

MIAMI-DADE COMMUNITY COLLEGE

College Admission and Registration Procedures Committee
Minutes of the May 11, 2001 Meeting
InterAmerican Campus, Room 1109

The meeting was called to order at 1:30 pm. Roll was called and a quorum was declared present.

MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC
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
Allen McPhee, Faculty, NC
Ana Lien Montero, Recorder, DARS, WC
Lourdes M. Perez, Registrar, IAC
Jackie Power, Registrar, NC
Tom Stewart, Col. Registrar, Chairperson, KC
Ron Vorp, Institutional Research, District WC

VISITORS/PARTICIPANTS:

Betty Gonzalez, Transcript Evaluator, WC

MEMBERS ABSENT:

Alan Berkey, Associate Academic Dean, KC
Isabel De La Serna, Support Staff, NC
Steffi Durnberg, Advisement Director, KC
Jocelyne LeGrand, Faculty, WC
Kenneth Tague, Financial Aid Director, NC

APPROVAL OF MINUTES: The minutes of the April 6, 2001 meeting were approved with corrections.

ANNOUNCEMENTS: Dr. Ferrer announced that representatives from all campuses visited Barbara Goleman High School as an attempt to inform and recruit students. This high school is one of the largest high schools in the State with an enrollment of 4600 students. This activity was set up like a small college fair in the school's Gym but only for MDCC. The fair started at 7:00 am and by 9:00 pm 2300 students were serviced. All the Social Science classes participated which included all juniors, seniors and some sophomores. Six CAP counselors from Dade County attended and a Regional Superintendent was also present. This Superintendent invited the College to attend their next principal's meeting and talk about the program.

SPECIAL AGENDA ITEMS:

- High School Dual Enrollment
- Schedule of Future CARPC meetings
- Revised Vocational Credit Certificate Program List
- Courses With No Instructor's Name Attached
- Post Cards
- Voter Registration Form

ACADEMIC AFFAIRS REPORT: Mr. LaRoue asked Dr. Hays to assign a replacement for Dr. Gordillo to attend the CARPC meetings. Dr. Hays suggested for Mr. Stewart to speak with Gina Cortes since she is the Chief Dean for this academic year. Mr. Stewart mentioned that he will also speak to Dianne Lake from

Student Financial Services to be part of the Committee and will ask Pat Stevens to recommend some students to attend the meetings.

FINANCIAL AID REPORT: No Report was submitted.

STAR SERVICE UPDATE: Mr. LaRoue reported the system is working properly. Mr. Stewart stated that several STAR phones at the Kendall Campus are being removed. Ms Perez requested a report that would show the volume of usage of the STAR system. Mr. Stewart assured this report has already been requested and as soon as it becomes available, it will be distributed.

TRANSCRIPT EVALUATORS: Ms. Gonzales shared with the Committee some concerns she has about the large number of calls she has been receiving from students pertaining to transcript evaluations. She explained that 80 percent of those calls can be taken care of at the department main number, which is 237-7052. She asked the Committee not to give her main number to the students.

Mr. Jean-Bart added that when the Evaluators' office was centralized, it was agreed that the students would be served at their home campus. If the students have any questions, they should address the questions to the admissions or the advisement offices. If additional help is needed, then the staff should call the evaluators for assistance. The numbers should not be given out to the students.

Ms. Gonzalez mentioned the evaluators are up-to-date with the posting of transcripts. She explained that as soon as a transcript is received, a comment is placed in the system. If for whatever reason an evaluation is not done, then a comment is placed in the system. The transcripts are being evaluated within two weeks from the date it was received. Transcripts of students that are non-degree seeking and incomplete transcripts should not be sent to the evaluators for evaluation.

The military now has transcripts. The VA department should inform their students to obtain a transcript from the American Council of Education. Some military members are not registering but are requesting their transcript evaluated. Mr. Stewart explained the College is obligated to evaluate those transcripts if the students request it. However, the student needs to apply for admission to the College and pay the \$20 application fee. These students do not have to register for classes and can be awarded a degree if they meet the College graduation requirement.

Foreign transcripts are supposed to be translated by either a certified translation agency or a certified translator. Some students are just handing in an evaluation instead of the translation. The College does its own evaluation. Also, the staff that receives the original documents should sign the copies as proof that the originals were seen.

After further discussion, there was an agreement that all departments that have contact with students should be informed. Mr. Jean-Bart will draft the message and will forward it to Mr. Stewart prior to the distribution.

MODIFYING ENROLLMENT CODES FOR NON-CREDIT STUDENTS: Mr. Vorp mentioned the State has a concern about the College reporting the same student twice as FTIC. Institutional Research has been

reporting non-credits students as FTIC and when those students register in credit courses the following term, they are coded again as FTIC. He suggested changing the enrollment code.

Mr. Stewart added that those students apply as college credit students but never take a college credit class and instead register in supplemental courses. At the time of enrollment, they get reported as first time in college. The following term, the same students register in credit courses and they get reported again as first time in college.

A lengthy discussion followed and Mr. Harper suggested Mr. Vorp should attend the next consortium meeting dealing with student database to address this issue since it seems to be a consortium level problem. Meanwhile, Mr. Vorp will submit a programming request to have a batch report run every time the student database needs to be submitted to the State. This report will help identify those students to be able to examine their schedule and change the first digit of the code accordingly.

ADD FUNCTION ON REGISTRATION SCREEN: This item will be discussed at the next meeting.

COLLEGE-WIDE FINAL EXAM SCHEDULE: Dr. Ferrer informed the Committee that the Executive Committee would like the Registrars to draft a college-wide final exam schedule for Fall, Spring and Summer A and B. The Registrars need to forward the draft to the Student Deans and they in turn will forward it to the Executive Committee for their approval. The Registrars will start working on the schedule as soon as possible. The final exam schedule will be published in the Spring registration handbook.

CRITIQUE OF COMMENCEMENT & SPRING GRADE PROCESSING: The Registrars were asked their feedback on the spring grade processing.

- Ms. Bermudez reported that some faculty members at Homestead may have forgotten to press the enter key to enter grades on the last page.
- Mr. Stewart reported that at Kendall there were very few problems with missing grades.
- Ms. Amaya reported that at Medical some Chairs had to be given access to enter some grades. She suggested informing the faculty that their grades will be available to students on the Web as soon as they press the enter key.
- Ms. Power reported that at North some names were missing from the grade certifications that are sent to the faculty members. Mr. Harper will investigate what caused this to happen.
- Ms. Perez reported that at InterAmerican the spring grade processing went very well.
- Mr. Jean-Bart reported everything went well at Wolfson.

Based on the report submitted by the Registrars, the commencement ceremony at all the campuses went very well.

Mr. Stewart mentioned that the automatic graduation had many problems as anticipated, but nevertheless, the program was run to see what the actual outcome would be. Due to some data problems, not every student that should have graduated was selected to graduate by the automatic graduation process.

Mr. Stewart reported he received several calls from students who received a notice in the mail affirming they have graduated when, in fact, they should not have been. All notices were dated either April 28th or 30th. Mr. Harper stated the approval mailer program has not been run. Therefore, the notices these

students received must have been related to the degree application, which notify the students they have been applied to a degree.

Ms. Bermudez asked if there is a way to identify the students who are late approvals to be able to print their diplomas. Mr. Stewart explained that a program is being worked on. Next time the Registrars request from Mr. Harper the diskette with the diplomas that need to be ordered, he will search for students who have a degree already but for whom the diploma has not been ordered. Also, at the same time Mr. Harper is producing the diskette, he will enter the date the diplomas are being ordered.

Mr. Stewart reported there were several problems with the honors designation. In the catalog, the GPA for highest honors is 3.7 and in Odyssey it is 3.75. The Registrars were informed that when doing manual graduation, the honors designation must be put in manually.

ERROR 1046: Mr. Jean-Bart explained that error 1046 is when a student is not passing a class and is trying to re-register for the same class before the term is over. Mr. Jean-Bart proposed to the Committee to give the Chairs access to override the edit and register these students. After further discussion, the Committee disagreed with Mr. Jean-Bart's proposal. The Committee feels this process should be done at the Registration Office and the person who has the authority to do the overrides must keep some kind of record.

REQUEST FOR PETITIONS COMMITTEE ACTION FORM "WN" GRADE: This item will be discussed at the next meeting.

DUMMY ID TO PERMANENT STUDENT ID CONVERSION: Mr. Vorp asked the Committee if the conversion from dummy ID to social security ID is done automatically and if there is any additional implication with the conversion. The Registrars explained that when the students obtain a social security number, he/she must inform the admissions office in order to make the conversion.

Mr. Vorp added that when these students take the EPT with a dummy number and then take the CPT with the social security number, there is no way of identifying them. Mr. Harper will try to find a solution to this problem.

AACRAO CONFERENCE REPORT: Ms. Bermudez reported the AACRAO conference was held in Seattle and it was excellent. Ms. Perez stated that two of the ideas she presented were selected for next year's annual conference in Minneapolis. They are imaging and the generation workshop that was done at FACRAO by Barry University.

Next AACRAO Conference will be in Minneapolis and then Las Vegas.

TRANSIENT FORMS: Mr. Stewart asked the Registrars what is the procedure they follow on their campus.

Ms. Bermudez reported that at Homestead, these students are given an override and a comment is placed in the system.

Ms. Perez reported that at InterAmerican, they recently had a student from the University of Florida who took a course. This student had a Bright Future Scholarship. The university was contacted to pay for the course.

Dr. Ferrer reported that at North they had a student from FSU and was given a short-term loan while the scholarship paperwork was being processed.

Mr. Stewart reported that at Kendall they have been getting many e-mail requests from students who are trying to register and have sent their transient forms to the College. Those forms are being placed in an accordion folder and before the information is entered in the system, all pre-requisite overrides are done for whatever courses are listed on the form. Additionally, the form mentions if the student is classified as a Florida Resident at the other school. This information can be used if the student signs an affidavit.

Mr. Jean-Bart reported that at Wolfson the forms are filed as part of the student's record and a copy is sent to the advisor. Mr. Stewart suggested not sending a copy to the Advisement Department since all that is required is an override and it can be done in the Registration Office. This would save the student one trip or another phone call.

Ms. Power stated that according to a chairperson at North the transient forms for math courses are only an acknowledgement that whatever courses were taken at MDCC can be transferred to the other institution. However, the students must be tested and should to take the CLM test, which is offered at the College.

Mr. Stewart informed the Committee that the State is currently working on a common transient form, which has not yet been approved. Until then, the College should have its own form. Mr. Jean-Bart stated that the advisement department at Wolfson created a form and the International Student Department also has a form. Mr. Jean-Bart was asked to modify the form and make it college-wide. Ms. Giol will send Mr. Jean-Bart a copy of the transient form that is used by the International Student Department.

ACCEPTANCE LETTER FOR HS/COLLEGE TRANSCRIPTS: Ms. Bermudez stated that many students college-wide are saying they were not aware that HS/College transcript needed to be sent to the College. In an effort to assist and inform these students better, Ms. Bermudez proposed including in the acceptance letter a paragraph asking them to send their transcripts. Mr. Stewart assured the acceptance letter does mention the transcript needs to be sent if, and only if, the student attended a HS or College that cannot send electronic transcripts.

Ms. Stewart mentioned the problem the system had of only reading the first transcript when multiple transcripts were received has been taken care of. Mr. Harper added that now the program will replace the transcript in the file with the latest version received.

APPLICATION FEE FOR M-DCC EMPLOYEES: Mr. LaRoue explained Human Resources has placed on the web the employee fee waiver form. The form states that the application fee is not covered. However when the employee waiver started back in 1990, the old form mentioned the application fee was included in the waiver. After some discussion, Mr. LaRoue will discuss this issue with Human Resources.

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

- Monday is the day when the staff is going to meet and test the new port. The testing will be done at the Kendall Campus in room 6356.
- Mr. Stewart requested to have the option for printing STC 271- or 272 class master reports on one or two-sided paper. Starting Monday, May 14th, this feature will be ready. The default of the report is 1100 (two sided). If one side is preferred, then it needs to be changed to 1101 (one side).
- Student schedule have been modified to include classes that cross over to the next term. The system still does not check for conflicts.
- At the last meeting, requests were made for additional reports similar to GAP but with a quicker running time. Those programs are in progress and should be available shortly after the new port is implemented.
- One of the SLS holds for when the student is in an SOAP category (1125) is supposed to be included in this new port. Unfortunately, it might not be ready for testing next Monday.
- The special designator A8 for all the Summer A 6-week classes has been inserted. However, since this special designator was inserted, the scheduling clerks have failed to put it in a couple of times.
- The handbook was very successful.
- At the last meeting, Institutional Research requested the program codes to be matched against the term record and the primary objective. A couple of weeks ago, the program was run and 20,000 students' program objectives were changed to the term objective.
- Mr. Stewart has identified numerous data problems especially in the course dictionary and also with the program demographic (DA PR PR).
- Yesterday, the GAP screen was modified. The User ID is now a selection field, which will make the search easier when looking for a specific job.
- The Browse for open classes (RG RS BC) has also been modified. Now by pressing PF2, the system will return to the specified class at the top of the list.
- The missing item data mailers are currently being worked on. It should be available shortly after the new port gets implemented.
- There is a bug in the drop for suspension program, which is dropping students that were suspended from a previous term, even though, they have appealed for the future term. This program will be fixed. It will not drop a student if it has an appeal code.
- Mr. Harper explained that the majority of his time last month has been used to support the financial service area with some data they needed especially with the Bright Future Scholarship and Florida Student Assistant Grant.

. Mr. Stewart emphasized the importance of getting together next Monday to test the new port.

SPECIAL AGENDA ITEMS:

High School Dual Enrollment: Ms. Bermudez shared with the Committee several issues that came up at Homestead.

- A dual enrollee student from Monroe County wants to attend the College. Mr. LaRoue stated the College only has an agreement with Miami-Dade County .

- If a dual enrollee student does not want to use his social security number as the student ID, can a dummy ID be assigned. After further discussion, the Committee agreed a dummy ID number can be assigned since the student does not have to apply for financial aid.
- On Homestead, home school students who are dual enrollees are not allowed to take distance education or independent study classes. Mr. LaRoue will do some research to find out if dual enrollee students need to be in a class.

Schedule of Future CARPC Meetings: Mr. LaRoue asked to look at the schedule of future meetings that was distributed earlier in the meeting. Since there seems to be no formula to figure out the dates, he proposed to schedule all future meetings on the second Friday of each month. After further discussion, the Committee approved the proposal.

Revised List of Vocational Credit Certificate Program: Mr. LaRoue distributed a copy of a memo he received from MaryAnn Miller addressed to the Financial Aid Director. This memo is a revised copy of the Vocational Credit Certificate Program list for financial aid eligible programs for the 2001-2002 academic year. Additionally, Mr. Stewart will forward to the Registrars a list of the new course number changes for cross-reference.

Courses Without Instructor's Names Attached: Mr. Vorp reported that there are courses in the system with TBA for instructor's names and when the instructors are finally assigned, the names are not entered in the system. It is very important for the instructor's names to be attached to the course in order for them to get paid. The Committee directed Mr. Vorp to speak with Jeannette Drake who is the ASTRA coordinator for assistance in this matter.

Mr. Vorp added that the same situation occurs with the room number and building codes that have TBA. Ms. Perez stated that some independent study classes do not have a classroom number assigned. Those students go to see the professor in the office and when that office number is entered, the system does not accept it. Mr. Stewart explained she needed to go to the room usage screen in facilities and make the office a classroom. This does not affect the state report because only the scheduling side is affected. Additionally, there is browse, which the scheduling clerk can use (CU CC BC) to see the rooms that are not assigned.

Voter Registration Form: Mr. LaRoue reminded the Registrars that by Federal Law the College has to provide the voter registration form to the students. The following offices were supplied last year with the forms in English and Spanish. Registrar's Office, Student Life Office, and Disabled Student Office. New forms will be distributed as soon as they are received.

Post Cards: Mr. LaRoue stated that our current system does not produce post cards. However, vendors keep contacting his office. There is one particular vendor that can produce four-color postcards from a file that we would mail to them. One file would contain the name & address of the students and another file would contain the text. The mailing of the postcards would be around 17 cents each and the cost of the postcard, which includes the printing, would be around 8 cents. After further information, the suggestion was to investigate this issue further.

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the North Campus, Friday, June 8, 2001 from 1:00 to 4:00 pm, Room 1324.

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) which 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