

Enrollment Services Committee Meeting (ESC)
Thursday, July 12, 2007
Board Room
Meeting Notes

Attendees: Arlene Fajardo, Sue Lorenzo, Jing Luan, Ruth Miller, Marsha Ramezane,
Eric Raznick, Virgil Stanford, Henry Villareal, Rick Wallace

Guest: Vickie Nunes

Review minutes from meeting on June 7th

Marsha Ramezane stated that she attended the meeting on June 7th. The summer enrollment cap was changed from 12 units to 11 units. The minutes were approved as amended, with all members voting "Aye".

The following two items were moved to the top of the agenda for the guest attending the meeting:

Abbreviated Admission Application (Henry)

Vickie asked for more information regarding the abbreviated admission application that Sandra Mellor is using for the poll workers training. Copies of the Special Application For Admission were distributed. Many committee members were not aware that this form was being used and they were seeing it for the first time. Henry read an email dated July 3 regarding poll workers certification to be held at all 3 colleges starting July 9th.

Concerns of the committee:

- Abbreviated admission application has not been accepted by this committee – missing information needed by MIS
- Free parking – parking permit is posted on their website
- Health Fees waived – under state law these fees can not be waived
- Business Officers have not seen the contact
- No account set up, no fund number
- What kind of class is it? Is it for college credit? How will it be reported?
- Did this go through Instruction? Did Curriculum Committee approve it?
- Is there a CRN number?
- How are we going to claim FTES?

Jing will contact Sandra Mellor to discuss the process and report back to the committee. If necessary, he will invite her to the next meeting.

Notification of Health Services Fee increase (Vickie Nunes, Henry)

Vickie asked if an email could be sent to the students to inform them of the fee increase to head off problems for the cashiers later on. Eric replied that the students were warned in the printed schedules and on WebSmart that there may be a \$1 increase. Annoying emails to students should be limited. After discussion the committee recommended that this be forwarded to the VPIs for further discussion to determine if action is needed.

Discussion

ESC/ITS priority list (Eric)

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

Waitlist

Waitlist went live on July 2 and emails were sent to 40,000 students. During the first week, over 600 students were on waitlist and over 70 students automatically moved from waitlist to registered status. The committee agreed that it is working great and thanked Eric. This item is considered complete and will be taken off the priority list.

Electronic Transcript Interchange

Eric has not received any official update from the State Chancellors Office concerning CCCTran. Test projects are still taking place. It was suppose to go live this week. Do we wait another month or just forget about it? It was decided to move to next month's agendas for further discussion.

Web Catalog Data

Project is moving forward. Eric continues to work with the Offices of Instruction and PR offices to design an interface using new technology. Skyline and CSM are behind in entering catalog data. Jing will bring to the attention of the VPSSs.

Early Alert

At the last Matriculation meeting it was decided to broaden to all classes next term. The intent is to allow faculty the ability to use WebSMART to indicate that a student needs follow up counseling. An email will be sent to the student.

Transcript Modifications

Need to schedule working meeting on new GPA rules and AP credit. AP credit is still in circulation with the Faculty Senate. The decision was made to move forward with the GPA portion while waiting for AP credit information.

WebSMART Modification

Modify WebSMART to have the ability to search for classes by the CSU GE attribute. Eric said this is a great request but he has not started on this project.

Degree Audit: Course Repetition/Equivalent Course & Notification to Students (Jing)

Jing attended a degree audit meeting. The issue was raised on how to alert the students that some of the credits they have earned in the past would not be counted toward their degree. We have no measure in place. The committee recommended that the Colleges handle these issues on a case by case basis. Jing will follow up with the VPs.

Information

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

No additional information at this time. Carry forward to next meeting.

San Mateo County Summer Outreach Initiative (All)

Remember to attend the plus/delta meeting on Tuesday, July 17 at the College Vista Club House. Dinner will be served after the meeting.

UC/CSU Guaranteed Transfer Option (All)

Jing asked who submitted this agenda item. Marsha commented at a conference last year, there was talk of the UC system having a common transfer admission agreement. In the past, community colleges had different agreements and now they will be uniform. Jing stated there might be a Board study session on transfer next year.

Title 5, Chpt 6, revision (Sherri)

Sherri was not present, thus Jing stated that the revisions are still being circulated. He heard the revisions are extensive and the order/numbering has changed.

Comments before adjourning the meeting

- CSM expressed concern over the catalog review process. An addendum may be needed for Fall 07. Jing agreed to bring this to the attention of the VPIs.
- Henry stated that CSM is still missing parent/principal signatures for summer Futures students. Further discussion will be held at the +/-delta meeting.
- Next week Jing will be conducting focus group sessions at all three colleges. He thanked those at the colleges who helped set up these meetings.

Agenda Building

CCCTran/EDI Action – Sept 07 (All)

ESC meeting format and face time (Jing, Lori)