

**From:** Griffin, Patricia L.

**Sent:** Friday, December 08, 2006 11:59 AM

**To:** Fajardo, Arlene M.; Fanning, Doria; Feimer, Joyce; Hancock, Sherri; Hughes, Jennifer; Luan, Jing; Miller, Ruth E.; Raby, Melissa; Ramezane, Marsha; Raznick, Eric; Villareal, Henry

**Cc:** Adrian, Loretta (Lori); Briones, Eloisa M.; Corrales, Rachel; Hechim, Phyllis M.; Lucas-Woods, Phyllis C.; Navarrete, Cheryl; Nunes, Victoria; Phan, Charles; Stanford, Virgil; Trott, Joanne

**Subject:** Notes of the December 7, 2006 Enrollment Services Committee meeting

**ESC/ITS priority list:** Eric reviewed the priority list; one item was deleted (progress probation) and another (repeats by currently enrolled students) added.

**Status of GPA calculation:** in Marsha's absence this item will be returned to the next meeting agenda. Agreement is needed from CSM on the degree audit recommendations for GPA modification.

**Title 5 and R&R research on course repetition:** Eric will schedule an off line meeting with ESC members to review current policy implementation against the matrix developed last spring to make certain that both are in alignment. Eric will also develop a new software program that looks at currently enrolled students who have repeats on their academic record, which the colleges will then manually review; following review the ESC will consider options for further action.

**Medical withdrawals:** this situation must be treated as an extenuating circumstance dealt with by petition since the single legal exception to withdrawals is for military withdrawal.

**Course repetition:** this item, together with grade alleviation, will be researched by Sherri and Jennifer; they will bring a recommendation for ESC members' consideration to a future meeting

**Leave of absence:** Section 7.35 2 c needs to be deleted from District Rules and Regulations as this district policy does not conform to Title 5. There is no provision in Title 5 for leaves of absence. Pat will bring the need for Board action on this item to Jing's attention; she will also forward to him the repetition matrix developed last spring, as other changes to R&R need to be made to conform with the matrix.

**Text message on registration statement for spring 2007 mailing:** this statement was modified to include information about the recently enacted fee reduction, method of payment of outstanding balances, and notification that such balances are subject to collection.

**Next meeting:** The next meeting of the ESC will be February 1, 2007. Jing Luan will assume the chair of the ESC at that time.