

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

MEETING NOTES

Thursday, April 3, 2008
Cañada University Center

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

Review of Action Items in Minutes of March 6, 2008 Meeting:

- Regarding new GPA process in banner – communication with VPSS is in process
- Regarding units from non SMCCCD institutions – accept everything student submits
- Regarding parking permits/financial aid students – no longer an issue
- Regarding putting code of conduct on web and sign off for students that they have read it/are other community colleges doing this: Eric has spoken with several people whose institutions do not do this; he will pursue other contacts with IT people and the question will also go forth on the CCSO list server.
- Statement for publication in school materials regarding change in how students will acquire 1098T's is in process; will try to get this published for Fall – certainly in announcements for Spring
- Sherri stated that she sent matrix on repeatable courses to the group.
- Jing is scheduled to ask VPSS for help with getting high school students' addresses in order to do another promo for College Connection.
- Jing is taking rules and regulations discussion on AP credit to ESPC. Discussion followed about status of review of Rules and Regs Chapters 6 and 7. Jing reiterated that the rewrite of Chapter 7 is a major task; concern that enough eyes have a look at it.

ACTION: Jing will open up Chapter 7 for ESC members to review. Need to clarify what should be procedural issues versus policy issues. At the conclusion of the meeting, Jing announced that he had opened it up from his PC.

- Regarding prerequisite language in Title 5 and the District moving forward with computerized prerequisite checking: a few science departments have been suggested but not confirmed by Dean Charlene at CSM; too late for next semester; better communication needed before implementation so that faculty know that challenge and equivalency processes are in place.

Agenda Item Discussion:

ESC/ITS priority list – Eric reviewed status of priority list:

- CCC Trans application: ITS has begun implementation of the application and testing with SF State will commence. Should have good feedback for group by end of summer. Fees for transcripts were discussed.
- Priority reg change: Eric distributed updated list of rules. New priority reg document reflecting changes discussed in ESC will run in a week. Members discussed and gave input to

Eric regarding the rules governing priority registration categories and changes that will be on the forms related to pre reg for recent veterans, athletes, and members of student government, and honors. Issue arose over days of registration.

ACTION: Eric to make the following changes for registration: Groups A and B will register on day one; on day two, groups D,E,F and who must have SSEP; day three just for SSEP who are not honors, members of student government or athletes; day four and forward, students in traditional order. Day of registration and coding will be determined for new students, exempt students, and exempt matriculation students with OY or DY codes.

New on the registration screen will be the ability for students to correct/update their personal info (address, email etc.)

- GPA process in Banner: Eric distributed sample transcripts that will be implemented at the conclusion of the term. Non degree applicable grades were the focus of discussion as Eric guided members through the sample transcripts. Eric noted modifications that were requested. He called attention to the No Pass Change topic in the Title 5 Revisions document which has been under discussion with ESC and noted that topic's relevance to the transcript discussion; i.e., 'P', 'NP' - these are in the test system; working well; will be in place for fall 2008.
- Eric reported that creating SARS extract is in progress as is creating new report to display on web sections created after printed schedule was created.

Units from non-SMCCCD Institution – no further discussion at this meeting

Linking Code of Conduct to Registration in WebSMART - no further discussion at this meeting

FERPA (Family Educational Rights and Privacy Act) (replaces agenda topic: Draft Policy on Credit by Exam) - Sherri distributed copies of Skyline documents for review and discussion of the potential for all colleges to formalize this information in a standard format in their catalogues: Annual Notification of Students Rights Under FERPA, Registrar's Office Procedures, and Student Authorization to Release Educational Record Information. These documents were developed from FERPA – the info needs to be included in catalogues.

ACTION: Sherri stated that Skyline is having a taskforce meeting on her campus to do the review.

Repetition: Lapse of Time Allowance for Repetition – tabled to next agenda

ACTION: Jing reminded that changes need to be approved by the Board in July of this year.

Repetition Policy - was discussed and it was agreed to use the highest grade, not the latest grade.

ACTION: Call special meeting to talk about course repetition – late April.

Information Items:

- WebSMART Survey results: Eric reviewed survey content/categories and responses, reporting that responses to questions were very positive. Discussion ensued as to what grouping of responses should receive attention for future action.

ACTION: devote June meeting to further evaluation/discussion of WebSMART survey results; relocate to venue where screen is available; e.g., Board Room. Retention and followup strategy to be part of the discussion. ESC members to talk with their staff about the survey results and get their feedback prior to the June meeting.

- Faculty response to census and grade reporting requirements/is there any progress toward mitigating this problem with faculty? Sherri reported on developing quality control process on Web to keep track of reporting – to be discussed with ESP Council, asking for their assistance with quality control of faculty reporting.

ACTION: Arlene and Ruth to funnel info to Sherri on what is being sent out from their colleges to inform on problems with reporting; Sherri to then forward info from the three colleges to Jennifer and Jing.

- Update - College Connection (concurrent enrollment) formerly FUTURES initiative: Jing reported that:
 - forms are being sent out to public high schools.
 - Jing will be discussing with District staff about the marketing mailer which has been revised and the associated costs for this year; potential for sharing the cost among the colleges and District Office. His concern is more about effectiveness than cost.
 - He reported that, consequent to previous mailer for FUTURES and also with the careers mailer, there was a noticeable spike in interest.
 - Also doing survey among junior students to assess their educational plans after leaving high school and whether or not they want to take concurrent enrollment courses/where they would like to take them/when/what courses/how
 - Thinking about offering to all high school students, an on-line Introduction to College and Business course that would count toward credit at college the purpose of which would be to serve as an intro to what college is all about; an intro to the three colleges; and an intro to what online coursework is like. The course would not satisfy high school credit but good for students to take outside their typical day.
- (Not on Agenda) Joyce gave an update on Mailing Parking Permits. She will be sending out to ESC a list of talking points that has been developed by the task force reminding that the committee was formed at the request of ESC to implement mailing of parking permits. She reported that the committee will be ready to go with summer/fall registration providing students with link that enables them to purchase permits online with their registration. Training session is planned for appropriate staff.
- (Not on Agenda) ESC meetings will move to Skyline in September; June meeting is scheduled for Canada (note action item above to possibly relocate this meeting); August meeting at the District; July meeting may not occur because of the holiday