

Enrollment Services Committee Meeting

Thursday, May 7, 2009

8:30 am -11:30am

Sequoia Room

Reviewed [Minutes \(notes\) from April 2, 2009 Meeting](#)

Discussion

1. ESC/ITS priority list (Eric R.)

Eric demoed the following items as he led the discussion/update:

1. CCCTrans: we are one of the major users with over 3,300 sent. The costs lower, but real.
2. WebSMART mod: done. Remove from list.
3. Counseling Requirement: in progress
4. Orientation Requirement: in progress
5. Certificate posting: done.
6. Banner 8: received program written for CA ccs. Eric showed where it is on portal (Banner8CALB). Going live Oct 17.
7. Survey: in progress
8. Default PIN assignment: grouped with other issues in Banner 8
9. Degree Verify: done
10. CCCApply Changes: done. Sherri said campus personnel can go in and do queries as well.
11. MIS Requirements: SV09 (Migrant Worker) data element remains a question. Data not collected. Waiting for CCCApply to create field. Same for SB30.
12. Important Dates: Aug 19 classes start. Committee discussed which days to display on WebSMART. Include when final grades are available. Keep the text short.
13. Faculty Info Pages: Jaz demoed Omin Update. Group need to identify who will be responsible for updating the pages.

ACTION 1: Add review of the web site info as a standing ESC agenda.

ACTION 2: Each college lets Jaz know who will be updating the info.

14. Veterans report: field by campus by term. Add option for detail and summary. Include discharge date.
15. Audit course listing: Carlene said instructor can allow audit for courses and no need to tag the course. The revised Board Policy 6.31 addresses it. It needs to be trickled down to curriculum committees.
16. Early Alert: Eric said Skyline had a meeting on Early Alert that went well. There is an item as a link on WebSMART. The last day to withdraw should be the last day an early alert can go out.

2. Degree Audit Status and Related Issues (All)

- a. Review and approve the degree audit Modification of Major and Specific Area Requirements (Marsha R, Henry H.)

Item refers to the form Sherri shared.

About 70 students have pilot tested the online degree audit service. Eric gave access info to the pilot test to the group. On May 19 Jeanne will make a presentation on degree audit at Chancellor's Council.

- b. Review list of approved courses applicable toward CBE and inclusion in catalogs (Jennifer H)

Jennifer: CSM list is in. Cañada offers CBE for all courses, but needs Carlene to verify. Skyline has a list that needs further review by the deans. The lists will then go into the catalog of 09-10.

- c. Correspondence courses and unit limits (Sherri H, Henry V, Melissa R)

Item to be removed.

3. Proposed district-wide process for Transcript Evaluation Service (Marsha R.)

Marsha, Arlene, Sue, and Soraya met. Course substitution is unique to CSM, but transcript evaluation is district-wide. Jennifer: we should ultimately link degree audit evaluators to this process. We need to decide on a unit level to trigger this process. Eric: perhaps someone can do it for all three colleges. Carlene: South Coast High Ed Council grid is an example.

ACTION 3: Sherri will tie it to Jeanne Hyde meeting and/or summer time to sit down to discuss this.

4. Repeat/Equivalent Course Check (Eric R)

No update from Eric.

5. GPA rounding and truncating relating to Title 5 compliance (Henry V.)

The decision via email is to move from rounding to truncating. Eric changed it in Banner at the meeting.

6. Tech Prep Issues and those relating to Degree Audit (Jing L)

Arlene described the issue captured in Jing's summary document.

ACTION 4: CTE deans recommended another meeting to consider giving letter grade, eliminating the 6 unit limit before posting. They will bring back the recommendation before end of May to ESC. The grading decision will be a curriculum matter at the colleges.

Jing also brought up the "needs/interest" question on CCCApply including social economic status and displaced homemaker, etc. Eric suggested CTE deans take a look at the supplemental questions at the end of CCCApply.

ACTION 5: CTE deans will meet to discuss the list of questions they have on a survey and bring back to ESC as information in the fall.

7. OmniUpdate Training – How to update WebSMART Faculty information (Eric R., Jaz W.)
8. Legal opinions: regi status of former Middle College students and fee charge for CBE (Jing L.)

ACTION 6: Jing checks with Barbara Christensen to see where and how to put this into Board Policy.

9. +/- grading (Jing, Eric)

Jing updated the group on the background and questions and issues. The group inquired if Patty is consulting the students in designing the pilot. A few members recalled that when the district had +/- grading, it was showing in student transcripts, but not factored into GPA computing. Title 5 now says that, if we adopt it, we must factor +/- into GPA computation. While Patty is the lead person, Jing may continue being the nexus between the senate and the admin as it progresses.

10. Assignment of Registration Appointment Dates (Joyce)

Joyce said that the assignments dates are done correctly according to ITS research.

ACTION 6: Joyce will share the handouts electronically with ESC for information dissemination.

ACTION 7: Jing talks to Bart to verify if CE, not Middle College, were part of his research and see if two weeks are too much of a delay for the concurrent enrollment student after registration is open for ALL college students, especially for summer courses.

11. AP appearance on transcript (Arlene F.)

Arlene informed the group that the current display is incorrect and group agreed.

ACTION: Arlene will bring this to Jeanne to get it corrected.

Information

1. Veterans Credit (Jing)
2. AP Matrix finalization in degree audit (Jennifer H.)
3. AP Matrix:

Marsha provided ESC with a matrix that outlines the current status of AP as it applies to community college degrees, CSU, IGETC and UC requirements. Her attachment is at the end of the minutes. Column 2 reflects a resolution that was passed by the State Academic Senate Plenary session. Columns 3, 4, 5 and 6 reflect updated CSU and IGETC policy that are not subject to community college approval. It will change the grid that SMCCCD colleges follow but does not change Jeanne Hyde's matrix regarding degree audit. If the CSM Committee on Instruction agrees to use the State approved grid, they also agree to adopt State standards. This grid can serve as a counseling tool. The overall goal is to offer continuity and consistency

across the District with all three colleges adopting State standards.

4. annual Admissions and Registrar’s Conference update (Sherri et al)

Marsha’s AP Matrix Update Attachment (See Information Item 3):

WITH A SCORE OF 3, 4 or 5 on the listed AP exam, the following credit is granted					
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Advanced Placement Test***	Application to the College of San Mateo Associate Degree General Education requirements	CSU AP Test Credit Minimum semester units earned	CSU** (12/08 policy update) of the minimum units earned what is applied to CSU GE Certification	IGETC+ (12/07 policy update) IGETC Certification	UC * AP Test Credit General Policy
Art History	3 units Area E5c	6 units	3 units Area C1 or C2	Area 3A or 3B	8 quarter units
Art, Studio: Drawing Portfolio	Not applicable	3 units	Not applicable	Not applicable	8 quarter units
2-D Design Portfolio	8 quarter units
3-D Design Portfolio	8 quarter units (8 unit max for all three tests)
Biology	4 units Area E5a	6 units	4 units Areas B2+B3	Area 5B with Lab	8 quarter units
Chemistry	4 units Area E5a	6 units	4 units Areas B1+B3	Area 5A with Lab	8 quarter units
Computer Science A	Not applicable	3 units	Not applicable	Not applicable	2 quarter units
Computer Science AB	Not applicable	6 units	Not applicable	Not applicable	4 quarter units (4 unit max for both tests)
Microeconomics	3 units Area E5b	3 units	3 units Area D	Area 4	4 quarter units
Macroeconomics	3 units Area E5b	3 units	3 units Area D	Area 4	4 quarter units
English Language & Comp	3 units Area 2a	6 units	3 units Area A2	Area 1A	8 quarter units
English Literature & Comp	3 units Area 2a or E5c Either test also meets English competency	6 units	6 units Areas A2+C2	Area 1A or 3B	8 quarter units (8 unit max for both tests)
Environmental Science	4 units Area E5a	4 units	4 units Tests taken Fall 2009 or earlier may apply to either B1+B3 or B2+B3. After Fall 2009 credits may only apply to B1+B3	Area 5A with Lab	4 quarter units
Comparative Government and Politics	3 units Area E5b	3 units	3 units Area D	Area 4	4 quarter units

US Government and Politics	3 units Area E5b or Area E1 opt 2, grp 1	3 units	3 units Area D+US-2	Area 4	4 quarter units
History, European	3 units Area E5b or E5c	6 units	3 units Area C2 or D	Area 3B or 4	8 quarter units
History, US	3 units Area E5b or Area E1 opt 2, grp 1	6 units	3 units Area C2 or D Plus US-1	Area 3B or 4	8 quarter units
History, World	3 units Area E5b or E5c	6 units	3 units Area C2 or D	Area 3B or 4	8 quarter units
Human Geography	3 units Area E5b	3 units	3 units Area D	Area 4	4 quarter units
Languages other than English:					
Chinese Language and Culture	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
French Language	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
French Literature	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
German Language	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
Italian Language and Culture	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
Japanese Language and Culture	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
Spanish Language	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
Spanish Literature	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	8 quarter units
Latin- Literature	3 units Area E5c	6 units	3 units Area C2	Areas 3B and 6A	4 quarter units
Latin - Vergil	3 units Area E5c	3 units	3 units Area C2	Areas 3B and 6A	4 quarter units
Math - Calculus AB	3 units Area E2c	3 units	3 units Area B4	Area 2	4 quarter units
Math - Calculus BC	3 units Area E2c Either test also meets math competency	6 units	3 units Area B4	Area 2	8 quarter units (8 unit max for both tests)
Music Theory	3 units Area E5c	6 units	3 units Area C1	Not applicable	8 quarter units
Physics B	4 units Area E5a	6 units	4 units Area B1+B3	Area 5A with Lab	8 quarter units
Physics C (electricity/magnetism)	4 units Area E5a	4 units	4 units Area B1+B3	Area 5A with Lab	4 quarter units
Physics C (mechanics)	4 units Area E5a	4 units	4 units Area B1+B3	Area 5A with Lab	4 quarter units (8 unit max for all three tests)
Psychology	3 units Area E5b	3 units	3 units Area D	Area 4	4 quarter units
Statistics	3 units Area E2c Test also meets math competency	3 units	3 units Area B4	Area 2	4 quarter units

05/2009 update

Column 1 – the updated list of College Board Advanced Placement Exams

Column 2 – NOT OFFICIAL YET. This column represents a resolution that was passed by the California State Academic Senate Spring 2009 Plenary Session. The State Academic Senate recommends that ALL California community colleges apply AP tests with scores of 3, 4 or 5 to the associate degree

general education as noted in this column. At CSM we are taking this to the Committee on Instruction final meeting on May 14th. HOPEFULLY this will appear in the CSM catalog.

Column 3, 4, 5, 6 – THESE ARE CORRECT and not subject to community college approval. These columns note CSU and UC and IGETC policy regarding how AP is applied to general education patterns and the number of units AP exams generate in the CSU and UC systems.