

**Enrollment Services Committee (ESC)**  
**Thursday, October 4, 2007**  
**CSM – Room 1-115**  
**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, Rick Wallace (no representative from Cañada)

**Review Minutes from Meetings on September 6th**

Jing followed up on several items from the September 6th minutes.

- Discussion #1.13 – He reminded Eric about writing a blurb for the Board about grade changes and the measures taken to protect grades.
- Discussion #4 – Reminder-new meeting dates: November 8, 2007, January 10, 2008 and February 14, 2008.
- Discussion #9 - Registration Statements Production Schedule – Joyce would like to discuss item today, if there is time. Otherwise this can be discussed next month.

Those in attendance reviewed and approved the minutes from September 6th.

Henry asked about the billing procedure for the \$70 academic year parking permit. Eric stated that modifications will be made to accommodate the new fee. This will not be in effect until Fall 2008. Eric or Kathy will report back to the committee around April.

\*\*\*This item will be added to agenda building for April 2008.

**Discussion**

**1) ESC/ITS Priority List (Eric)**

Eric said he is reviewing the ESC/ITS priority list with the VPs during their monthly meeting. Lori commented that she appreciated Eric's role in their meeting in keeping the VPs informed. Eric distributed copies of the ESC/IST priority list and updated the committee.

**1. Electronic Transcript Interchange**

Sherri stated that a contract has been signed for CCCTran. Implementation will include a lot of programming and work should begin in January. The hope is to have Skyline go live in July. Sherri stated that a mini grant has been approved, so the first year will be free. Also, a budget change proposal has been submitted to the State Finance Department requesting funding to support both CCCTran and CCCApply for the Community College system. The priority was changed from hold to high.

**2. Web Catalog Data**

This is in production. Deans offered other staff to help complete the entry of the information. The committee proposed a deadline of October 31, 2007. José, Maria and Gloria will be responsible for maintaining this information. Eric reminded the committee of the new interface to search for classes, which he is working on with the Office of Instruction and Public Relations Office. If the colleges don't have the information entered, the catalog information will not drop down. Cañada has completed entry of data.

### **3. Early Alert**

This is available to faculty, but the issue remains to encourage them to use it more. Eric and Jennifer are doing a presentation on Early Alert at the Banner conference.  
\*\*\*Evaluation report on Early Alert will be added to agenda building for December 2007.

### **4. WebSMART Modification**

On hold due to the redesign of WebSMART class search project.

### **5. Test Results - Timeout**

This is now completed. Based on existing policy, placement scores older than two years old will no longer satisfy prerequisites. The data is still there but the first character is changed from a \* to a \$. This will run every night. Deans of Counseling will notify Counselors of this change. It will be printed on the student's assessment printout. Eric will use Gwamail to notify students directly. Other groups who should be notified of this change include A&R, Researchers, Jose, Gloria and Maria. The two year limit is our college procedure, agreed upon by faculty. Jennifer thanked everyone for moving forward on this issue in a collaborative process.

### **6. Priority Reg Change**

Jing said that the District Shared Governance Council proposed extending priority registration to everyone who served in the military. Chancellor's Council viewed the proposal but recommended reverting back to the language in SB 272. The Vice Presidents felt that we should not enact procedure before bill approval. The committee suggested that this be brought back for further discussion in November after the Governor's anticipated approval of the bill on October 14.

\*\*\*Bring back in November - Update of SB 272

### **7. Implement New GPA Process in Banner &**

### **8. Transcription Modifications**

Eric stated that we are still on target for Spring 2008 implementation and he will call a working meeting to discuss further.

### **9. Test Requirement and &**

### **10. Counseling Requirement**

Action item - Work with SARS to discuss process.

### **11. Orientation Requirement**

Work in progress

### **12. WebSMART Modification**

Remove from list

Eric suggested drafting an email message to be sent to all students and asked for other topics. Each college will be responsible for the actually sending of the email, not Eric.

- Emergency text information - Eric
- Enforcement of prerequisite - Jennifer
- Placements test over two years old need to re-test - Eric
- Reminder of waitlist – Jennifer
- Graduation - Lori

Jing requested a copy of the student email.

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

Sherri distributed copies SMCCCD Course Repetition in which the information has been updated but the Ed Code section numbers need to be corrected. After some discussion, Jing suggested that Sherri highlight the areas that changed and send this information to Carlene Gibson, who is reviewing Rules & Regs, Chapter 7 and Paula Andersen is reviewing Chapter 6.

**5) Course Repetition Sheet (Skyline: Rick/Sherri/Lori)**

The committee agreed that all three colleges should use the same policy information. For those who want to use the checklist, the suggestion was made to move it to the back of the form. The group approved the form pending the changes and final review from the ESP Council. Marsha asked about Banner. Eric stated that it must be changed on a course by course level.

**3) Automating Prerequisite Checking (Henry)**

Jing stated that faculty should be enforcing prerequisites. Relying on faculty is not the preferred approach by the State Chancellor's office. Henry asked who and how will the students be notified when there will be more students and the process must be completed within a short window of time. Several flyers have been distributed and they will share this information with Jing. Eric will have a working meeting to discuss modifying the program, override codes and discuss unanswered questions. Concerns have been expressed by faculty. Talking point to management and faculty will be drafted by Jing and Patty Dilko.

\*\*\*This will remain on agenda for next month.

**4) Registration Statements Production Schedule (Joyce)**

Joyce will use email for discussion. She will be out of the office next week.

**6) Title 5 on Residency Requirement for Degree/Certificate – Nursing Student Petition (Henry)**

Hardships within the district are easier to waive. Most of the time they will not meet residency requirements if outside the district. There may be times when you need to handle the situation on case by case basis.

**7) Prerequisite Error Message on WebSmart (Jennifer H.)**

Jennifer passed out examples of possible changes to replace the current WebSMART registration error message. The message needs to be clearer for the student, telling them what to do. The committee recommended using "Course Prerequisite Missing". Eric can make that change.

**8) CE Form Review (Sherri)**

Sherri distributed a draft copy of Concurrent Enrollment Program. She asked the committee to review and email requested changes.

The group agreed to hold a FUTURES meeting at the end of October, after the accreditation team visit.

Chancellor's Council recommended that FUTURES be added to read FUTURES Concurrent Enrollment program. This will included all types except middle college.

### **Information**

#### **1) Fall 2007 Census Board Report (Jing)**

Researchers and Jing will present the ARCC-Accountability Reporting for the Community Colleges at the Board study session on October 10.

### **Agenda Building:**

1. April 2008 – Academic year parking permit update
2. December 2007 – Evaluation report on Early Alert
3. November 2007 – Update of SB 272
4. Discussion-Title 5-Accepting non credit course work to apply to a degree and upper division
5. Discussion-Title 5-Verification of makeup of approved overlap time (how to get)
6. Discussion-Degree Audit update (what is being considered) Eric?
7. Discussion – Poll Worker applications (if necessary)

### **Comments before Adjourning the Meeting**

Sue asked what to do about the 160 incomplete poll worker applications from summer which have no residency information filled in. Make Regina aware of the situation as it was discuss during the ESPC meeting on Monday. Jing stated that this is of great concern with policy and procedures not being followed.