

**Enrollment Services Committee Meeting (ESC)**  
**Thursday, June 7, 2007**  
**Board Room**  
**Meeting Notes**

Attendees: Lori Adrian, Arlene Fajardo, Joyce Feimer, Carlene Gibson, Sherri Hancock, Jennifer Hughes, Sue Lorenzo, Jing Luan, Ruth Miller, Marsha Ramezane, Eric Raznick, Henry Villareal

Guests: Chancellor Ron Galatolo  
Barbara Christensen

***Discussion***

**Conversation with Chancellor**

Chancellor Galatolo thanked the committee for their hard work, for what is being achieved and keeping the Board informed.

Concerns of the committee and key points:

1. *Dis-enrollment of Student without Parental approval*  
Did the parent ever see the approval form? Did they just forget to send it back? Please take the extra step to contact the Parent by phone or email. We will accept an electronic signature. If the Parent absolutely does not want their child taking college courses, then we have to abide by their decision.
2. *Dis-enrollment of Student without Principal approval*  
If the Principal does not sign off on the student, then the student will not be in the college course. We will do what it takes to get the approval, even if it means driving to the High School. The concerns of the committee are minimized now that they have a clearer understanding of Title 5 and Ed Code, which now means to only need approval for a pupil to take advanced scholastic work, and not by each college course. We do not need to make high school counselors or principals to become experts in judging college course content. We will use our own placement system.
3. *Students taking 12 units or more will be charged*  
Need to inform students upfront. Can we put this message on the web? Include the fee warning in the welcome letter. Waiving fees should be handled case by case.
4. *Summer enrollment cap*  
Very few students would be taking more than 9 units, so there should be something in place to allow it. Why can't we manually override the cap? Move to raise the summer cap to 11, since VPs have all been notified and agreed.
5. *Residency*  
Must be sensitive to the situation and don't want to scare any students away. A phone call may be better than a form letter.

It is important to get awareness to high schools as to who we are and what we have to offer every student. Everyone is entitled to higher learning.

Why are we losing students to colleges outside our county? This is not an academic problem. Once we get them here, how do we keep them here? Awareness is the key. We need to reach out to parents. Many take classes for personal enrichment. The sky is the limit as this is a wonderful institution.

Sue would like to get a list of Futures Students showing name, number, academic listing and whether they are graduating seniors or concurrent enrollment students.

### **ESC/ITS priority list (Eric)**

Eric distributed a review of waitlist enhancements and provided a demonstration. This is targeted to go live on July 1 for Fall 2007 semester. Students will have the option to add their names to a waitlist if the class is full and there is space available on the waitlist. They will be notified via email if a seat becomes available and instructions on how to proceed. The Student has 48 hours to move themselves from waitlist status to enrolled. Faculty will be able to view the established waitlist in WebSMART.

All registered students will receive an email informing them if they did not get the classes they wanted to check waitlist. Jing will confirm with the VPIs that waitlist classes have been determined, this process has been communicated to Deans, Division Assistants, and Faculty and training is provided.

### ***Information***

#### **Official Transcript re-order (Joyce)**

Eric stated that we would not be doing +/- grading right now.

#### **Pre-Requisite Report, SYRUPRQ (Arlene)**

The report does not look at I grades, ID and IF go through. Joyce will correct.

#### **ESC agenda courses available for audit and audit fee (Henry)**

Henry stated the Ed Code Section 76370 limits us to charge no more then \$15 per unit per semester. It was recommended that the VPIs look at opening more courses for audit. The Educational Services Council should review the Rules and Regs so students are not turned away.

#### **Policy change update (Jennifer)**

Copies of 7.35 Academic Standards were distributed reflecting changes to course repetition, academic renewal and the deletion of the reference to leave of absence. The Colleges and District Shared have approved them. Jennifer and Barbara will draft the memo that will go to the Board asking them to approve the recommended changes.

**AP Implementation (Jennifer, Jing)**

Moved to next meeting.

**UC/CSU Guaranteed Transfer Option (All)**

Moved to next meeting.

**Title 5, Chpt 6, revision (Sherri)**

Moved to next meeting.

**Comments before adjourning the meeting**

- Carlene announced that today is her last ESC meeting and June 28<sup>th</sup> will be her last day. Rick Wallace has been appointed Dean of Counseling, Advising and Matriculation at Skyline.
- Eric is working on a project with PR offices and the Office of Instruction to change the way the schedule of class appears on the web.
- Barbara stated there are extra Futures brochures for those who would like more. The suggestion was made to place copies in libraries, supermarket, and local stores.
- Jing proposed that the ESC meet in the Board Room when available instead of the Sequoia or Executive Conference Room due to the size of the committee.

***Agenda Building***

**CCCTran/EDI Evaluation Matrix \_ July (Eric, Sherri)**

**CCCTran/EDI Action – Sept 07 (All)**