

**Enrollment Services Committee Meeting (ESC)
Thursday, April 5, 2007
Minutes**

Attendees: Arlene Fajardo, Joyce Feimer, Carlene Gibson, Sherri Hancock, Jennifer Hughes, Sue Lorenzo, Jing Luan, Ruth Miller, Melissa Raby, Eric Raznick, Virgil Stanford, Henry Villareal

Review Minutes from Last Meeting

The minutes were distributed and put aside until next meeting. Jing asked the committee to review the minutes and suggest any changes by email.

Information

ESC/ITS priority list (Eric)

Eric distributed copies of the ESC/IST priority list and updated the committee.

Item 1: CCC Transcript

Eric stated the decision was made to have an electronic transcript interchange. The question remains, how are we going to do it? Do we go with EDI or CCC Trans? Last week Eric sat in a presentation and learned that CCC Trans is still not live yet. Test transactions are being sent back and forth daily, but no official transcripts have been sent. They are very interested in our joining, but will not take our application until they go live for a few months. If we signed up in summer, it would take approximately 6 months to be in production. Estimate time to be running would be end of Spring/Summer 2008. Eric suggested that one campus should take the lead in testing, and then roll out to the other campuses.

Sherri reported the cost involved would include a one-time installation fee of \$5,000 and \$5,000 annually per college. A 15% discount would be given for multi college districts. Key factor would be to collect fees for transcripts to off set some of the cost. SFSU would rather we don't collect a fee, but it is our choice to charge for transcripts or not.

Eric said our main concern should be sending transcripts. Receiving transcript needs to be discussed later. A lot of decisions will have to be made as we go along.

EDI is national but only the transmission is automated, not the request. It does not provide additional options. The software is older, but available now.

Whether we do EDI or CCC Trans both will involve a lot of work and testing. Financially there will be a drop in incoming revenue if we choose CCC Trans, but long term it will be more beneficial.

The consensus of the committee was to wait until CCC Trans goes live and we get feedback from Cypress.

*Bring back in July or when new information is available.

Item 2: Web Catalog Data

There hasn't been significant progress. Eric continues to get call regarding WebSMART.

Item 3: Waitlist Functions

Hopes to have more decisions with the VP's next week. Priority was changed from low to high.

Item 4: Early Alert

Early alert is live at all 3 colleges. Students receive a personal letter from the faculty member with a copy to the counseling office. Start up issues will be followed up on outside of this meeting. Rollout was successful and further discussion will be needed to rollout to the other classes.

Item 5: AP Credit Questions

Eric is waiting for follow up. Jennifer said it is on the agenda today.

Item 6: Student Bad Debt

The revised process is now being implemented. Students are being contacted by mail, phone, or email. No current students will be sent to collections. First mailing will be paid by Finance; the colleges will absorb all others. The mailings should decrease over time.

Discussion**Academic Renewal Policy change (Hughes)**

Jennifer discussed proposed changes to the R & Rs – 7.35 Academic Standards, #8-Academic Renewal, #1a It is recommended that a period of least **one** year (not three) must have elapsed since the course work to be alleviated was completed and they meet criteria b & c. Title 5 states that in is a local decision. This policy change is in the best interest of the students.

Course Repetition Policy (Hughes)

Jennifer discussed proposed changes to the R & Rs – 7.35 Academic Standards, #7-Course Repetition, #1. This is not consistent with the legal interpretation of Title 5. It has been rewritten to reflect the current policy before presentation to the Board for approval.

After discussions, Jennifer will take the suggestions back to rewrite the language then email to the committee today, so it can be presented to the Board on April 11.

GPA Update (Melissa)

Dean Raby announced that all three schools have agreed upon the same GPA calculations. The different calculations needed include: 1) All courses taken within SMCCD including Remedial for the purpose of calculating probation and dismissal status; 2) All degree applicable courses taken within SMCCD and incoming degree applicable transfer classes; 3) All degree applicable courses taken within SMCCD; 4) All degree applicable incoming transfer courses. Eric suggested that we have a working group meeting to understand the whole project (implementation and transcript changes) including target date.

Transcript Revisions (Melissa)

Included in GPA Update

WebSmart searchable classes; adding CSU GE feature (Melissa)

Item to be added to Eric's to do list and he will report back. Will not be coming back.

WebSMART Educational Goals (Joyce)

What educational goals would you like displayed? Some of the goals are for MIS reporting and not the student. Sherri will look at the Ed goals on CCCapply and would like the choices on Banner to mirror CCCapply.

Jing mentioned that many students selected the first item. Henry asked if the order on the screen could be changed. The changes decided upon were: Remove “N” and “X”, alphabetize the goals and add the items in blue. Eric will add to his list.

Sherri stated that the staff, DRC, Counselors and A/R must be made aware of the changes.

*Bring back agenda item – Review Registration Appointment Priority- draft into

Selection of “Term to Apply” on Application (Hughes)

Jennifer said that at CMS’s enrollment summit the concern was raised, that many students might want to apply before CCCapply turns on. Do we have any influence to make that as early as possible for the student? If they are matric students can they begin the process to avoid log jams?

A concern was voiced - if they apply for Spring, they would get a continuing student date and not new student. This was a better solution than asking the student to come back or apply later.

Starting now, all 3 colleges will take it upon themselves to change the term to apply to reflect - Summer/Fall. Sherri will recommend to the Board that we open registration earlier.

*Need to revisit – At the next matric meeting possibly Joanne and Joyce can describe the current process and how the different scenarios play into it.

IB Exam

Information Item - Henry stated that he would be working with Carlene and Melissa to develop the matrix that can mirror the AP exam so that we can move ahead with the acceptance of the IB exam providing credit to students who bring those forth to the district.

*Item comes back

AP Implementation (Hughes, Jing)

Information Item – Jennifer and Jing crafted a cover memo for the AP matrix, that was developed by the 3 Deans of Counseling, which was sent to the 3 Curriculum Committee chairs with a request to take it to their curriculum committees to look at the matrix and get the blessing from their faculty. It will probably be rolled over to Committee on Instruction and possibly back down to the faculty.

Once the feedback is gathered, the matrix will be given to Jeanie to continue to do behind the scenes work. If a recommendation is made to change the proposed course, they must get approval from the 2 other colleges. There will be an approval column so the approved items can be implemented as the process moves along. In those cases where they can’t come to an agreement, a dummy number will be created or the decision might be made not to move forward with it.

As a follow discussion, Eric would like to include the subject of GPA changes on the transcript, along with how we get the AP post to the transcript.