasquez

Lisa Romano

Library

Brenna

Bookstore

All the Center Deans will work on bookstore template

Co- Curricular/Administrative Oversight -

Brenna

Illona McGriff