

Enrollment Services Committee (ESC)
Thursday, September 6, 2007
CSM – Room 115
Meeting Notes

Attendees: Lori Adrian, Arlene Fajardo, Joyce Feimer, Sherri Hancock, Jennifer Hughes, Sue Lorenzo, Jing Luan, Jan Phemester, Marsha Ramezane, Eric Raznick, Henry Villareal

Guest: Kathy Blackwood, Mario Mihelcic, Vickie Nunes

Jing asked the committee members for items not on the agenda. Vickie requested that discussion item 3, *Billing Procedures*, be moved to the top of the agenda. Henry reported that all Colleges headcounts, enrollments and FTES have increased. Kathy reminded the committee that retention is crucial because this year we are in declining enrollment. Jing will be sending out an enrollment update today. There was a brief exchange as to the audience receiving the report. Henry stated that census is on Monday, September 10th. Joyce said the census report will be run the night of September 21st.

Review Minutes from Meetings on July 12th

Those in attendance reviewed the minutes from July 12th and approved them as amended.

Discussion

3) Billing Procedures (per email 8/16 re: overdue update 2 of 2) (Kathy, Eric)

Kathy reported that the billing procedure which was approved in March is now being implemented. All students are now receiving multiple invoices when they owe money. Current students will not be sent to collections but they will continue receiving invoices and past due notices. The semester after the student leaves, they will be sent to collections if they still owe money. Collections will start with a past due notice giving the student 30 days to correct before following up with other actions. Once a student is sent to collections, the payment plan should be worked out with the collection agency. Vickie asked Kathy to clarify how to handle repayment of financial aid. It was recommended that this issue be moved to the BAFOG agenda.

Sherri asked Kathy about the parking fee increase which were passed in August. Kathy stated that parking fees will increase to \$35 for Spring 08 and \$40 for Fall 08. In Fall 08, an academic year parking permit can be purchased for \$70 which will cover both fall and spring. The summer parking fee will remain at \$20. The daily permit will increase from \$1 to \$2.

1) ESC/ITS Priority List (Eric)

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

1. Electronic Transcript Interchange

New information - CCCTran is up and running. The cost for the first year, for all three colleges, will be \$6,000 and \$18,000 district wide each year after. It was recommended that Skyline do the pilot testing. The committee expressed concerns as to which projects may be delayed due to the ITS workload. The tentative agreement is to move forward. Sherri and Eric will discuss what steps to take next. The priority was changed from hold to high.

2. Web Catalog Data

No new information.

3. Early Alert

This is in production and moved to the Matriculation Committee. Eric agreed that new groups could be added but suggested we hold off until next semester. Remove from the priority list.

4. Transcript Modifications

Item will be discussed with #12.

5. WebSMART Modification

Item will become part of the redesign of WebSMART class search project. This project could be delayed by CCCTran project.

6. Reset WebSMART Password

Changes were made to explain what to do when an error message was received. Additional changes will be made to the opening screen of WebSMART.

7. Test Results – Time Out

Item was referred to the Matriculation Committee.

8. Short Course Display

In production, remove from priority list.

9. Priority Reg Change

Two steps have been completed: Extraction of new veteran's separation date from CCC Apply and SPAPERS has been populated.

10. Incomplete Grades

SYQIGRD will be run by ITS -- Complete, remove from the priority list.

11. New Report: Review Incomplete Application Data

SYQMISD -- Complete, remove from the priority list.

12. Implement New GPA Process in Banner

Refer to handout SMCCCD Banner Software Modification, 9/3/2007 for details. If plan is agreed upon, setup would need to be completed by October 31st for Spring 2008 implementation. The consensus was to move forward. Eric will present this plan to the Vice Presidents at their meeting on Monday.

13. New Report: Grade Change Audit

A sample of this report was distributed. Joyce stated that there are very few people who are allowed to make changes to the grades. No student assistants have access to changing grades.

Jing asked Eric to write a blurb for the Board about grades changes and the measures taken to protect grades. SYQGCHG – Complete, remove from the priority list.

14. Test Requirement

Eric will bring in samples for clarification on request.

15. Counseling Requirement

Eric will work with SARS to discuss process.

16. Orientation Requirement

ITS needs more details to proceed.

17. WebSMART Modification

In production – remove from priority list

Sherri asked Eric to add two new items to the priority list:

- New class report in WebSMART for students
- Title 5 changes and implementation (Eric hopes that the Banner solution center will implement the Title 5 changes. If changes can't be made in a timely manner, he will add to his list.)

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

In anticipation for the approval of SB 272, Henry and Mario will redraft this policy. Jing will present this as an information item to the Vice Presidents and District Shared Governance Council. On October 10th it will be presented to the Board for review and approval. Based on approval the effective date would be Spring 08.

4) Reschedule meetings of Nov 1st and Feb 7th to the third Thursday of the months (Jing)

November meeting will be held on **November 8, 2007**

January meeting will be held on **January 10, 2008**

February meeting will be held on **February 14, 2008**

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

Sherri stated the need to start working on the R&R changes. Jing stated that the Chancellor's Council is considering the review of Chapter 6 & 7. Jing and Sherri will discuss priority items and timeline for implementation.

6) Office Hours (Henry, Sherri, Melissa)

The idea is to standardize hours between the Colleges. Henry stated that CSM does not have a one stop center. Sherri said that Skyline stayed open to 8pm during the first two weeks of registration. Skyline is now open until 7pm on Monday, Tuesday, Wednesday and 8am-4:30pm Thursday and Friday. Melissa stated that Canada is open until 8pm Monday-Friday. Each College will set their own hours of operation. This item will be revisited at another time.

7) Rename Senior Prep Day (Sherri)

The decision was made to use the acronym "PEP" – Priority Enrollment Program.

8) Automating Prerequisite Checking (Henry)

Eric can't see how to mass drop students. In the short term, he agreed to meet to discuss options for the report. Jennifer stressed that Maria, Jose and Gloria must be the gatekeeper of the rules and not make changes. Jing will bring this to the Vice Presidents on Monday.

9) Registration Statements Production Schedule (Joyce)

Joyce will use email for discussion.

10) Concurrent Enrollment Program Description (Jing, Henry, Melissa, Sherri, joined by Steve)

The intent is to have one consistent description about Concurrent Enrollment which all three Colleges would use in their class schedules. Steve suggested using his revision of five steps which he distributed to committee members to review and discuss. Skyline has already submitted the seven step dialogue for their schedule. CSM is in the process of updating their schedule. The suggestion was made to move forward with the seven step wording, which was agreed upon during a prior conference call, and to revisit this item for Summer 08. Jennifer committed to respond back to the committee via email after the Vice President's meeting on Monday.

Information

1) San Mateo County Summer Outreach Initiative (All)

2) Overlapping Classes Policy (Sherri, Henry)

3) Preliminary Audit Findings (Henry)

Agenda Building:

1) CCCTran/EDI Action – Sept, 07 (All)

2) Title 5 on residency requirement for degree/certificate (Jing)

*Potential action item, recommendation going to Board.

Comments before Adjourning the Meeting

Jing asked the committee members if they would like discuss FUTURES at the next Enrollment Service Committee or would they like to hold a separate meeting with more participants. Consensus was to hold a separate meeting in October to include the expanded group which attended the debriefing.

Meeting adjourned at 11:20am