

**Enrollment Services Committee Meeting (ESC)  
Thursday, August 2, 2007  
Sequoia Room  
Meeting Notes**

Attendees: Arlene Fajardo, Joyce Feimer, Sherri Hancock, Jing Luan, Ruth Miller, Melissa Raby, Eric Raznick, Henry Villareal, Rick Wallace, Jan Phemester

Guest: Mario Mihelcic

**Review minutes from meeting on July 12th**

Those in attendance reviewed minutes from July 12<sup>th</sup> meeting and unanimously approved it.

At that point, Jing updated the group on a few follow-up items identified during last meeting and documented in the minutes. He mentioned that he had alerted the VPIs at Skyline and Canada to complete the work in making the CRNs in WebSMART linked to their colleges' actual catalog info. He also emailed the VPs on the course repeatability policy change and asked them to inform the students in different venues. Rick mentioned that some counselors are not informed about it yet. Jing also briefed the committee on Poll Workers Academy based on his communication with Sandra Mellor. He said that parking fee was not waived, neither was the Health Services Fee. Sandra will provide student enrollment information when ready for the purpose of allocating FTES. The course is sponsored by the county. Jing also said that Sandra reverted to using the long/regular application form.

***Discussion***

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

Eric distributed copies of the ESC/IST priority list of 11 items and updated the committee.

**1. Electronic Transcript Interchange**

The rollout is months behind. It was suggested to hold off on making a decision until January 2008 after evaluating the first six months of live reporting

**2. Web Catalog Data**

See Jing's update in minutes review section.

**3. Wait List**

Completed – remove from list.

**4. Early Alert**

All classes should be included by Fall 07. It was suggested the ITS talk to Jennifer concerning the rollout details.

**5. Transcript Modifications**

No new information.

**6. WebSMART Modification**

Ongoing, No new update.

**7. Reset WebSMART Password**

ITS is working on a new modification due to the issues brought to light, such as students forgetting their password or pins.

**8. Test Results – Time Out**

The group discussed the need to erase test results after two years, but weighed the pros and cons and decided to send the issue for discussion at the Matriculation Committee. ITS will contact Jennifer Hughes who chairs that committee.

**9. Short Course Display**

Working on request, should be completed next month.

**10. Priority Reg Change**

The group agreed to consider a change in Banner to allow a field showing the military discharge date and discussed the policy change for priority registration later at the meeting.

**11. Incomplete Grades**

The group agreed to let Banner use the default grades earned by students if their incomplete grades remain incomplete pass the allowed time.

After the update from Eric, Sherri Hancock distributed a list of ten new items for the ESC/ITS priority list. Eric briefly discussed each item and will update his priority list with them.

**2) Abbreviated Admission Application (Jing)**

Jing referred to the update he gave during the review of minutes. Sherri added that a recent CCCApply board meeting announced that students who may have skipped 3 semesters will be able to recall their application data on CCCApply without starting a new application. Sherri will email the group the details. Jing will include it in the FUTURES Initiative report.

**3) Duplicate ID Number (Arlene)**

Eric announced that unused FUTURES student ids will be deleted from Banner after October 19<sup>th</sup>. The group indicated that the pre-assigned G-numbers may not accomplish what it is intended and suggested it being used for a limited marketing tracking purpose. Jing said that he may conduct a focus group with older adults concerning their impression of CCCApply.

**4) Priority Registration for Veterans (Henry, Mario)**

Mario Mihelcic distributed an information sheet which he developed and commented on the need to accommodate the veterans. The group discussed how to identify the veterans. The group suggested to use the Banner element that captures the veteran status and go from there. The group acknowledged the special needs of veterans and agreed that we may want to work on this before SB272 becomes law. The group recommended that Jing, Henry and Mario develop a draft policy for discussions at various shared governance settings and for future board approval.

**5) Identifying and Merging Futures G-numbers with Banner records (Arlene)**

Discussed under #3 – Duplicate ID number

**6) Outstanding Fees Briefing (Jing, Henry)**

Jing briefed the group on an update he recently sent to VPs on this matter. He thanked the A&R staff for working diligently on responding to students who had been contacted by the collection agency. Henry questioned if we could have a better way of making faculty aware to clean their rosters so that students who have dropped will not be kept. This is an outstanding issue and will be on future agenda. The purpose is to develop a solution to avoid future overdue payment problems. The group designated Melissa, Henry and Jing to work on a status update to VPs and Presidents.

***Information***

**1. CCCTran/EDI Evaluation Matrix\_July (Eric, Sherri)**

See Eric and Sherri's updates for the first discussion item: ITS list.

**2. San Mateo County Summer Outreach Initiative (All)**

Joyce suggested assigning people to the delta items. Jing briefly discussed the FUTURES report he was drafting and would share with the group soon. It is clear that communication and stronger partnership with high school counselors is the most important task. The Initiative will be continued with modification.

**3. Update on Poll Workers Academy (Jing)**

See Jing's briefing on this item in the minutes review section.

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

Sherri distributed an extensive, but succinct recap matrix of the proposed changes to Title 5 to be expected for approval on August 17<sup>th</sup>. The group acknowledged the tedious work by Sherri. Eric inquired when the district must comply with the changes. The group agreed to make this a standing item. It should also be an item to be discussed among the VPs.

**5. Overlapping Classes Policy (Sherri, Henry)**

The three colleges shared their forms and agreed to have compare and align.

**6. Review of Staff and Student Access to Banner Screens (Henry, Eric, Jing)**

Joyce recapped her email on this subject. A copy of her email was included in the meeting packet. Henry suggested forming a subcommittee to work on identifying who and what to access. In addition, to develop procedures to safeguard records. The subcommittee will report back in the near future.

**7. Preliminary Audit Findings (Henry)**

Henry reported several areas that were mentioned negatively in the upcoming CSM audit report.

**Comments before Adjourning the Meeting**

Eric reminded the group that the California Community College Banner Group Conference will be held October 15 – 17 in Newark.

**Meeting adjourned at 11:30am**