

San Mateo County Community College District
Enrollment Services Committee (ESC)

MEETING NOTES

Thursday, February 14, 2008
Canada College

Members in Attendance: Arlene Fajardo, Joyce Feimer, Sherri Hancock, Susan Lorenzo, Jing Luan, Ruth Miller, Melissa Raby, Marsha Remezane, Eric Raznick, Henry Villareal, Rick Wallace

Guest: Phyllis Lucas-Woods

Review of Action Items from January 10th Meeting:

- Parking Permit Taskforce: proceeding well with meetings having occurred weekly since January 10th meeting
- ESC/ITS Priority List: Rick has made modifications to the criteria; being revisited on 2/14 agenda
- New GPA process in Banner: VPSS was to bring to ESP Council to let faculty know.
ACTION: Jing will follow up with the VPSS to determine if faculty is aware of changes in codes
- Policy on repeat registration – several meetings have occurred since the January 10th meeting.

Agenda Item Discussion:

ESC/ITS Priority List - Eric distributed and discussed revised priority list:

- Sherri and Eric are now on CCC Tran Steering committee – met in Sacramento earlier in the week
- Workshop at Skyline on March 20; anticipated that new ITS person will be hired who will have responsibility for the transcript project and benefit from the training as well as assistance from another Banner school, Cypress. Hoping to see real progress by April/May
- Implementation of feature on web that would allow students to display catalog data by clicking on hyperlink CRN is in production
- Modification of WebSMART to enable search for classes by CSU GE attributes will become part of the larger redesign of WebSMART class search project. Jing introduced that development of a course equivalency matrix is under discussion. It is a 2008 Board goal. He is collecting input, doing a mockup before relying on ITS and college support to make it happen.
- Changes in Priority Registration process to include recent veterans and other possible groups; e.g., athletics, student government, is nearing completion
- Implementation of new GPA process in Banner to let faculty know about courses that do not indicate they are non-degree applicable courses and modification of the grade transcript so as to display new GPA, etc. requires creating new sample transcripts.
ACTION: Eric is creating samples of SF State which should be provided to faculty; Ruth will send to Jing sample of Cañada's communication to faculty in this regard and he will send to VPs.
- Regarding test and counseling requirements, have met with SARS and CLP to create SARS extract.
ACTION: Waiting for feedback from other 3CBG schools.
- Linking orientation on line to Banner to satisfy orientation requirement has been developed by at Skyline by Eric Larson.
ACTION: CSM and Cañada should adopt this model.
- Displaying new sections on web after printed schedule is created is in progress with expectation for production by summer/fall.

Title 5 Revisions: Eric distributed Title 5 Revisions for discussion:

ACTION: Eric to send the file to Jing

- Change all references to Credit/No Credit to Pass/No Pass; new code will be 'P', 'NP'
- Excessive withdrawal: To block registration if student has received excessive 'W' (greater than 4) for same course. If overridden by staff, registration status for the course should be 'RA'
- Remedial coursework limit: Remedial courses are those defined as non-degree applicable (NDA); student may not enroll in more than 30 units of remedial coursework. To address this issue in the short term, the District will create a report that can be run by campus to identify those students who are currently enrolled in courses that exceed a parameter amount of NDA courses.
- Course Repetition: Modify registration process to allow students to register for courses with 2 substandard grades (different from current practice of blocking after 1 substandard grade). Further work needs to be done on GPA, apportionment and grade alleviation. Note that number of grades is reflective of discussion which corrected numbers that were in handout.
- Certificates: Allow staff to enter certificate information in Banner that will not appear on transcripts (both on paper and web) and should be included in Clearing House file transmission.
ACTION: Jing to bring up with VPIs that like programs have same type of certificate for consistency from college to college – see *Jing's notes on the handout*

Parking Permits: Joyce passed out several rough drafts of revisions to parking permits, as recommended by Task Force, for review/discussion, as well as the "Class Schedule, Registration Fee Receipt and Parking Permit Information" sheet, pointing out that, on the latter sheet, there are no changes in sections on class codes and college codes; rather, the emphasis is on parking permit information. She explained the rationale behind changes being recommended on the forms as well as the quality of the parking permit itself.

- Minor corrections/changes were noted and discussed, including placement on forms of info dealing with online registration fees and assignment of changes in parking lot designations that conform to construction schedules
- Consensus that ESC approves revisions to the parking process and that changes should move forward; ESP Council is aware of changes
- Permits are pre-ordered; backs are preprinted and will be printed per term; quantities will be determined with Eric as a reference point

ACTIONS: Jennifer will be pursuing with a vendor used by other colleges any other possible options for redesigning these forms **and** Eric will find a way to put some kind of an indicator about online courses on the form

1098T Returns: She thanked the people for doing an impressive job last year in getting back 1098T's. ITS is collecting the returns and needs now to forward to the appropriate campus so that addresses on the returns can be expired, thereby eliminating future mailings to those addresses; or, readdress if forwarding address has been provided. Expired ones are shredded.

- Attention should be given to ensuring that addresses for deceased students are expired

Priority Registration Criteria and Populations Taskforce Report: Jing thanked Rick and other deans for their leadership on this project.

- ESP Council has reviewed and is fine with it in principle but did suggest getting legal background info and numbers that would be impacted. Rick summarized this by saying that there was not an awareness of the changes in Title 5; e.g., it used to be clearly stated in Title 5 that students participating in athletics, government, etc. could not receive priority registration
- Change in Title 5 allows for the establish criteria pursuant to the legal authority of the Board of Trustees

- Approximately 1,000 students district wide comprise the population of athletes, honors, student government
- Implementing priority registration status for these students cannot be accomplished in separate data bases or in a class that is offered only one semester; someone at each campus would need to maintain a code for these students – code would probably have to be changed term to term – timing factor to consider as well
- Priority registration could positively affect recruitment
- May also provoke some controversy from other groups who question why they have not been considered for priority registration

ACTION: For student govt. and honors, Eric has a handle on it...for athletics, look to see that they were in a team class...no separate code just look at varsity lists

ACTION: To implement for summer registration, ITS needs to be ready to go by April 11

ACTION: Jing will inform ESP Council that goal for implementation is summer and that the number of students impacted District-wide is approximately 1,000 of whom, at each campus, there are: 70-100 Honors (who stay in the program once they have enrolled regardless of whether they are taking an Honors class); 15-30 in student government; remainder are athletes.

Units from Non-SMCCCD Institution: Marsha reported that the issue at hand continues to be that, if the District transcript does not include course work that meets all of Associate Degree units and course requirements for AA deg or Certificate, the District uses other transcripts. The question is, in terms of cumulative GPA and units accepted, does the college use all courses from transcript or only incorporate transcripts that we need to use or, do we have to use any transcript that shows up?

- Discussed at an earlier meeting that all transcripts do need to be used based on federal guidelines (veterans); e.g. Title 5
- 2007-08 catalog indicates that if transcripts are in Web they are to be incorporated in GPA and units
- If student indicates on application for admission that units have been earned at another campus, but does not provide transcript, it will not fall on the District to pursue those transcripts

ACTION: Marsha will summarize this discussion and send to members prior to March meeting at which time this item will be on the agenda for further discussion.

Linking Code of Conduct to Registration in WebSMART

ACTION: - tabled to later date

Charge Fees for Credit by Exam: Mindful that the District does not charge students fees for administering exams for which the students receive course credit, Sherri learned that a district can implement such a policy so long as the fee does not exceed what the cost would be to enroll in the course. Jing pointed out that, to implement such a policy for SMCCCD, a proposal would need to be submitted to Shared Governance.

ACTION: ECS is in favor of pursuing fees from students for administering tests for which course credit is granted and Sherri will draft proposal in this regard to present to Shared Governance.

Admissions Application Review: Sherri distributed “Application for Admission” for review and discussion. Sherri and Sue have revised the application to reflect information that is collected on CCC Apply. Sherri reviewed each of the modifications they have made on the SMCCCD paper application for admission to comply with CCC Apply; e.g., sections on Educational Goals and Ethnic Background now mirror that which is on CCC.

ACTIONS: Sherri will incorporate corrections/modifications/additions on the paper application that were pointed out/agreed upon in discussion **and** schedule a special meeting to discuss details of downloading from CCC Apply **and** the finalized info will need to be used with College Connections. Eric pointed out that some of the information missing is required by law and the District will be out of compliance until those matters are addressed and resolved, hopefully at the special meeting.

College Connection (Concurrent Enrollment) Update formerly FUTURES Initiative: Jing distributed for review a third revision of the College Connection application that has evolved from a process involving input from ECS.

- He noted that, in compliance with legal review, fees have been removed.
- Jing has conferred with ITS to modify the FUTURES website to reflect change to College Connection.
- Jing will share with the Chancellor's Council what the process has been to reach this point. If there is agreement that there are no problems with what has been accomplished; i.e., the web, the packet, plans for summer, then outreach should occur with counselors to inform on what has been done; possibly having Presidents confer with Superintendents, etc. Note: some workshops for counselors are planned.
- Discussion ensued on minor changes to College Connection form.

ACTION: Jing to clarify with Steve about the statement on p.2 related to student listing what courses the student will be taking – high school course or college course – because it may be confusing to student.

ACTION: Next meeting – roll out of program/process and activities

Repetition: Lapse of Time Allowance for Repetition – T5 58161: Sherri asked for a sense of where ESC is related to lapse of time in students repeating courses, indicating that there is a desire for consistency throughout the District; however, while the Committee wants 5 years; her Ed Policy wants 2 years. The five years had been decided on because, in theory, that time period is outside a student's cycle of enrollment. Discussion ensued with a suggestion that there be a compromise to 3 years.

ACTION: Jing and Sherri will talk with Patty Dilko to determine if the discussion regarding lapse of time is within the purview of the Academic Senate, and come back to ESC; also needs to be reviewed with ESP Council.

Faculty Response to Census and Grade Reporting Requirements: Introduced by Eric for discussion.

- Census and grade reporting by faculty is not being done in a timely manner; it is getting worse
- Which poses several concerns: delay in census reporting translates into dollars; lateness in reporting grades impacts the student as well as staff in grade processing to compute Dean's List, etc. and creates the potential for outcomes to actually be incorrect.
- VPSS feel strongly that the issue needs to go to Instruction for a "fix" and not to admissions and records
- VPIs have said that will take a stronger position with faculty regarding timeliness of census reporting.
- It was suggested in the discussion that the matter needs to be addressed with AFT.
- Non-reporting by teachers cannot be used as a positive affirmation of a "drop".
- Grade reporting that is received late reflects drops after the fact – do records then need to be changed retroactively – another example of impact on staff.

ACTION: For review by Jing and Eric, Henry, Sherri, Marsha will develop a recommendation about both census and grade reporting that incorporates the engagement of Harry Joel and the potential for discussing consequences with the unions for teachers' failure to comply with timelines attached to reporting.

Information Items:

Repetition Policy: Marsha continues to pursue if there is a recommendation from the State on whether we are taking the highest or the last grade.

- Issue is, are we counting highest or the last; we are counting the highest
ACTION: If Marsha finds out more information before next meeting on State's recommendation, she will e-mail committee

Prerequisite Checking Update and AP Credit Granting – not discussed

ACTION: Jing would like Eric to integrate AP Credit Granting into a Degree Audit update to address the Board's goal for a complete implementation of degree audit.

Rules and Regulations Revision: Jing reported that he has received from Carlene and Paula, revisions to Chapters 6 and 7 and from Barbara on Chapter 6. Jing and Barbara are reviewing to send on to VPs for their review, which is the process to which the Committee agreed. From the VPs, it will go to whatever venue is determined appropriate; e.g., Shared Governance, Faculty Senate – or – go straight to the Board for approval of the revisions. This work is also part of the District-wide accreditation which makes it all the more imperative to accomplish approval of the revisions to Rules and Regulations.

ACTION: Acquire approval from the Board as soon as possible