

**MIAMI-DADE COMMUNITY COLLEGE**  
College Admission and Registration Procedures Committee  
Minutes of the January 9, 2001 Meeting  
Wolfson Campus, Room 5507

The monthly meeting of the CARP Committee meeting was called to order at 1:00 pm.

**MEMBERS PRESENT:**

Mercedes Amaya, Registrar, MC  
Alan Berkey, Associate Academic Dean, KC  
Cecilia Bermudez, Registrar, HC  
Maria Capella, Assistant Registrar, KC  
Armando Ferrer, Dean of Student, NC  
Floris Giol, Int'l Student Advisor, KC  
Harold Harper, Comp. Applications Prog., KC  
Rulx Jean-Bart, Registrar, WC  
Joselyn LeGrand, Faculty, WC  
Ana Lien Montero, Recorder, DARS, WC  
Lourdes M. Perez, Registrar, IAC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chairperson, KC  
Kenneth Tague, Financial Aid Director, NC

**PARTICIPANTS OR VISITORS:**

Ana Echavarria, Registration, WC  
Rosa Ferrer, Bursar's, Dist WC  
Janice Gill-Gordillo, Office of Education, Dist  
Elizabeth Gonzalez, Transcript Evaluator, WC  
John T. Greb, Office of Education, Dist

**MEMBERS ABSENT:**

Gerald Carley, Bursars, Dist, NC  
Isabel De La Sema, Support Staff, NC  
Steffi Durnberg, Advisement Director, KC  
Samuel D. LaRoue, Secretary, DARS, WC  
Allen McPhee, Faculty, NC

**APPROVAL OF MINUTES:** The CARPC minutes of December 7, 2000 were unanimously approved as submitted.

**ANNOUNCEMENTS:** Mr. Stewart announced the next CARPC meeting has been postponed to February 15, 2001.

**SPECIAL AGENDA ITEMS:**

- ✓ Deadline for Summer Schedule
- ✓ High School Transcripts

**ACADEMIC AFFAIRS REPORT:** Dr. Gordillo reported that at the December 5, 2000 CASSC meeting the following programs were proposed and approved unanimously by the committee.

**Histologic Technology Program** - This new program will be a two-year Associate in Science Degree program. Graduates of this five-semester program will be eligible to take the national credential examination and be accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

**Veterinary Technology Program** - As a result of a survey conducted in 1998-99, the United States Department of Agriculture awarded a three-year grant to the Medical Center Campus School of Allied Health for the development of an Associate in Science Degree program in Veterinary Technology. Graduates of this five-semester program will also be eligible to take the national credentialing examination.

Additionally, Dr. Ferrer informed the CASSC GROUP about the CARPC's approval to have a notation on the class rolls as to the number of times a College Prep class is being taken. A suggestion was made to

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also have the notation on the class rolls of college credit courses. Mr. Ferrer requested this item be discussed further at the Campus CASSC.

**FINANCIAL AID REPORT:** Mr. Tague reported Spring term disbursements are on track and on January 11, 2001, the review process will start. The checks will be printed on January 23, 2001.

Additionally, an issue of concern for this term is Short Term Loan monies. Financial Aid received an additional \$500,000 for Short-Term Loans. These loans will be given first to students that were already granted extensions. There are no Short-Term Loans for students that are currently registering.

**STAR Service Update:** Mr. Stewart reported the STAR Service is working very well.

**Mini-Workshop Update:** Ms. Perez submitted a brief update about the FACRAO 2000 Southeast Regional Mini-Workshop. The workshop will be hosted at the InterAmerican Campus on March 30, 2001. A planning committee is being established for the workshop. The purpose of this workshop is to offer the staff in admission and registration seminars on topics that would help them in their jobs. So far, "customer service" is one of the topics that will be covered. On January 18, 2001, the committee will be meeting with representatives from other universities and colleges to discuss more topics and to begin organizing.

Mr. Stewart explained to the Committee that FACRAO stands for Florida Association of Collegiate Registrars and Admissions Officers. This organization holds its annual meetings in the summer primarily for Registrars and Admission officers and Ms. Perez volunteered the College to host a mini workshop for the people in Southeast Florida.

**ADMISSION POLICY:** This item will be discussed at the next meeting.

**FORCED CHANGE OF STUDENT PIN:** This item will also be discussed at the next meeting.

**150% RULE FOR PSAV:** Dr. Greb reported receiving several phone calls from different people in the vocational credit area expressing some concerns. The vocational area believes the Odyssey system only works for the credit students. The vocational credit students somehow are being flagged as exceeding the 150% rule incorrectly. It is Dr. Greb's understanding that students who have 600 hours or more are entitled to receive a Pell Grant. Dr. Greb stated that when looking at the enrollment growth, there are currently more vocational credit students enrolled at the college than in the past. The College needs to have the same monitoring tools in place for this group of students as it has for college credit students. After further discussion, one of the solutions reached was to have the vocational program listings distributed to the Admissions and Registration offices as well as the financial aid offices. This will keep the staff in both departments more up-to-date as to what programs are available. Mr. Tague will discuss this issue further with Mr. McMillan.

**HIGH SCHOOL CREDIT ENROLLEES IN PRIVATE MUSIC LESSONS AND FLIGHT CLASSES** Mr. Stewart distributed two reports. Mr. Harper created listing students who were awarded high school dual enrollment credits for the Fall term. Both reports are in alphabetical order; one is by the high school name and the other by student name. The information on the reports is based on the high school dual enrollment

forms that were provided by the high schools. These reports were sent to Dade County Public Schools for them to transfer the grades to the students' high school transcript.

Mr. Stewart communicated some of these students are enrolled in private music and aviation lessons. The College should not allow these students to take private lessons for free. No College policy or procedures have been found to backup this practice. However, there is a special code in Odyssey, which allows these students to register in these courses waiving their credit fees but not the special fees. Mr. Stewart suggested discussing this issue further, including the 2.0 GPA policy, at the next CARPC meeting.

**APPEAL FOR FULL COST OF INSTRUCTION:** Mr. Stewart asked the Registrars what is the procedure on the campuses for appeals for full cost of instruction. This is a request made to him by Dr. Schinoff. At the Kendall and Wolfson campuses, the appeal process is done at the Dean of Students Office. At the North, Medical and Homestead Campuses the appeals are handled at the Registrar's Office; and at the InterAmerican Campus; the appeals are done in the Advisement area.

All appeal forms and supporting documentation are filed in the student's record. There was some misunderstanding concerning the rule for full cost of instruction. Dr. Greb was asked to bring a copy of the rule to the next CARPC meeting.

**FALL TERM GRADE PROCESSING:** Mr. Stewart asked the Registrars how the processing of grades went for the Fall Term. Ms. Amaya reported that in some of her nursing classes the actual class is divided into three sections and the instructors forgot to enter the grades the second time the grades were to be reported.

Mr. Stewart stated one of the biggest problems continues to be session codes. All the non-credit classes need to have session codes assigned to them. This needs to be done until the system can be modified to not use date code 12. Date code 12 opens up the window to allow inputting of grades and date code 09 is when that window closes and no more grades are entered.

Ms. Bermudez reported some faculty members entered their grades, printed the screen but somehow forgot to press enter. The Registration area ended up entering the grades for them. After further discussion, the consensus was more training sessions need to be scheduled for the faculty. Ms. Bermudez suggested also informing the faculty of the time the system will shut down.

Mr. Stewart reported there were some problems running the grades and with the Web. Even though the grades were in the system on Sunday, students were not able to get them on the web until Monday.

**SPRING REGISTRATION:** Mr. Stewart reported registration for the Spring term went very well college-wide and the enrollment percentage went up.

**WEB REGISTRATION STATUS:** Mr. Stewart reported web registration is up and running very well in some areas. The Registrars met earlier this morning and discussed several problems with the web registration.

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- ✓ The web does not differentiate between the starting and ending date of a class. If a student wants to take an 8 o'clock class that only lasts for a month and then wants to take another 8 o'clock class a month later, the system calls it a conflict and does not allow the student to register.
- ✓ Since the course ID for non-credit classes is not published, a feature needs to be created which allows the search of these classes by title, by character, or by key word.
- ✓ The error message which the students get back when typing the wrong course ID for open classes needs to be changed from "no open classes for the option specified" to "that was an invalid course ID."
- ✓ The amount of refund needs to be added to the student schedule when produced on the web.
- ✓ The drop & add class process in the web registration needs to work together.
- ✓ The students need to be allowed to change their addresses on the web.
- ✓ The memory on the student access computers on the campuses needs to be increased to allow the students enough time to use the web registration.

Once all these problems are solved, more computers on the campuses will be converted to do web registration.

Mr. Berkey asked the Committee if there is any way to force our students to update their phone numbers. He explained many times the academic department would like to inform the students their classes have been cancelled and the majority of the numbers in the system are not working. Ms. Bernudez suggested asking the students to verify their information when registering on the Web. Ms. Perez also suggested asking the instructors to verify the numbers on the class rolls with their students. After further discussion, the Committee unanimously agreed to modify the web registration on and off campus to require, once a semester, the student to verify their information.

**ODYSSEY REPORT:** Mr. Harper submitted the following odyssey report:

- ✓ The port 5.1 will be implemented as scheduled. The system will not be available from Saturday morning until Tuesday morning. There is an effort to have the system operating maybe late Sunday or sometime on Monday. The staff is encouraged to test the system during that time to make sure things are working as they should.
- ✓ This port has many fixes and most of them are degree audit. The staff who do not have security to do PF1 on student ID browser to obtain the list of student IDs, the browse on the AD AT CC, and all associated credit and non-credit applications will not have access after the port gets implemented.
- ✓ At the last CARP meeting, there was a consensus to give the department chairs access to increase/decrease seat limits in classes. This has already been taken care of and will not be affected once the new port gets installed.

**SPECIAL AGENDA ITEMS:**

Deadline for Summer Schedule. The Registrars were reminded that the deadline for the Summer schedule is January 26, 2001. They were asked what the status is on their campus. The Kendall, Homestead, and North Campuses reported having some problems. Medical, Wolfson, and InterAmerican campuses reported no problem meeting the deadline.

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High School Transcripts: Ms. Bermudez reported the need of sending data mailers to the students as a reminder that they need to send their transcripts. Mr. Harper informed her that problem will soon be taken care off.

Meeting adjourned at 3:00 pm. The next CARPC meeting will be at the Medical Center Campus on February 15, 2001 from 8:45 am to noon.

Ana Lien Montero, Recorder

**IMPORTANT NOTE:**

As inconsistencies within the College Registration Procedures are identified and reviewed by the College-wide Admissions and Registration Procedures Committee, items, processes, and/or functions that cannot be immediately handled and cleared with ongoing systems and procedures, or by campus management adjustments, will be identified, catalogued, and assigned to subgroups on a priority within the College. Published standard operational procedures (Technical Manual of Procedures) will govern those registration processes and functions identified as College-wide in scope and dependent upon College-wide uniform systems.

**DISTRIBUTION:**

- Office of Education
- Committee Members
- Student Deans
- Community Education Chairpersons

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