

**Enrollment Services Committee (ESC)**  
**Thursday, December 6, 2007**  
**CSM – Room 1-115**  
**Meeting Notes**

Attendees: Lori Adrian, Arlene Fajardo, Joyce Feimer, Jennifer Hughes, Sue Lorenzo, Jing Luan, Ruth Miller, Jan Phemester, Marsha Ramezane, Henry Villareal, Rick Wallace

Guest: Kathy Blackwood, Eloisa Briones, Mike Celeste, Maggie Ko, Joe Morello, Vickie Nunes, Virgil Stanford, John Wells

**Review Minutes from Meetings on November 8**

Those in attendance reviewed the minutes. Comments were noted and changes will be made to the November 8th minutes.

**DISCUSSION**

**Parking Permits Presentation (Jennifer)**

Jennifer informed the group that several meetings have taken place to discuss changing the method of issuing parking permits to students. The purpose of this discussion is to exchange ideas and explore options to move forward a recommendation to the ESP Council. Joyce passed around samples of different types of parking permits provided by PGI for the group to review.

**Issues to Consider:**

- Timeline – soonest possible implementation would be summer/fall 2008 registration
- What type of permit to use (paper, sticky, static) - this will determine pricing structure
- Mailing permits would be a good idea if this would assure correct address for students
- Mailing would reduced lines students wait in to pick up parking permit
- Possible increase in parking permits purchased due to the fee increase
- Mailing would be out sourced, thus saving staff time
- PGI can provide a cross reference of G-numbers and parking permit numbers issued
- Mailing would streamline the registration process and provide a service to students
- This will require a total rewrite of the registration program by ITS

**Suggestions:**

- Mail parking permits with schedules
- Make hangers available on campus if stickers are used
- Contact other colleges to ask what worked for them
- Add more text to WebSMART to better ensure correct address – ask students to confirm/correct current address
- Student representatives should be included on taskforce

**Need to determine:**

- How to handle students who say they never received them in the mail
- Establish cutoff dates. How to handle after date. Keep in mind 2 week grace period for parking after semester begins
- How will students buy parking permits after registration? Who will sell them?
- Possibility of using a vending machine - \$10,000 to \$12,000 (negative – no purchase record)

- Where and to whom on the campus will returned permits go when undeliverable? Why was it returned? Who will follow up?
- Will multiple stickers be issued? Will a discount be given?
- Establish guidelines for replacement, will there be an extra fee?
- Will students have the option to pay in person or must they pay online?
- Will the academic year parking permit also be available to purchase?
- What happens if a student adds or drops a class and a new registration slip is mailed out?

**ACTION:** A taskforce will be formed to work out the details and put a process in place. Members include Jennifer, John, Vickie, Mike, Arlene, Henry, and Lori. Bring back to the January meeting.

### **ESC/TTS Priority List (Eric)**

Eric was not present to update the group

### **Priority Registration for Athletes (Taskforce)**

Jing began by saying this is not a District policy change; rather a procedural change that does not require Board action. Rick distributed a draft recommendation for review and further discussion. Lori expressed concerns brought by Student Services Council in giving athletes priority registration without looking at other groups, specifically student government leaders and students in the Honors program. Discussion was held and different opinions were expressed.

**ACTION:** Identify small taskforce (Rick, Henry and Melissa) who will look at the data to determine the criteria by which different groups would be allowed priority registration. Timelines and procedures would need to be established to make a recommendation which will be brought forward to the ESP Council. Target date for implementation would be March for summer/fall 2008 registration. Bring back to January meeting.

### **Prerequisite Checking Update (Jing, VPSS)**

Jing and Patty Dilko invited faculty and staff to attend a forum at CSM last Friday. The attendance was a good mix of faculty & staff and representatives from all colleges. An overview of prerequisite checking was given explaining why this was being done and it is necessary to accomplish uniformity and be in compliance. Marsha spoke about the processes in place and the challenges. A question and answer session was also held. All departments were encouraged to participate in computer prerequisite checking with a target date of fall 2008.

**ACTION:** In January, prerequisite checking forums will be held at Skyline and Cañada.

### **Solomon Act Banner Rules**

Joyce asked for clarification on an email regarding sharing student's personal information with four year colleges and universities. Many students do not realize that under the Solomon Act, directory information must be provided. It was recommended that a separate program be written specifically for military. More clarification is needed for students, thus a separate box should be added to CCC Apply to clarify release vs. confidentiality.

**ACTION:** Return as information item in January.

### **Repetition Policy (Marsha)**

Marsha asked for clarification in terms of substandard repeatable grades. There is still confusion with the interruption of Title 5 as it states "may". Use the grade which benefits the student. It was recommended that we proceed with "may" until we hear differently. Marsha will send CSM's catalog addendum to Skyline and Cañada so their wording is similar.

**ACTION:** Sherri is still waiting on clarification on Title 5 course repetition. Return as information item in January.

### **Units from Non-SMCCCD Institutions (Marsha)**

Marsha asked if a student meets all degree requirements at CSM and there is a transcript hanging, do we bring that in even though we are not using it. Jennifer stated that we've heard two different versions: If the student submitted a transcript and we know about it must be included AND Even if they submitted the transcript, it doesn't matter as long as they are not using it toward meeting requirements.

**ACTION:** Check with the curriculum committee to see what language was agreed upon. Sherri will try again to get clarification from Ralph Black. Return as information item in January.

### **FUTURES Initiative Update (Jing)**

Jing said that a smaller taskforce has been formed to evaluate and redesign the FUTURES Concurrent Enrollment. At a recent Chancellor's Council meeting it was decided to change the name to College Connection. The concurrent enrollment packet has been shortened to 4 pages. Additional information will be on both the college websites and the district. It was recommended to keep the cap of 11 units for the summer session and G-numbers will not be used. The FUTURES initiative meeting will be held on Monday, December 10<sup>th</sup> at CSM starting at 8:30am. Jennifer would like to discuss the waiving of the student body fee before the forms are finalized. In spring there will be a new Voc Ed marketing push, but not for concurrent enrollment. Henry asked for an update on the Voc Ed initiative. Post cards were mailed before Thanksgiving and the brochure will be ready January 1<sup>st</sup>.

### **INFORMATION**

#### **AP Credit Granting (Jing, Jennifer)**

Skyline has made the farthest advance. The instructional team is working with the Deans who will work with faculty. CSM is in the process and Canada will be starting soon to use the matrix. The matrix is set up and if all 3 colleges agree, it will be implemented. Where there are disagreements, dialogue should take place among the faculty. Copies of AP exams will be provided for reference. The scoring of three or better was settled upon in the degree audit recommendation. There is no new timeline.

**ACTION:** Add to the ESP Council agenda in February.

### **Rules and Regulations**

Lori asked for an update on the Rules and Regulations revisions. Jing stated that Carlene and Paula have completed the review of Chapter 6 and Chapter 7. The revisions will be presented to the ESP Council for review, then to the Chancellor's Council and District Shared Governance Council.

**ACTION:** Possible update of revisions at the February meeting.

### **AGENDA BUILDING**

- Parking Permits (January)
- ESC/ITS Priority List (January)
- Priority Registration for Athletes (January)
- Repetition Policy (information item in January)
- Units from Non-SMCCCD Institutions (information item in January)
- Solomon Act Banner Rules (information item in January)
- Rules and Regulation Revision Update (February)