

Enrollment Services Committee (ESC)
Thursday, November 8, 2007
CSM – Room 1-115
Meeting Notes

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

Guest: Andreas Wolf, Joe Morello, Linda Hayes (by phone)

Review Minutes from Meetings on October 4th

Those in attendance reviewed and approved the minutes from October 4th. Sherri asked that it be noted that there would be no refunds for the annual parking permit. This will be confirmed when Eric or Kathy reports back to the committee.

DISCUSSION

Priority Registration for Athletes (Melissa, Guest: Linda Hayes)

Jing introduced the Deans: Andreas Wolf, Joe Morello and Linda Hayes who spoke to the group regarding the need for priority registration for student athletes. This should be a district wide decision. Priority registration would allow the students the opportunity to develop a schedule during the prime hours of 8am-12:30pm. These students devote approximately 20 to 25 hours a week for practicing, travel to games, and classroom training while many hold part time jobs. In Fall 02-03 athletes did have priority registration to make it easier for them to meet their academic goals while participating in sports programs. Parking privileges have also been discussed at the colleges. Eric said that if we going forward with this recommendation, the need for different levels of priority registration must be defined for the different groups. If granted, modification to the Board policy would be necessary.

ACTION: Melissa, Joe, and Rick, with the guidance of Harry Joel will draft a recommendation and bring back to the committee for further discussion at the December meeting.

ESC/ITS Priority List (Eric)

Eric updated the committee on several items.

- **Implement New GPA Process** – Starting in the Spring 2008 semester courses that are non degree applicable will not count in the main GPA. Counselors need to be aware of this change. A # sign will be printed on the transcript. A note will be put on WebSMART for faculty.
- **New Classes Added to Printed Schedules** – Will leave on priority list, possibly for Summer 2008.
- **Electronic Transcript Interchange** – Sherri will process mini grant. Project will begin in January.
- **Timeout Placements** – This is now complete and working. If override codes are needed, discussed with Jose, Gloria or Maria.
- **Parking Fee Increase** – Implemented
- **Waitlist** – CSM has entered all course descriptions.
- **WebSMART Survey** – Students have been responding, will discuss at a future meeting.

Title 5, Chpt 6, revision (Sherri)

Sherri distributed revised copies of Title 5 Revision to Chapter 6 for discussion.

ACTION: Eric will schedule a working meeting to discuss the details and timeline for implementation. Jing will assure that Carlene and Paula receive the update.

Prerequisite Checking Update (Jing, VPSS and Eric)

Jing distributed copies of the ESP Council recommendations to the Chancellor for prerequisite checking. All three colleges should have a similar equivalency matrix developed by faculty. The suggested timeline for implantation is Fall 2008.

ACTION: An email will be sent to faculty from Jing and Patty Dilko regarding a district wide meeting.

Course Repetition Sheet and related Title 5 Chart (Skyline: Rick/Sherri)

Two examples of course repetition were disturbed for discussion. The process is the same but the decision remains whether to embed the student checklist.

Sherri is still waiting on clarification on Title 5 course repetition. Rick recommended that the counselors receive a copy of the analysis.

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

This was addressed at last month's meeting and recorded in the minutes. This will be handled on case by case bases.

Parental Consent Form (Cheryl Navarrete via Jing)

ACTION: Eric will remove this form. Jing will respond to Cheryl via email.

Parking Permits (Jennifer)

Jennifer would like to move forward with the discussion of issuing parking permits electronically instead of in person. Joyce said ideally it would be much easier if this was district wide versus campus specific and would require a total rewrite of the registration process.

ACTION: Joyce will contact PGI to see if they can attend the December meeting. Security, Cashiers and BAFOG members will also be invited.

Legal Reference – Military and Student Records (Henry)

Due to inquiries, Henry expressed the need to develop a process to maintain the confidentiality of student directory information which is provided to recruiters or anyone else seeking information in compliance with FERPH and the Solomon Act.

What lists to exclude from, how to describe to the students, does it need to be added to WebSMART? What about email addresses?

ACTION: Need to clearly define the rules so a new extract can be written. Eric will add to priority list and item will return in December.

INFORMATION

Updated Title 5 Chart (Please bring your own printout) Sherri

Covered during meeting

Banner Conference Debriefing (Attendees)

Priority Registration for Veterans (Henry, Mario, Jing)

Need to revisit before next registration giving time for implementation.

AGENDA BUILDING

- Priority Registration for Athletes
- Solomon Act Banner Rules
- Prerequisite Checking Update
- Parking Permits