

# Basic Skills Committee Meeting Minutes

Tuesday, March 26, 2019  
HS 113  
Time – 3:00pm – 4:00pm

**Type of Meeting:** *Regular*

**Note Taker:** Angelica Alvarez

**Attachments:**

**Committee Members:**

Riley Dwyer, Dean

Susan Lowry, Co-chair

Heidi Williams, Co-chair

Snizhana Bowers

Diane Flores-Kagan

Jamie Jones

Tyrone Mettler

Wade Saari

May Sanicolas

LaDonna Trimble

Tamira Palmetto

Morenike Adebayo-Ige

Svetlana Deplazes

D. Scott Jenison

Vejea Jennings

Leslie Uhazy

Tiffany Castillejo

Rashall Hightower-Stickel

Jill Zimmerman

Tino Garcia

Kathryn Mitchell

Erin Vines

Mary Rose Toll

Items	Person	Action
I. Early Alert Vendor	<i>LaDonna Trimble</i>	<b><u>Issues Discussed:</u></b> Please see notes below.
Next meeting:		Tuesday, 4/23/19, 3 p.m. 1. Continue discussion about Early Alert 2. Basic skills grant proposal discussion

This includes answers to question asked during the presentation

Presentation: Mediated by Geary Cook

SARS Early Alert distance presented by Scott Claypool

Presentation was instructor focused.

**System Set-up:**

SARS could be integrated to AVC's credential login

Provided home page remains open upon login (otherwise system disconnects), customized preferred information tabs can be added and prioritized.

Referral form (page) can be created and customized – User friendly – it is set-up from a menu of “concerns” block sections.

This system can be used for positive feedback as much as for other referrals.



System currently does not have a sand box. He will look into creating a sandbox that can be used to get a feel for the system. He will get back to us.

### **Navigating the System:**

Student can be searched by student ID, by name, by class section student attends, or if student only attend one section, student will pop-up under that section.

Non-teaching staff can be given access to be able to refer student, however, staff member(s) is not attached to anyone class section.

Communication – there is an email template. This customized email. Email can go out to all involved in each referral(s), including the student.

Currently, email is the system's only means of communication.

As student attends services, referrals can be checked off until referral ticket is completed.

Comment section can used by all involved staff to add information or comments.

An Alert System coordinator is advisable. A coordinator would be one to manage the referral system, rout referrals, etc.

Internally, AVC's SARS Anywhere system extends to counseling and related services only, for instance; EOP, OSD, Transfer Center, Career Center, etc. excluding academics.

System is accessible off campus.

Reports – System generates a variety of reports, for instance by type of services, by student and a student's service history received. Other report suggestions are welcome.

### **Things to consider**

SARS system appears to mostly narrow referrals towards counseling. Counseling would be highly impacted. However, counseling would be notified via email, each time a referral headed their way, is generated.

Current SARS Anywhere system on campus database only includes student enrollment profile's relevant information, and there may be a lag time for brand new students just entering the data base system.

There are issues of accessibility in some instances for vision impaired users. Contact is pending between individuals reporting and facing these issues, and Scott.

No data-flat file imports – meaning information integration may be an issue

There may be other issues of SARS system unknowns, and compatibility in regards to interface with banner in order to feed students' academic profile.