

Enrollment Services Committee Meeting (ESC)
Thursday, March 1, 2007
Minutes

Attendees: Lori Adrian, Kathy Blackwood, Eloisa Briones, Arlene Fajardo, Joyce Feimer, Carlene Gibson, Jennifer Hughes, Jing Luan, Ruth Miller, Melissa Raby, Marsha Ramezane, Eric Raznick, Virgil Stanford, Henry Villareal

Late Arrivals: Sherri Hancock, Sue Lorenzo, Virgil Stanford

The meeting began with all those in attendance introducing themselves to the new members:
Carlene Gibson, Interim Dean of Counseling – Skyline College
Jan Phemester, Staff Assistant, District Office – will be taking minutes

Jing asked the committee members to review the agenda. Lori requested that item #15-*Academic Renewal Policy* be withdrawn from today's agenda, but remain and tabled to the next meeting. This will first be discussed with the Vice Presidents Student Services.

Jing noted that Joyce edited the minutes in green. The committee was asked if there were any additional items or changes to the minutes. There were none. The group approved the minutes from the February 1, 2007 meeting.

Eric provided the group an update using the ESC/IST priority list.

Item 1: CCC Transcript

Since the last meeting a group visited San Francisco State. Eric stressed that this is a big commitment and we need to have a clear vision on how to proceed either with CCC Trans or EDI.

CCC Tran – wave of the future, development process, long way out, no cost estimates, extensive testing needed, not sure how it will work.

EDI – old, more participants in EDI, nation wide, purchase cost – \$55,000 for software , \$20,000 for training, \$1,000 annual maintenance fee

Students are clearly at a disadvantaged by the paper transfer system. Electronic transfers process more quickly.

The committee is in agreement that we have waited long enough, we just want to get started. The consensus of the committee was to wait until the upcoming conference call, workshop and meetings are completed until we make a decision on which way we want to go.

Item 2: Web Catalog Data

Eric has no updates. Jennifer and Jing will be briefing the Ed Services Council on Monday.

Item 3: Enhanced Waitlist Functions

Banner 8 software will probably be released December 31, 2007. We usually wait up to 1-1/2 years to install because of problems. Can we start earlier? We risk having more problems

without the testing. We have volunteered to participate in the waitlist but it will involve a lot of development effort. Has an analyses of pros, cons, and cost been done? Is it worth waiting for? The VP's and faculty really desire a solution. This has been an agenda item in the Academic Senate meeting at two colleges. Eric will forward further information from Sungard describing what they are going to do. He will also work on a document from the ITS perspective on would be the difference of building it ourselves verses waiting.

Item 4: Early Alert

A meeting is planned for March 8th. This will be a working session to include faculty and counselors. Eric is happy to visit the campus to attend meeting to show people what it is about and get feedback. After the pilot sessions, analysis can be done.

Item 5: AP Credit Questions

Eric is waiting for follow up. Jennifer and Jing are meeting on Monday and will be working with the Academic Senate. As soon as it is resolved, Eric will be given the green light to proceed.

Item 6: Student Bad Debt

There is no "GOOD" debt.

There are no new items for Eric.

Discussion Items

Status of the GPA calculation (Melissa)

Dean Raby announced that all three schools have agreed upon the same GPA calculations. Need to look at transcripts to see what is actually showing. GPA will be incoming transfer work for degree applicable courses, whether or not they are actually using those courses or not and use those grades A, D, F, anything. Need transfer GPA, degree applicable only, excluding the remedial courses. Need district wide (decide terminally) GPA, degree applicable only, removing remedial courses . Need the overall GPA that includes remedial courses to calculate probationary status. Eric suggested that we have a working group meeting to understand the whole project including target date.

*Agenda item for next meeting – GPA Recommendation and Implementation headed by Melissa Raby.

Use Banner to checkmark invalid student addresses (Blackwood)

Kathy stated that not long ago, when they sent out the 1098T forms and collection letters, they received thousands of them back. Student addresses in the system are not correct. Financial Aid is discussing using a 3rd party servicer to do direct deposits of Financial Aid. They also would require that the Students update their address. Eric stated that in Financial Aid, if there is no address, no check is printed. Henry mentioned that hundreds of appointment cards are also returned. Continue to use Banner to deactivate invalid addresses (legal or mailing) on returned mail. Eric will follow up to see if anything can be done from the technology side.

*Standing item for follow up.

Description of new billing procedures – schedule/bill, SARS call, past due (Blackwood)

Kathy passed out a draft of the Student billing procedure starting Fall 2007. NEW – In October, past due bills will be sent to all current and former students with outstanding balances. In December, former student accounts only, will be sent to collections. This will give them a 6-month grace period. In addition, an email copy will be sent to the student once a term and any time they enter WebSmart. No current students or students who owe less than \$50 will not sent to collections.

Review drop policy for non-residents and policy implementation (Blackwood)

Non-resident students who have a balance of more that \$20 due will have a hold placed on their account and will not be able to register for the following term. A “non-residents” is anyone who does not reside in California. This is a financial issue as we do not receive money from the state for non-residents. Records are flagged for any student sent to collections and the cashiers are a where of this. Eric will check that this policy is being enforced.

**Thanks to Eric for the web statements. Has made a huge difference is people noticing things.

Title 5 and R&R research on course repetition (Sherri, Arlene, Ruth)

Sherri distributed matrix on course repeat policy. She talked about making changes to the course repeat in Fall 06. How far back do we go to clean up repetitions? How long will it take? Who will do it? Will this be handled on a case-by-case basis? Melissa Raby commented that the biggest issue is making sure the degree audit is as accurate as possible. This means cleaning the multiple D's and F's so the GPA is calculated and if they have multiple D's they are not getting credit for more then one class. District R & R's need to be changed ASAP, as they are not compliant with Title 5 in regards to course repetition. This will have to go to Board for approval, but not shared governance council. R & R draft will be sent to committee members to review before next meeting.

*Add to agenda in April – R & R revision

EDI purchase cost (Eric)

Included in Eric's update – item 1

Transcript procedures (Ruth)

Student must fill out a request for transcript. Do not sent students to other campuses to pick up transcript. If the transcript is at another college, the processor should send and email. This creates the possibility of the student being charged twice. Henry will follow up to make sure everyone is following proper procedure for processing transcript.

Web transcript update/review (Sherri)

The processing screen says it will take 1 to 2 business days. The request was made to change the screen to say “within 5 days business days? Processors will continue to process ASAP. This buffer will cover holidays in which the office is closed. Eric asked that an email be sent to Edgar to have the change made.

Solomon Act and age filter- on campus and offsite classes (Henry)

The Solomon Act states that only students 17 years and older may be contacted by the military recruiter. The recruiters are asking for 18 years and older. We do not have to provide their name otherwise. Joyce and Joanne are modifying the extract. We did not have any discussion about off site classes.

Authorization codes and changes in Banner 7 (Sherri)

The process for getting an Auth Code and CRN for Student in WebSMART is now on two pages. The continuing students are having problems getting into class. Part of the problem is the student is entering the Auth Code in the CRN box. Eric can add text to the top of the page if that makes it easier or if this continues to be a big issue, he can always work with the solution center.

CCCApply open application date for agreement for all 3 colleges (Sherri)

When do you want to open dates for Summer and Fall? New exempt students can be given the first second registration date. The system will automatically give them that date after the terms at the campuses are opened up. Sherri will give the opening date after testing is completed.

Concurrent Enrollment (Henry)

Henry and others are concerned who is collecting apportionment. Jing stated that Title 5 allows for both the high school and college to collect. Taxpayers like to see college years shortened. So this is a non issue.

IB Exam (Henry, Arlene)

General agreement of 3 colleges – general recommendation bring to shared group. Jennifer and Jing will work with Marsha.

Academic Renewal Policy (Lori)

Tabled to next meeting

ERIC – reminded everyone that passwords will need to be changed with directions.