

Enrollment Services Committee Meeting
Thursday, September 4, 2008
8:30 am -11:30am
Skyline College Bldg. 6, Second Floor, Room 6203

Review Minutes (notes) from August 8 Meeting

Discussion

1. ESC/ITS priority list (Eric R.)
 - CCC Trans application. Eric discussed the follow up meeting on two major issues: the cost of the application (\$5,000 per campus annually) and fees waived when sending the transcript to other institutions. A dialogue was started but no conclusion has been reached. This could be placed on the BFOG agenda. There is a fee structure set up, a paper-based transcript fees when it should be a database system. It was suggested to have a college cabinet discussion.
 - Most items are still in the same status.
 - THE GPA Process. There was a question on whether there would be confusion with the overall degree applicable percentage at the bottom of the page.

Another issue is on whether or not a student would qualify for the deans' list based on term or term and overall GPA. The catalog says it is based on term GPA. The system is doing term and overall GPAs. Eric said this can be fixed once we get clarity.

Action item: Eric will go back to see if these changes can be made and will notify the group via email.

With respect to BANNER and SARS, it was suggested to invite the folks who do the uploading. Eric asked for a meeting with the group who has been doing the manual update based on SARS report. Eric also asked if Cañada can demonstrate what has been done at the Cañada Learning Center.

- Display of New Sections on the Web. Still an outstanding issue and Eric will have to talk to Jose, Maria, and Ada.
- Certificate Posting. Rene Calahan will visit all 3 A & R office to see how they are doing their certificate postings.
- Banner 8. We have ordered a new server. There will be a lot of discussion on Banner 8 on the next conference.

Action Item: Eric will make a note to TESDA to change certain rules. ITS will test it and will contact Maria, Jose, Ada to tell them how we do the updating.

- Waitlist. Melissa sent an email to Eric on students not able to get on list. Eric said that this will be addressed on Banner 8.
2. Fees for Credit by Exam (Jing L. Sherri H.)

Sherri shared a draft Credit by Exam form and remarked that at an Ed Policy committee meeting at Skyline she mentioned the possibility of fees. There was a question on who approves the fees. Jing said that the Board has the authority to authorize these fees that are not mandated by Title 5. Jing asked how many students there may be to necessitate this process. If it is a process that involves a lot of manual steps, can we avoid charging the fees for now? Jing asked how many credit by exams we are looking at on a semester basis. The rough idea was around 70 students. It was suggested to have a concerted effort to work with the faculty to get their list together to determine those courses to develop comprehensive exams in their areas. To kick this off, another suggestion was to get the faculty engaged to see if we can promote this and see if the numbers grow. It is helpful if we are proposing a fee when the numbers are up. We could gather some information from the Bay 10 as an example. This would allow us to see how many of the colleges are charging, what they are charging, and what they use the fees for. This might be a way to move it along before presenting it to the Board. Jing asked how we get the section E. Sherri said that until the fee is approved, that will be waived. Jing has consulted a legal counsel who said that we don't have the legal authority to waive. Instead, we could say "currently does not charge it" or we don't mention it at all.

Action Item: The group agreed that Jing is placing the Credit By Exam Fee on the committee's spring 09 agenda.

3. Requesting rate code for concurrent students and a rate code for middle college students which disappears once these students enroll full-time so that they get charged for enrollment and related fees (Henry V.)

Henry said that if they are concurrent students, we manually have to identify these students at the time they apply to college. Jing asked to identify a smaller group to tackle this outside the meeting for item 3 and 4. Eric made several suggestions to handle the request for rate code.

Action Item: Sherri will head a taskforce and will include Ruth, Sue and Arlene.

4. Concurrent Enrollment student fees (Jing L.)

Jing spoke with Greg Quigley, middle college principal, and advised him the following: take a look at the Middle College students and see how many of them are currently at that full-time level (equal or larger than 11.5 units); speak with the parents individually if possible to let them know that we need to charge the students full amount. We can assist in processing the enrollment or dropping the units. We have no legal authority to waive the fee. The group was asking to revisit the definition for special-admit part-time and full-time.

Action item: Jing will check on 11 and a half or twelve units to make sure. Jing will also check with the legal counsel on BOG eligibility.

Information

1. Audit findings (Kathy Blackwood)

Kathy Blackwood is not present to talk about this topic. Auditors are still in their initial findings and are only asking questions. Jing explained the 4 step process in Auditing:

- Preliminary Visit in Spring
- Inventory verification that typically happens in Summer.
- Field work later in September. This is where some of these findings are coming out. Typically by the time the questions hit the colleges, a lot of them are already worked out.
- Final Report due by December 31 of the year.