

## MIAMI-DADE COMMUNITY COLLEGE

College Admission and Registration Procedures Committee

Minutes of the February 15, 2001 Meeting

Medical Center Campus, Room 2304

The monthly meeting of the CARP Committee meeting was called to order at 8:45 am

### MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC  
Cecilia Bermudez, Registrar, HC  
Maria Capella, Assistant Registrar, KC  
Gerald Carley, Bursars, Dist, NC  
Steffi Durnberg, Advisement Director, KC  
Floris Giol, Int'l Student Advisor, KC  
Harold Harper, Comp. Applications Prog., KC  
Rulx Jean-Bart, Registrar, WC  
Joselyn LeGrand, Faculty, WC  
Samuel D. LaRoue, Secretary, DARS, WC  
Ana Lien Montero, Recorder, DARS, WC  
Lourdes M. Perez, Registrar, IAC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chairperson, KC

### PARTICIPANTS OR VISITORS:

Ron Vorp, Institutional Research, District WC

### MEMBERS ABSENT:

Alan Berkey, Associate Academic Dean, KC  
Isabel De La Serna, Support Staff, NC  
Armando Ferrer, Dean of Student, NC  
Allen McPhee, Faculty, NC  
Kenneth Tague, Financial Aid Director, NC

APPROVAL OF MINUTES: The CARPC minutes of January meeting were unanimously approved as submitted. <sup>jm</sup>  
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ANNOUNCEMENTS: Ms. Perez announced that Mr. James McMillan will be going on medical leave for six weeks and Mr. Melvin Lindsay has been hired to handle all financial aid issues.

Mr. Stewart announced that the consortium will be meeting next week.

### SPECIAL AGENDA ITEMS:

- ✓ Class roll/purge rolls
- ✓ Stacked classes and Rollover
- ✓ Graduates
- ✓ Status of SLS Registration Hold
- ✓ Human Anatomy and Physiology Description in the College Catalog

ACADEMIC AFFAIRS REPORT: No report was submitted.

FINANCIAL AID REPORT: Ms. Amaya reported this month is financial aid awareness month. There was a college-wide open house on the 1<sup>st</sup> of February. For the entire month and next month there are going to be financial aid presentations/workshops. These presentations/workshops are going to be offered on different dates and times. Additionally, financial aid is trying to prepare for awarding the students and have disbursements ready by July 1, so the students can have their awards early in the semester.

**STAR SERVICE UPDATE:** Mr. LaRoue reported that STAR Service has been working properly. Mr. Stewart shared with the Committee some comments Mr. Schinoff made about the STAR service probably being fazed-out in five years. The Committee expressed some concerns with the visually impaired population.

**MINI-WORKSHOP UPDATE:** Ms. Perez reported that the planning committee met on January 18, 2001. The brochures were mailed to the Registrars listing all the topics that will be discussed. Another meeting has been scheduled for next week. Ms. Perez explained IAC is going to pay for their staff using the SPD funds and she suggested the Registrars talk to the Dean of Academic Affairs at their campus and request that they pay for their staff to attend. The Registrars were reminded to donate two gifts for the raffles.

**ADMISSION POLICY:** Mr. LaRoue distributed copies of the revised admission policy that was discussed at the December 2000 CARP meeting. The Committee reviewed the policy again and suggested the following:

Item II, A, 2. - The following statement needs to be added: "The students admitted under this category are not eligible to take the CPT."

Item II, A, 3. - In the last sentence the wording college preparatory instructions (AA) should be deleted. The sentence should read: "Students scoring below established minimum levels are required to enroll in college or vocational preparatory instruction"

**COLLEGE/CAMPUS POLICY REGARDING STUDENT DATA BASE DEFINITION:** Mr. Vorp informed the committee he is a member of the MISATFOR sub-committee, which is in charge of investigating student data base definitions for First-Time-in-College, Transfer Flag, Degree Seeking, High School Code/Graduation Date and Entry-Level Test requirements. This investigation is being done because the State wants to make sure all the colleges' definitions are the same. Mr. Vorp distributed a handout listing several issues that need clarification.

Prior Coursework Not Accepted By Institution and Previous Credit at Non-Accredited Institution - At the time of admission, these students' basis of admission will be TN (transfer, new). However, as soon as the transcript is determined not acceptable; the basis of admission should be changed to HN (high school, new). These students will be considered FTIC (first-time-in-college) even though they are in their second or third term at the college.

PSAV Students - These students should have been considered as FITC when they first applied to the college and the basis of admission should be VN (vocational, new). However, if these students enter as non-degree and then decide to pursue a degree, the basis of admission should be changed to VC.

Dual Enrollees - These students at the first time of admission if this is their first time at the college, the basis of admission should be DN. When they graduate, they become DC and maybe DR but never become HN. They might become YR or YC. The "Y" is a student whose basis of admission was initially DN, DC, or DR and is now a graduate.

Waiver of HS Diploma Requirements - The College' practice in the past has been not to ask for a HS diploma if the student is a transfer student from an accredited higher institution. The problem is when Miami-Dade sends out a transcript. The other institution will assume that since the student attended Miami-Dade, he must be a HS graduate. After a lengthy discussion, the Committee agreed to require from the students a HS transcript.

ESL for Entry Level Testing - The College's policy is after the students complete ESL they still must take the EAP.

AP Credit - Students take the AP testing in high school and then transfer to another institution, The College does not ask the student for a HS transcript and their basis for admission will be transfer. The college transcript will be required instead. However, if the student came straight from high school with AP credit, the basis of admission will be first time in college (HN). Therefore, a high school diploma will be required.

**TECHNICAL MANUAL OF PROCEDURES REVIEW & UPDATE:** Mr. LaRoue informed the Committee that District is involved in the revision of the Technical Manual of Procedures. The biggest part of the manual is admissions and registration. The idea is to assign different chapters to each Registrar for review. After further discussion, the committee agreed to divide the number of chapters equally among the campuses.

**FULL COST OF INSTRUCTION.** Mr. LaRoue submitted a report on behalf of Dr. Greb. At the last meeting, a question came-up concerning full cost of instruction based on financial hardship and the number of attempts a student is allowed to repeat a course. Copies of the Withdraw And Forgiveness Rule and Florida Statutes §240.124 and §240.311 were distributed.

*Withdrawal and Forgiveness Rule: Item (1), (d) of the rule states: "Courses may be repeated if they are designated as repeatable, such as choir, music or journalism or are individualized courses of study, or if they are required to be repeated by a regulatory agency, or are being repeated as part of a regulatory requirement for continuing education to stay current in a field such as teacher certification."*

After further discussion, the Committee unanimously agreed in cases where the courses are required by regulatory agencies to be repeated, a college-wide form needs to be generated and supporting documentation needs to be provided from the agencies stating the reason why the student is required to repeat the course. Ms. Bermudez stated that she already created a form, which is used at the Homestead Campus. She will send a copy to Mr. Stewart in an effort to assist him in creating a college-wide form. Ms. Durnberg emphasized how important it is to inform the agencies ahead of time of this new college practice. Mr. LaRoue will mail copies of the policies and procedures on extenuating circumstances to the Admissions & Registration Offices and the Academic Advisement Departments.

Item #3 of the rule states the following: "A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances."

The Florida Statutes further states the following: §240.124– “A student enrolled in the same undergraduate college-credit course more than twice shall pay matriculation at 100 percent of the full cost of instruction...however, students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class... Each community college and state university shall have the authority to review and reduce fees paid by students due to continued enrollment in a college-credit class on an individual basis contingent upon the student's financial hardship...”

§240.311 (3) (q) “...A student shall be funded to enroll in the same undergraduate college-preparatory class within a skill area only twice, after which time the student shall pay 100 percent of the full cost of instruction... however, students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class... Each community college shall have the authority to review and reduce fees paid by students due to continued enrollment in a college-preparatory class on an individual basis contingent upon the student's financial hardship...”

In other words: A student may have up to three attempts per course. A fourth attempt may be allowed only if the student file an appeal and such appeal is approved based on major extenuating circumstances. Additionally, for the third and fourth attempts, the students are charged full cost of instruction. However, the students may file another petition for fee reduction based on financial hardship. The student can file a petition for fee reduction for each attempt. There are two petitions, one is to repeat the course for the fourth time based on major extenuating circumstances and the other petition is for fee reduction based on financial hardship.

Ms. Amaya stated that on page 19 of the College catalog states “students are only allowed a one-time exception to the increased fees for courses. After further discussion, the Committee agreed the college catalog needs to be corrected.

**HIGH SCHOOL DUAL ENROLLEES (2.0 GPA Policy)**: Mr. Stewart explained there are two different GPA. The students must have a 3.0 GPA to be approved by the high school. However there is also policy where states a dual enrollee has to maintain a 2.0 PGA

**UNPAID CLASS SCHEDULE**: Ms. Giol shared with the Committee a situation brought up by the Director of International Students at North Campus. It seems like a few international students were denied to attend classes because their schedule has not been paid, even though, they had a payment extension, which has not expired.

After further discussion, the Committee agreed the cover memo, which is mailed to the instructors with the class rolls, needs to be modified. Mr. Stewart requested the Registrars send him a copy of their memo and a copy of the memo their Deans distribute. Additionally, the class roll will identify the students that have not paid for the class.

**REGISTRATION HANDBOOK SORTING CRITERIA** Ms. Bermudez stated the sorting criteria in the Registration handbook for the Summer Term is not correct. The handbook is being sorted by reference number rather than by dates and times. After further discussion, the Committee agreed the handbook should be sorted as followed.

- By course
- Within the course, it should be by campus and center. The outreach would fall at the end
- Within campus and center, it should be by either 6-week or 12-weeks. The definition of a 6-week class is anything that ends on or before the ending date of session 2. Anything after the ending date of session 2, should be considered a 12-week course.
- Within the number of weeks, time block (day/evening),
- Within time block, it should be by time of day.

This new sorting method will be for the Summer A term handbook only. For the Fall and Spring Terms, the sorting criteria should be as followed:

- By Course
- Within course, it should be by campus and center
- Within campus and center, it should be by time block
- Within time block, it should be by time of day.

**SCANNING OF IMMIGRATION I-20 FORMS:** Ms. Giol reported the decision reached by the International Student Committee. The documents that will be scanned and kept in the records are the ones used for admission. If there is any other document that needs to be added to the students record, the decision will be made by the director. In the future, the I-20s received already processed from INS will be scanned.

Ms. Montero asked the Registrars what is going to happen to all the documents stored in Iron Mountain. The Registrars were informed new Authorization cards were sent to their attention. These cards need to be filled out with the name and signature of the person authorized for the retrieving of documents. Mr. Stewart explained duplicates of microfilms are sent to Iron Mountain for storage.

Ms. Amaya asked the Committee what is the report that lists the names of students that have applied to college but never attended. Mr. Harper informed her the report could be obtained from GAP. After further discussion, the Committee agreed the documents of students that have applied but never attended should be destroyed after a year has passed.

**DIPLOMA COVERS:** Ms. Bermudez shared some concerns she has about the diploma covers not being delivered on time for commencement. Ms. Montero explained the requisition was submitted for the Board's approval and as soon as the approval is obtain, purchasing will fax the PO# to the company. Ms. Perez suggested that in the future, the covers should be submitted during the Fall term so that when commencement comes the campus already have them.

Ms. Montero distributed sample of the new diploma that is going to be used. The size will remain the same 14" by 11. The paper is #80 old white, which is the same as the old diploma. The Ink on the heading will be Glossy black and the College seal will be all gold.

**ONE COLLEGE RE: LATE FEE OVERRIDES, RESIDENCY, ETC.** Ms. Bermudez explained the process of the campuses becoming one college is currently taking place. She asked the Committee if a student from another campus comes to the Homestead Campus to obtain services (i.e, an extension, override late fee), will the other campuses honor the decision made by the Homestead Campus?. Mr. Stewart

explained that before a decision is made, the clerk should look first at the comment screen in case the student was turned down and the reason why. In case of residency, the documentation should be sent to the home campus of the student and a comment should be created stating the status.

**HOME CAMPUS ENROLLMENT REPORTS:** Ms. Bermudez informed the Committee the Directors of the New Student Center and Retention met and at that meeting, Marilyn Pumariega said the head count is more accurate than it was before. Subsequently, Ms. Pumariega called Registration at Wolfson Campus and she was told the count depended on which enrollment report was produced. After further discussion, the Registrars agreed the head count should be determined by home campus not by where the students are taking most of their credits.

Mr. Vorp asked clarification as to what home campus mean. When the home campus changes, are the student records sent to the new home campus? Mr. Stewart explained that home campus means from what campus the student is going to be receiving propaganda from. After further discussion, the Committee agreed the head count needs to be more accurate.

**COLLEGE STANDARD HOURS OF OPERATIONS AND PEAK HOURS OF OPERATION FOR FUTURE SEMESTER:** Copies of the Revised Peak Hours of Operation of the Start of Each Term for 2000-2001 and 2001-2002 Academic Years. After a lengthy discussion, the following corrections will be made to page one of the memo.

- Footnote 3 – the word also will be removed
- Under Saturday hours for the term 2001-2, footnote 3 should be added to January 26.

On the second page of the memo, item #4, the Executive Committee added the following sentence." No leave time will be granted during this period."

Ms. Durnberg asked the Committee for clarification about item #1, which states, "All students in line at the end of the business day MUST be served." Mr. LaRoue explained that at 8:00 pm all students in line must be served. Ms. Perez expressed some concern about this item. Mr. Stewart suggested for her to go to her Dean and explain what is the interpretation of Item #1 in the other campuses.

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

- ✓ The port was implemented and it went extremely well. There were very few problems. There are some base line bugs that need to be taken care off.
- ✓ Data on the course dictionary is being cleaned for non-credit. The course dictionary is being established for many of the non-credit classes.
- ✓ Currently working on missing item letters, which used to be called admissions data mailers. Mr. Stewart explained the system immediately places the students on hold and notices are sent out every three-weeks. The letters are in upper and lower case, which makes it look more like an actual letter.

- ✓ The next port 6.0 will be received some time in April and implementation will be scheduled for the end of May. Dr. Lukenbill expressed the desire not to use the holiday weekend for implementing ports.
- ✓ Data mailers out of the GAP report appear to not be printing since the new port went in.

Mr. Stewart informed the Committee that the application for admission on the Web was implemented. If a student applies for admission on the web, the system checks to see if that student number is already on the Odyssey data base. If so, it creates an e-mail. If the student number is not already in Odyssey, then it automatically creates a file.

### **SPECIAL AGENDA ITEMS:**

Class Roll/Purge Rolls - Ms. Power stated that based on the official administrative calendar there is only one purge date, which was February 6. According to the Student Dean and Academic Affairs Dean at North campus, there is going to be a second opportunity for the instructors to do another purge, which is March 16. This decision was reached at the last CASSC meeting. Ms. Perez suggested for a procedure to be set up, so that when the CASSC group makes a decision the CARP Committee will be properly notified. Mr. Berkey will be asked for information concerning this issue.

Stacked Classes and Rollover - Ms. Bermudez stated that when classes are rolled over, stacked classes are not rolled-over. Mr. Harper explained that in Odyssey there is no option to roll over stacked classes. Ms. Bermudez explained that when the stacked classes are not rolled over, the second half is being eliminated. As a result, the faculty chair forgets to add the second half. Mr. Stewart stated this problem would be fixed in the next port. The next roll over is June 12 and this feature should work by then.

Graduates - Mr. LaRoue distributed a list of students that have already graduated with a degree of non-degree. Joanne Bashford is requesting the Registrars to go over the list and remove the degree if applicable. After further discussion, the Committee will check Legacy to make sure all the data was carried over when the conversion was done.

Human Anatomy and Physiology Description in the College Catalog - Ms. Amaya received a call from another school where an advisor was trying to evaluate the student's transcript. On the transcript, the student has Human Anatomy and Physiology I, (2085 & 2086). The advisor was asking if the "I" could be replaced with a "II". Ms. Durnberg explained this is an integrated course. The two courses were combined yet the title the system picked up was the 2085. This was a conversion problem. After further discussion, the committee requested for her to remove the "I" from the title by going to SR, TR, AH, CR.

Phone Master: Ms. Capella explained that she is waiting for the campus to receive the new computers. One of those computers will be used for phone master and installation will take place after February 22, 2001.

Meeting adjourned at 12:30 pm. The next CARPC meeting will be at the Homestead Campus, on March 13, 2001

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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