

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

MEETING NOTES
Thursday, March 6, 2008
Cañada College

Members in Attendance: Arlene Fajarado, Sherri Hancock, Jennifer Hughes, Susan Lorenzo, Jing Luan, Ruth Miller, Melissa Raby, Eric Raznick, Henry Villareal, Rick Wallace

Review of Minutes and Action Items - February 14, 2008 Meeting:

- Correct the spelling of Marsha Ramezane's name (not Remezane)
- Regarding new GPA process in banner and informing faculty – Jennifer spoke to Susan Estes who was taking the topic to Instructional Deans' meeting.
ACTION: Jennifer will check on status; Jing will also send e-mail to VPSS
- Eric is working on creating sample transcripts for SF State and faculty
- SARS Banner interface project is ongoing
- Adoption of Skyline model for linking orientation on line to Banner to satisfy orientation requirement is in progress by Cañada and CSM.
- Regarding Action item from last meeting that Jing would bring up with VPIs the topic of like programs having the same type of certificate for consistency from college to college – an item will be on Board of Trustees agenda for meeting of March 12th: Certificate of Specialization for 12-17.5 for local use – not approved for now by the State – anything below 12, depending on department and discipline needs can be called skills certificate, career certificate or certificate of specialization.
- Jennifer is still pursuing proposal with PGI for parking permits – did explore with another vendor that has same capability but is considerably more costly. We are looking at an increase cost per permit of approximately 11 cents; the outside vendor quote is excess of \$3/permit.
ACTION: Jing to follow up with Marsha about summarizing for ESC the discussion from the February 14 meeting about units from non-SMCCCD Institutions.
- On page 3 of minutes, correct ECS to read ESC.
- Jing conferred with Steve for clarification of statement on p.2 of College Connection form related to student listing what courses the student will be taking – the statement will remain as is.
- Sherri followed up on the Action item related to lapse of time allowance for repetition – any change would require Board approval. For discussion later on agenda.
- Action item related to faculty response to census and grade reporting requirements will become part of this meeting's agenda under items for Discussion.
- Action item related to AP Credit Granting will be added to this agenda under Items of Information.

Agenda Item Discussion:

ESC/ITS Priority List – Eric distributed the priority list and Title 5 revisions for review and discussion, noting a few changes and tasks that have been completed.

- Eric has confirmed that staff from NOCCCD will be present on March 21 to work with the District on the electronic transcript interchange (the day after two-track workshop on March 20)

- Working on changes in priority registration, listing groups of athletes, student government, honors so that ESC can advise on which group(s) should receive priority registration, and process for measuring success of the changes.
- Continuing to work on interface with SARS and Banner
- Parking Permits/ annual issuance and mailing permits: the annual permit is on track and projected to go live in the fall; Eric reviewed how it will look on WebSMART...Jennifer reported that the sub-committee wants to title the permit, Two Term Permit
- Software is written for mailing permits, assigning numbers, storing, and ability to identify a student based on permit number. Goal is to mail as many permits as possible. Discussion is ongoing with Security to extend grace period.

ACTION: Eric needs more info on BOG related to financial aid students – Jennifer to follow up with Kathy about why this is an issue per questions raised by Sherri.

Title 5 revisions update:

- Pass-no-pass changes are in process
- Excessive withdrawal process for blocking is complete
- Remedial coursework limit – new report, SQRNGPA, is ready by campus; colleges should be able to run it – discussion will then occur as to what do with the students who appear on it; e.g. impact on financial aid and, also, about future tweaking of the report
- Course repetition – modification of registration process is complete but will not be reflected until summer/fall registration cycle
- Certificates – ITS has not been able to start on this

Other ITS related matters: there is a section now in the student edition of WebSMART that will allow student to make an appointment for placement test at Cañada – will give it a try – added a link for CSM and Skyline.

Units from non-SMCCCD Institutions: Marsha was not in attendance to provide update.

- Jing asked if addressing this matter should become Board policy. It was noted that this topic has been in steering committee and through Shared Governance and that a statement of decision evolved.

ACTION: Need to track the evolution of discussion/decisions related to this topic; Melissa will provide such documentation for April ESC meeting.

Linking Code of Conduct to Registration in WebSMART: Jennifer presided over discussion about ensuring students are made aware of the Code of Conduct – how it protects them as well as how violations might lead to disciplinary action. Revisions are in process to update it; e.g. appropriate conduct related to use of electronic devices, etc. In addition to Code being in catalogues and handbooks, might there be a link of some sort to WebSMART whereby student would need to sign that he/she had read Code and agrees to abide by policies. Jennifer's committee is also looking at the entire grievance process, especially as it relates to discipline (which is incorporated into the Code of Conduct).

- Canada and CSM have full list of violations in their catalogues; Skyline has it in handbook
- Eric would not envision a problem writing a program that would require the signature;

- At the very least, a statement could be added on the registration form making students aware that a Code of Conduct exists which describes their rights and responsibilities as students
- Currently working on making Code of Conduct the same at all three colleges – which it should be
- Goal is to have uniform policy related to Code of Conduct and grievances – discussions are in process with legal counsel
- Policies need to be broad

ACTION: Before Jennifer asks legal counsel about Web link and Code of Conduct, Eric will bring up with IT Directors what processes they have; Jennifer will do some outreach to other community colleges inquiring about practices they may have in place to address this topic.

For future consideration: the e-mail communication sent to students confirming registration could contain links to information about rights and responsibilities, etc., and avoid the WebSMART link idea altogether. That option could be implemented for summer/fall.

Charge Fees for Credit by Exam: Sherri distributed for review and discussion, a draft proposal to charge fees for credit by exam, based on Section 55050 of the Title 5 Regulations which requires the Board of the community college district to adopt and publish policies and procedures pertaining to credit by examination. The section in Title 5 indicates that a district MAY assess fees in this regard. Jing raised the question, how many people do credit by exam and how much can we charge?

- Less than a dozen take exams each semester for course credit; possibly as few as five
- Exams are taken primarily in accounting, computers, foreign language
- Fees charged by other districts usually equate to the cost to take the course
- Can FTES be affected by charging revenue?
- More information could be disseminated to students to heighten their awareness of the options to take exams for course credit; is now the time to do that? This would involve coordination with faculty as to who administers exams. More students may take advantage of this option for credit if awareness was heightened.
- Is now the time for SMCCCD to implement another fee?
- Concern expressed of how much time would be required to move policy forward that affects so few students/would produce so little revenue.
- Is the issue more one of procedure rather than policy – the latter requiring many channels of approval/consensus to implement.
- Could include in current policy language about allowing credit by exam and leave to ESC to determine procedural issues as a precursor to talking more about charging fees
- Could give to Carlene to develop a proposed policy for us – could be included in procedures that don't require board approval that we do charge fees and take fee matter to appropriate bodies for their approval

ACTION: review the policy on credit by exam, but table the fee proposal, not prudent at this time to develop another fee that affects so few students.

Repetition: Lapse of time allowance for repetition - T5-58161: Sherri introduced that a proposal went forward in early March to the Board of Governors which moves from section 55401 to a new section 55043, the entire piece on “lapse”; there is a 45 day period for comments on the way the new regulations have been written. Sherri read several statements from the proposed regulations that are new requirements:

- Establishing a recency prerequisite for course or program and defining what lapse of time is and that district board MAY adopt district-wide policy in these regards.
- Presently, lapse of time issues are somewhat arbitrary and being dealt with on a case by case/college by college basis.
- Consensus that ESC would object to having a specific definition to “lapse of time”; rather, would like to establish criteria that is more broadly applied.
- Faculty would need to establish criterion for recency; lapse of time or credit for courses issues would be in the purview of ESC. The Academic Senate has undoubtedly received the same info Sherri is reporting on.
- Sherri is sending out survey to faculty with regard to recency.

Repetition Policy: Marsha was not able to attend; see below under “Other” for discussion on this topic

Faculty response to census and grade reporting requirements (moved from under Information Items) – Rick communicated concern from ITS that something needs to be sent to VP’s communicating the serious impact of census and grade reporting not being done by faculty in a timely manner. Jing pointed out that this concern has gone back to the ESP Council several times. When the census is not done, it causes issues around State apportionment; when grades are not done, ITS’ workload is seriously impacted as are students because their records are not accurate.

- the issue with delayed census reporting was discussed with VP’s; they have been interceding with faculty who are delinquent in this regard
- the impact of the delays cannot be overstated
- for the most part, those faculty who fail to comply with these timelines are the same ones, term to term

ACTION: Jing will now ask VP’s to extend their intervention with faculty to also include timely grade reporting. He will reinforce the negative impact the delays have on students and that, in terms of the impact on ITS, for every teacher with five sections who delays reporting, that represents 5 hours of ITS time to input the delayed reporting. Further, the letter that goes out to teachers from ITS that advises on how to prepare the reports and where to go for help in preparing them, can be enhanced with a statement about the serious impact caused by delays. Jennifer and Lori will draft for review by ESPC joint letter that would go out from VPs to all teachers each term reminding them of the contractual responsibility to meet census and grade reporting deadlines and reinforcing the impact of delays – that draft will go to ESPC.

Information Item Discussion:

College Connection:

- Improved and revised packet; website will reflect content of packet
- Letter forthcoming from DO to high school counselors to announce new, revised College Connection/Concurrent Enrollment
- Faculty has advised that a Spanish version should be available; Jing is having it translated so that those parents are more knowledgeable about what they are signing
- Consensus that District should do another promo

ACTION: Jing to pursue whether the District should do another promo - depends on funding and on help from the VPSs talking to Superintendents/designees to receive updated mailing lists.

Priority Registration: Lori and Jennifer reported that they presented to and discussed with ESPC the ESC proposal to extend priority registration to Honors program students, student athletes and ASB officers.

- Agreement was reached to moved forward with implementation of priority registration for those groups and that it would be revisited after the first run to see how many students take advantage of this opportunity
- Felt comfortable that there was a rationale as to why these specific groups of students have been identified to receive priority registration
- Left it open that, if there are other groups who want to come forward for consideration of priority reg possibilities, it would be entertained at a later date
- The three VPSs will get together to clearly define what constitutes ASB Officer; i.e., student senators or just executive officers.
- Lori and Jennifer will work with Eric on the implementation for Spring 2009 which will identify the students and will take responsibility for working with the appropriate individuals to ensure that eligibility to receive priority registration is met and to ensure that students no longer in these programs do not receive priority registration. Who flags and who monitors each term is still undecided.

1098T Update: Eric reported on behalf of Kathy Blackwood about the 1098T which is a tax document students use to find out if they are eligible for lifelong learning credits. Because of the current cost of \$24,000 to produce/mail these to students, Kathy is interested in pursuing for next year having students produce their own 1098T's in WebSMART. This change in procedure would be legal.

- Consensus to implement and see how the new procedure works.

ACTION: District will prepare an FAQ about 1098T's. Eric will send to everyone in the group a statement appropriate for each college to include in student catalogue that will inform students that the 1098T, the tax form that a student receives when he/she pays mandatory fees to the college, will be available for printing, by January 31, 2008 and that the form will no longer be mailed out to students. The statement can also go on the reg schedule and/or on the Fall calendar.

Rules and Regulations: Jing reported that Chapter 6 which has to do with academic affairs is going to all VPs in next day or two. VP's will then share with their appropriate staff. Chapter 7 needs considerable work; most of the changes have to do with student services. Jing and Barbara Christensen are working on this before it moves forward to the other appropriate groups for review.

AP Credit: Jennifer reported that this is still outstanding with the faculty.

- Skyline has approved matrix that was proposed; CSM has received partial approval; Cañada has not yet responded.
- Deans have been asked to get the faculty to look at the list and remind them that this is a pending issue
- It is a faculty matter and the hope is that they will communicate with one another among the three colleges to convey what is proposed – ask if there is any problem
- Do Deans understand this affects 70-80 students and this is holding up implementation of degree audit system?

ACTION: Take it back to ESPC to let them know this matter is still lingering

Other: The following questions were raised and discussed:

- Is there an update on topic of repeatable courses? (This item was on the agenda for Discussion, but Marsha was not able to attend and present.) Sherri responded that the State has made many changes in section layout and/or content about which she is pleased and that it is her interpretation that students can repeat a level of repeatable activity course three times. Scenario was posed asking if, within four repeats, the student gets an F and later an A what happens, to which Sherri responded that the answer is in the revision (section 55003 of Title 5).

ACTION: Sherri will send matrix of this to Carlene and Paula with copy to Jing; Jing will put on Sharepoint.

- What is the status on the prerequisite computer checking implementation for targeted courses of 2008? Jing responded that we are still operating under the four recommendations made by the ESPC in October – we are continuing to develop and improve the processes with which we handle student challenge and communicate with faculty and then clearly identify those courses that have common prerequisites that can be implemented and attempt to follow the schedule.

ACTION: Sherri to highlight the Title 5 Prerequisite language tool and e-mail to Jing.

Future Agenda Items: