

Enrollment Services Committee Meeting
Thursday, October 2, 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.)
 - Electronic Transcript Interchange
CCC Trans Application will go live on September 30th.
 - Web Catalog Data
This is in production.
 - WebSMART modification
This will be part of a larger redesign of WebSMART class search project.
 - Implement New GPA process in Banner
Change Banner to not count non degree applicable course in GPA in Banner. Modify grade transcript to display new GPA and note, modify progress probation success.
 - Test Requirement
This has been completed.
 - Counseling Requirement
This was discussed at the Matriculation meeting. This is to satisfy counseling requirement if SARS information can be uploaded to Banner. This has been completed.
 - Orientation Requirement
Eric has no updates on this item.
 - Display new sections on web
Eric reminded that on Websmart where you login in, there is one that says short term classes or open classes. There has been request for this for a while.
 - Certificate Posting
This is assigned to Renee. Eric has no update on this item.

- Banner 8

The new server is now here.

- SQRUPQ

A longer discussion required.

- Follow Up on WebSMART Survey

Set priorities with ESC-ITS working on list of proposed changes.

- Student Email

This is complete. All this is happening on October 20.

- Auth code question

Eric had a question if auth codes should override maximum capacity on CRN.

2. Waitlist

Ruth had a question: once a class is started and if a student is on waitlist, the student didn't get into the course, she asked if WL disappears. Eric said it stays there. Ruth said that there was a student didn't get into the course, dropped their waitlisted course and got a WL.

Action Item: This shouldn't happen and Eric will have it corrected.

3. Taskforce report on 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 (Sherri H.)

Jing said we need to think of this policy and when to approach the district foundation to address the significant number of students who are taking college credit courses but are not satisfying highschool credits. This is to assist these students with textbooks and the like if their parents don't have the ability and all options have been exhausted. The foundation and the Chancellor expressed interest to look into this. Jing would like to place this in the agenda soon.

Jing said that a statement came from the state Chancellor's Office which says if a highschool concurrently enrolled student is taking college courses only for highschool credit, the district does not charge an enrollment fee. Our legal counsel cannot find the basis for this and challenged the State Chancellor's Office. Within a week or two, we will hear from the State Chancellor's Office what they are sitting as the back up for their statement. For Spring 09, Jing said we will have to implement the fee policy that if you are a concurrent-enrolled, middle college or not, once you reach 11.5 units, you pay for your enrollment fees. No materials sent outside should say otherwise.

4. Fact finding needed re: Middle College/concurrent enrollment fees (Jing L.)

We don't charge non-resident fee for those special admit part-time. This item is coming back November if clarification is still needed.

Rate Code along with revisions for marketing will also be discussed in November. Item to change process to no longer include rate code. Middle college, concurrent students and Special full time students enrolled are charged fees in Spring 09.

5. Decision on changing Pre-Reqs to block courses in same term clearing pre-req rules (Eric R.)

Computer checking- a lot more work is needed to get this done to educate faculty to calm their fears. Prerequisites are being enforced through faculty. We will bring back on agenda item the issue of when we will switch to computer checking. This will be reviewed later this semester.

Action Item: Jing update the group on the prerequisite computer status in the Spring. Jing will bring this back as a future agenda item.

6. District-wide process for Transcript Evaluation Service (Marsha R.)

Marsha was not present to discuss the item.

7. Adding questions to CCCApply (CTE deans)

Margery Meadows expressed concern on lacking information on our students' family background. She announced that the CTE deans set aside \$5,000 lumpsum from one of our grants for related research. The plan is to use this money to survey our CTE completers and leavers students and get some valid information. CTE deans would like to carry out this evaluation per Perkin Act requirement. In addition to this, the Career Technical Education (CTE) deans would like to know special population statistics of our students which may be an additional burden if we put out a survey. They wonder if CCCApply has the ability to ask those questions. Sherri responded that yes. She will also look into if the statewide CCCApply board would consider similar questions. The group agreed that our District can move ahead on our own.

Action Item: Margery will work on special question CTE deans desire. The 3 CTE deans will provide a rationale and provide questions that the 3 colleges have agreed upon to include in the CCC apply. This will be included in the November agenda.

Information

1. System Office Approval Status on Low-Unit Certificates (Jing L.)

Jing will forward the email to ESC from James Harris that says Cañada College in April 1st email Stephani Lowe requested addition information in order for the Systems Office to complete its review and approval of the Business Corporate Meeting Planner and Entry Level Bookkeeper certificates that were submitted in March. So far we have no records receiving request for addition information.

2. Enrollment update (All)

Jing sent document on enrollment updates.