

San Mateo County Community College District
Enrollment Services Committee Meeting
Thursday, August 7, 2008
8:30 am -11:30am
Sequoia Room

Members in Attendance: Margie Carrington, Arlene Fajardo, Joyce Feimer, Ruth Miller, Terry Stats, Jennifer Hughes, Jing Luan, Melissa Raby, Eric Raznick, Soraya Sohrabi, Henry Villareal, and Maria Lara
Guest: Barbara Christensen

Review Minutes (notes) from July 2 Special Meeting

Discussion

1. ESC/ITS priority list (Eric R.)

- Electronic Transcript Interchange. Eric mentions the need to have an institutional discussion before going live. Cost of the software should also be discussed. Henry pointed out that Skyline will be the test college for the district if we go forward with implementing it. November is the target date. Fees for software still need to be discussed.
Action: Jennifer suggested having a meeting with deans of Enrollment Services from three colleges, including Kathy, and Eric to discuss issues and look at proposals that could go back to ESC.
- Web Catalog Data. By clicking hyperlink, it displays catalog data. Long-term item.
- WebSMART modification. Add the ability to search for classes by the CSU GE attributes. Long-term item. Eric said ITS is trying to hire a web programmer who will take this project.
- Implement New GPA process in Banner. Clarification on course repetition. I GPA is degree applicable GPA. S is the overall.
- Counseling Requirement. Satisfy counseling requirements if SARS info can be uploaded to Banner. There are 2 SARS. This is a high priority and ITS plans to get it done today.
- Orientation Requirement. Satisfy orientation requirement if on-line Orientation can be linked to banner. Eric is not sure who to contact in Skyline.
- Display New Sections on Web. Create new report to display on web of sections created after printed schedule was created.
- Certificate Posting. Implement new requirements for Certificate.
- Banner 8. Implement for 2009. Lots of changes, new functionality. Melissa expressed concerns on linking classes through banner.

2. Certificate Posting (Sherri H. Jennifer H.)

Jennifer asked if we have set up a system that will allow us to post on banner the certificates that have not been posted. Eric said no. Jing and Eric had a meeting on this. The district sent a list and we are waiting for its status. We are assigning someone to this task.

Action: Jing will follow up on the list.

3. GPA and Banner (Melissa R.)

When grades were run for Satisfactory Academic Progress (SAP), certain grades were excluded from GPA calculation. What should be excluded on ESL and Basic Skills? How they are being excluded in the system? Margie has been working with Edgar and Sunitha to get it fixed. A question was raised for those in Admissions on Course Repetition: how should excluded grades be reflected in the students' GPA? Every GPA for every attempt should be calculated. This changed with new Title 5 regulations. SAP Policy should match title 5 and federal regulations.

4. Rate Code for Non-Resident Concurrent Students (Henry V.)

There was a request from the Business Office from CSM on waiving the non-resident fee. This is done case by case. There was a concern to put a rate code for those. Members asked for clarification on some items: What fees are we charging concurrent enrollment students if they are homeschooled? If you have an international student, will they have to pay the non-resident fee? How are we charging students over 12 units? The clarification was made that they don't have to be a regularly admitted student eligible for the BOG. They have to meet the California residency. **Action:** Jing will relay these questions to the proper channels and find out our approach to these issues according to the law. Jing will connect with Jennifer Hughes, Phyllis Lucas-Woods, Henry Villareal, Margie Carrington, and Linda Hayes.

5. Middle College Enrollment and Health Fee (Henry V.)

Another request from the Business Office is that some staff in the Business Office believes that some employees of the District pay health fees and other fees because they don't recognize that they shouldn't so they end up paying unnecessarily. Some are not able to recognize the benefit on enrollment fees and health fees. There should be a reminder during the Employee Orientation. **Action:** Henry will relay it to Debbie Carrington.

6. Employee Self Identification on Admission Application (Henry V.)

7. Are concurrent-enrollment students getting spaces in classes before traditional college students register (Jing L.)

Action: Jing asked to meet with Henry at some point to look at data.

8. Minimum units for Tech Prep credit posting to transcripts (Jennifer H.)

District policies allow college to determine if any college units a student must earn before we post a Tech Prep transcript. The VPSs attended a conference last spring and they were talking to other colleges that don't have a minimum at all. What they reported was that it served as an incentive to a student to continue their education as opposed to waiting. These colleges used it as a recruiting tool. What was it that caused us to reach the 6 unit?

Action: Jennifer suggested exploring these colleges, getting a subgroup to look at history, volume and workload issues while Jennifer can pull out data from colleges moving towards this direction.

9. Google Student Email Project (Eric R.)

All the students will get a district supplied email account. student@my.smccd.edu It will be used for all official communication. Go live date is anticipated on October 1.

This will be announced on the Opening Day.

10. Lapse of Time board policy (Jennifer H. Jing L.)

Barbara Christensen said that part of the district recommendation of the accreditation is to have a regular schedule to review the rules and regulations. She explained that we are bringing a policy to the board that will set a new cycle to review the 8 chapters. Chapter 6 is the first chapter and chapter 7 is the second to be reviewed. Barbara added that we already have revisions of 7.35 that will place all of that on chapter 6. Barbara wanted to clarify if the 3 year rule is for any student. Jennifer gave a background and said that this is course repetition for those who have attained satisfactory completion of their course. There has been a lapse of time and they want to take their course again. The problem was not having defined lapse of time for that course repetition. After looking at different colleges, the recommendation was 3 years for lapse of time. For licensing, the lapse of time doesn't affect it. The policy also doesn't allow for grade to be improved. It was suggested that this may not need to be Board Policy but needs to be found somewhere to define lapse of time.

Action: ESC can make the recommendation. It will then be forwarded to ESP Council for approval. This can then go to the catalog and then registers in the college district procedure manual.

11. District Policy on waiver of non-resident fees for verified hardship situations (Henry V.)

If there is an opportunity for an approved waiver, members asked for criteria or guidelines for these waivers. Who determines the criteria?

Action: Jing asked for a group to identify current practices and legal parameters and to keep him posted on the discussion.

Information

1. Enrollment update (All)

Melissa shared their experience on a successful enrollment event with 33 new applications with 78 students meeting with counselors. Jing shared that our waitlist is up 20-30%.

2. Meeting with San Mateo Union HSD Guidance Council (Jing L., Jennifer H.)

Jing announced the first breakfast meeting with San Mateo Union HSD Guidance Council scheduled on September 10. Jennifer Hughes, Jing Luan and other counselors will also be there. Jing extended the same invitation to the other colleges who might want to do the same in building bridges and partnership. Jing also announced the Educational Summit event that would involve k-16. This is scheduled early next year.

3. Parking Permit update (Jennifer H.)

Jennifer said that a small taskforce worked on the implementation of parking permit scheduled to go out in Summer. The group is confident with the process. We are moving forward with Fall. There was a request for the ESC to consider pushing the date of mailing the permit as it was done one week before the start of the semester. Jennifer said the agreement was to see how it goes with Fall and if there are any continuing concerns, it will be brought back to the ESC for further discussion. Jennifer thanked the members of the taskforce for looking at the system before implementing it. Jennifer also thanked Joyce for our PGI connection.

Next meeting is at Skyline.