

MIAMI-DADE COMMUNITY COLLEGE

College Admission and Registration Procedures Committee

Minutes of the April 6, 2001 Meeting

Kendall Campus, Room 2206-2

The monthly meeting of the CARP Committee meeting was called to order at 1:30 pm.

MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC
Alan Berkey, Associate Academic Dean, KC
Cecilia Bermudez, Registrar, HC
Gerald Carley, Bursars, Dist, NC
Floris Giol, Int'l Student Advisor, KC
Armando Ferrer, Dean of Student, NC
Harold Harper, Comp. Applications Prog., KC
Rulx Jean-Bart, Registrar, WC
Samuel D. LaRoue, Secretary, DARS, WC
Joselyn LeGrand, Faculty, WC
Allen McPhee, Faculty, NC
Lourdes M. Perez, Registrar, IAC
Jackie Power, Registrar, NC
Tom Stewart, Col. Registrar, Chairperson, KC

VISITORS/PARTICIPANTS:

Ed Eisel, Application Development, KC
Darla Green, Adm & Reg, KC
Bethany Ladd, Bursar's, KC

MEMBERS ABSENT:

Isabel De La Serna, Support Staff, NC
Steffi Durnberg, Advisement Director, KC
Ana Lien Montero, Recorder, DARS, WC
Kenneth Tague, Financial Aid Director, NC
Ron Vorp, Institutional Research, District WC

APPROVAL OF MINUTES: The minutes of the March 13, 2001 meeting were approved as submitted.

ANNOUNCEMENTS: The following announcements were submitted.

- Mr. Jean-Bart announced Mr. Robert Edmond was moved from front counter clerk to scheduling clerk. He has been working for the College for a while and is familiar with the scheduling process.
- Mr. Stewart introduced Darla Green who is the Admission & Registration Supervisor at the Kendall Campus and announced that Ms. Maria Capella is no longer with the College. She accepted a position with Miami-Dade Police.

SPECIAL AGENDA ITEMS:

- Release of Transcripts
- Special Reports
- Audit Grades
- Conflict Checking Program for Summer A & B Terms
- Clarification on Reduction of Fee for 3rd and 4th Attempt
- Commencement Labels

ACADEMIC AFFAIRS REPORT: No report was submitted .

FINANCIAL AID REPORT: Ms. Amaya reported financial aid is trying to identify additional students who need awards for the Summer A & B Terms and they are also working on the award letters for the Fall term.

Mr. Ferrer reported that financial aid is also reviewing what is left of the SEOG and work-study monies and how it is going to be distributed. There might be some money carry over for next year.

WEB APPLICATION FOR ADMISSIONS UPDATE: Mr. Eisel submitted the following update:

- All new credit applications with valid SS #s will be handled without having to do e-mails.
- Students are successfully applying on the web for credit and PSAV.
- For the month of March, 394 applications were received.
- They are currently working on the FACTS admission. The FACTS admission is going to be at a central site where all the programmed data will be filled and the institution where to send the information will be selected. Erika is working on the program.

STAR SERVICE UPDATE: Mr. Eisel reported STAR Service is working properly.

Mr. Stewart informed the Committee that stacked classes are causing some minor problems on the Web. A student brought this issue to Mr. Stewart's attention. The student first looked for open classes and selected a class that was obviously open with three seats available. When the student registered for the class, the system informed him the class was full. It turns out the class selected was a stacked class and; even though, there were seats available in the class, the class was considered to be full.

MINI-WORKSHOP UPDATE: Ms. Perez reported the FACRAO mini-workshop was a success. There were around 80 people and some of them were from the Broward and Palm Beach community colleges, Barry University, University of Miami. The Committee congratulated her for a job well done.

AACRAO 2002 WORKSHOP IDEAS: Ms. Perez informed the Committee that she has been appointed to the Admissions Systems Committee for the AACRAO 2002 meeting, which is going to be held in Minneapolis. AACRAO stands for American Association Collegiate Registrars and Admissions Officers. As part of her duties, Ms. Perez needs to attend a conference in Seattle this month with three proposals of possible workshops for the 2002 meeting. The Committee was asked for suggestions for presenters name, futuristic planning, etc.

APPLICATION FEE OBLIGATIONS: Mr. Carley reported the application fee obligation holds continue to cause problems. Also related to this type of holds are the F5 holds, which originate from student merge problems. Mr. Carley stated that the Bursars have a program that can remove the application holds when needed, but they would have to be notified to remove the holds. Ms. Ladd explained the Bursars first do some research to make sure the fee has been paid before removing the hold. This is only done for application fee holds.

Further, she explained the Bursars are currently working with Student Financial Services to remove the F5 holds, which originate from student merge problems. Student merge consists of two pieces, the registration/ records and the student financial. Currently, when the Bursars see a message on AD HO HO relating to student merge problem, Student Financial Services gets notified and they in turn notify the programmer to get the problem resolved. Some times the problem is that the merge is incomplete and in that case, the admissions area gets contacted.

The application fee obligation still needs to be taken care off. When the Code is changed on the applicant screen from a "U" to a "P" the obligation is not removed. Mr. Carley is suggesting the system should remove the obligation when the code is changed. Mr. Harper explained the problem is in the finance area, which is the department that maintains the holds.

Ms. Bermudez informed the Committee that the New Student Center Directors and the Retention Transition Directors want to find a way to reduce the process for students that have an application fee hold.

Mr. Carley proposed compromising and having the fee appear on the student schedule and after one term will be posted as an obligation. After further discussion, the Committee agreed. Mr. Carley will forward the suggestion to the finance area.

SPECIAL DESIGNATOR FOR 6-WEEK CLASSES: Mr. Jean-Bart informed the Committee some students and staff have problems differentiating between 6-week A and 6-week B courses. He is suggesting posting a special designator to help identify the classes. Ms. Bermudez added Ms. Pat Conroy suggested having a suffix to identify the 12-week.

Mr. Stewart explained that there is no need to have a special designator for 6-week B because is in a different term. The confusion is between 6-week A and the 12-week courses. He stated that there is no problem creating the special designator; however, the downside is that for every class it will take two lines. The handbook is already in the maximum number of pages allowed and this will increase the number of pages.

After further discussion, Mr. Harper will programmatically insert a special designator to identify the 6-week A courses for the browser.

EN SPECIAL DESIGNATOR-NON FTE GENERATING CLASS: Ms. Bermudez wants to know when is this special designator used and who advises the scheduling clerk when to use it. Mr. Harper explained this special designator must to be there because when the student database is generated, the system looks for the designator. Mr. Stewart stated the academic area is the one that will advise the scheduling clerk when to use the Non-FTE designator.

ODYSSEY REPORT: Mr. Harper submitted the following Odyssey report :

- ✓ The Port 6.0 version is available for capture. On Monday, it will be decided when to receive the port because the student piece might be separate from the finance piece. Until this information is well known, the staff will not be asked to work on the port. This will delay the process for a week.

The users will start testing the port the week of May 14th in order to meet the implementation date of Memorial Day.

- ✓ With the new port, some new registration edits will be implemented.
- ✓ The missing item program is in progress.
- ✓ A massive degree audit was run about two or three weeks ago. In that run, 18,000 students were processed through the AA degree checking to see if they would qualify for a degree. Only 1,700 students were found ready to graduate at the end of this term and 600 students qualify for an AS degree.
- ✓ Joanne Bashford is requesting that the primary objective of our students be checked against the term objective code. If the data does not match, the objective needs to be changed to the primary objective. This project will be taken care of some time early next week.

Mr. Stewart informed the Committee that the Registrars received a list of changes in the new Port. He requested them to review the list. On April 9th, there will be a meeting with a group of Administrators at Wolfson Campus, room 3208, who will prioritize this list.

SPECIAL AGENDA ITEMS:

Release of Transcripts: Ms. Giol reported that at the last International Student Services meeting, the advisors requested some clarification from the CARP Committee as to what kind of ID should be required when an international student is requesting release of their transcripts. Is an e-mail or fax considered a legal request? After further discussion, the Committee agreed that a written and signed request is required if it is going directly to the student. If it is going to another accredited institution in the United States, an e-mail or phone call would be sufficient with the assumption this is going to facilitate the student's transfer.

Special Reports: Mr. Jean-Bart informed the Committee that the academic chairs would like to have access to print a list of students and mailing labels. Mr. Harper was asked to please generate a program that would allow the chairs to request such a list and mailing labels. The list should print in the following order: program code and alphabetical order. The mailing labels should print as follows: If the labels were requested by zip code order, the report should also come out in alphabetical order. If the labels were asked by Program and zip code, the report should come out in alphabetical order within program. Bad and hold addresses will not be selected.

Mr. Stewart also requested the availability of printing selective class rolls, mailing labels, and downloads.

Audit Grades: Ms. Amaya reported that at her campus, a student was auditing a class with the chair's approval and the system charged the student as the 3^d attempt. The chair of that area was questioning this process. Mr. LaRoue explained that if the course is passed with a grade of "C" or better, the student is not allowed to take the course again. However, for re-licensing, teacher certification, or improve GPA purposes, the student can take the course again. Students may also audit the course, but it will count as an attempt and the student will be charged full cost of instruction.

Conflict Checking Program for Summer A & B Terms: Ms. Power reported that for Summer A & B terms the conflict checking program is not working. The system is allowing students to register for a 12-

week course and Summer B, 6-week course that meet at the same time. Mr. Harper explained that the system looks at each term as separate terms. This issue is in the Consortium list of priorities, but it will be a while before it gets addressed. Ms. Power requested a report listing the students that are registered for 12-week courses and Summer B, 6-week courses to advise them of the conflict.

Clarification on Reduction of Fee for 3^d and 4th Attempt: Ms. Power requested clarification with regard to the use of extenuating circumstances for the reduction of fee. Mr. LaRoue explained that extenuating circumstances are allowed only once. Financial hardship can be allowed more than once.

Commencement Labels: Mr. Stewart reported the Registrars reviewed the commencement labels earlier today and there was an agreement to receive two sets of labels. The labels printed would be of potential graduates and will be generated by campus. The first set of labels will be distributed as soon as possible. The second set of labels should be ready by Wednesday, April 25th, 2001 to be picked-up the next day Thursday, April 26th at the Kendall Computer Center.

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the InterAmerican Campus, Friday, May 11, 2001 from 1:30 to 4:00 pm, Room 1109.

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:

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