

MIAMI-DADE COMMUNITY COLLEGE

College Admissions and Registration Procedures Committee

Minutes of the July 13, 2001 CARP Committee meeting. The meeting was held at the Wolfson Campus in room 5507. Roll was called and a quorum was declared present.

MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC
Dulce Beltran, Assist. Registrar, KC
Cecilia Bermudez, Registrar, HC
Floris Giol, Int'l Student Advisor, KC
Harold Harper, Comp. Applications Prog., KC
Rulx Jean-Bart, Registrar, WC
Samuel D. LaRoue, Secretary, DARS, WC
Jocelyne Legrand, Faculty, 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

VISITORS/PARTICIPANTS:

Karen Hays, Vice Provost, Dist, WC
Rosa Ferrer, Bursars, Dist., WC

MEMBERS ABSENT:

Alan Berkey, Associate Academic Dean, KC
Gerald Carley, Bursars, Dist, NC
Isabel De La Serna, Support Staff, NC
Steffi Durnberg, Advisement Director, KC
Armando Ferrer, Dean of Student, NC
Kenneth Tague, Financial Aid Director, NC
Ron Vorp, Institutional Research, District WC

APPROVAL OF MINUTES: Ms. Bermudez asked for clarification on the discussion concerning the coding for FTIC. Mr. Stewart explained that there are two things involved in FTIC. One is the way Odyssey was initially set up and essentially the definition for Odyssey for first time in college student has been any one who was coded with either a VN or HN. Unfortunately, Institutional Research was not able to use these codes when reporting the state database. Institutional Research met with Mr. Harper and for the state database they have been using a different definition when reporting FTIC. The definition is that if a student does not have any credits on the transcript either vocational or recreational, they will be reported as FTIC. Students who have college credits posted in the transcript will not be considered FTIC. Mr. Stewart stated that next time the college needs to report the student state database, Mr. Harper needs to include students who have CLEP, military CLEP, ACP equivalent of CLEP and AP only on their transcript and code them as FTIC.

The minutes of the June 8, 2001 meeting were approved with corrections.

ANNOUNCEMENTS: Mr. Stewart introduced Dulce Beltran who was hired as the Assistant Registrar for Kendall Campus.

Dr. Hays gave a brief update concerning the significant changes the Office of Education, Policy, Programs and Analysis has gone through.

- Dr. Alexandria Holloway is now part of the team. She will be handling the Honors College.
- Dr. Nora Hendrix is in charge of the Workforce Education Program. She will be working closely with school directors, members of the community chambers of commerce, different boards and state agencies in an effort to continue addressing the workforce education locally in Miami-Dade county.

- Dr. Kenneth Blye will be focusing on continuing the development of the Website for registration. He also will be working on optical imaging and continuing the implementation of the Smart Card.
- Mr. Rene Garcia is now directing enrollment management for the College. He will be working with the retention department on developing a comprehensive recruitment plan.
- There is a position open in the department, which has been advertised. The title is Associate Vice Provost for the Office of Education Policy, Programs, & Analysis. This individual will be in charge of processing the academic program reviews, general education review and course competency activities and assist with developing and evaluating curriculum.
- A new employee has been hired as the Education Specialist. Her name is Gabriela Buitron. She will be working closely with the people mentioned above to make sure their budget is in order and the campuses have the information they need.
- Dr. Janice Gill-Gordillo will be going to the InterAmerican Campus beginning the Fall Term as a faculty member in the Education Division. Dr. Hays mentioned that another person will be assigned to attend future CARPC meetings.

SPECIAL AGENDA ITEMS:

- Status of Incoming Transcripts on FASTER
- Fee Tolerance
- FACTS

ACADEMIC AFFAIRS REPORT: Dr. Hays reported that the CASSC member list will be reviewed to make sure the list is realistic and appropriate. Mr. Stewart stated that lately there has been some confusion in this committee because traditionally we had reported to the Student Deans and now CASSC.

CASSC met last Tuesday, July 10, 2001 and because there was no quorum most all of the items were informational. There were only three items on the agenda for discussion.

1. The Radiography A.A.S. college credit degree program was presented for discussion. The Discipline Committee recommended no changes be made in the Radiography Program curriculum. In order to retain the current curriculum in the Radiography Program, it must become an A.A.S. degree. This program will probably be the first A.A.S. degree in the college and will go to the Board of Trustees as an information item in September.
2. The state of Florida has changed the Math requirements for students who are education majors. These students are required to have nine credits of Math and nine credits of science.

ACADEMIC DOCUMENTS REQUIRED FOR INTERNATIONAL TRANSFER STUDENTS: Ms. Giol explained that on the International Student Admissions packet the students are asked if they attended a university. If so, credentials would be required in addition to the HS credential. Students are asked for both the HS credential and university credential. However, transfer student in any other immigration category are only asked for their college credentials.

Ms. Bermudez stated in the past the International Advisors decided to always ask for high school and university credentials since it is difficult to know if the foreign institution the student attended is accredited at the time of application. After a lengthy discussion, the Committee recommended continuing with the present practice of asking high school and university credentials for international students.

Mr. LaRoue asked if an international student is applying for English only, what is the process? Ms. Giol explained that if the student is just a high school graduate, then a high school credential is requested. If the student went to a university and received some university courses, then the university credential is requested but not evaluated.

Ms. Power asked what is the status of international students taking the GED abroad. Does the Department Of Education have facilities offering this particular test in foreign countries? Ms. Giol stated that GED is expanding their offices and they are offering the test in different countries, but the college admission requirement is for a State issued GED.

FINANCIAL AID REPORT: Ms. Amaya reported that all the award letters have been mailed. Ms. Perez stated that this year the format of the award letter is different. The new format used is a wrap around letter, which contains an explanation as to what is an award letter. The students now have to bring in the signed award letter.

They are currently working on a new book voucher, which will be sent to the students prior to the beginning of the Fall term. Those students then take their voucher directly to the bookstore instead of waiting in line at the Financial Aid Office

STAR SERVICE UPDATE: Mr. LaRoue reported STAR Service is working very well. Unfortunately, the volume of usage decreased than anticipated. At Kendall Campus, some STAR phones are being removed and vending machines are being installed.

CAMPUS MAP ON STUDENT CLASS SCHEDULES: Mr. Stewart shared a recommendation that came from a faculty member from the North Campus to have a map of the campus printing on the back of the class schedule fee statement. After further discussion, the Committee strongly disagreed because of the cost involved. Therefore, the decision was made to have each Registrar print their campus map and have them readily available for the students.

REQUEST FOR PETITIONS COMMITTEE ACTION FORM "WN" GRADE: Ms. Power distributed copies of the form for the Committee's review. The following changes/corrections were suggested:

- The name of the College and logo should be added to the heading.
- Item A: Instructions - Under example of documents that can be submitted as proof, delete hospital bills.
- Item C: Reason for Petition - Mr. LaRoue stated that the Deans decided not to include option 2 "Grade(s) of "W" withdrawal without a refund. Since the Registrars have not been informed of this change, Mr. LaRoue will investigate this issue further.
- Item D: Course(s) For Which Petition Is Filed. The word "filed" is misspelled.
- At the bottom of the form a space should be provided for the Committee's decision and signature.
- The revision date should be included on each side of the form.

The approval of the form was postponed until next meeting.

Ms. Power also distributed copies of the Request for Appeal Committee Action Form, for the Committee's review. This form combines all of the appeals into one form. The following changes/corrections were suggested.

- The name of the College and logo should be added as heading.
- Item A: Instructions: - Delete item #6 "Submit completed request to Registrar's office."
- Item C: Reason for Appeal – Next to the side title add the statement "Please select those options that apply," Remove the statement "Veterans Benefits and Financial Aid recipients will be billed for any overpayment."
- Item D: The side title should read "Course(s) and Term for Which Appeal is Filed". The word "filed" is misspelled. Add the statement "Require separate form for each course under the side title. The number of lines should be reduced to four.
- Approval box needs to be added.
- On the second box on the reverse side of the form, delete the second bullet in item #1 (median family income is less than \$41,700).
- The revision date should be included on each side of the form.

The approval of the form was postponed until next meeting.

TRANSIENT STUDENT APPROVAL FORM: Mr. Jean-Bart distributed copies of the Transient Student Approval form for the Committee's review. The following changes/corrections were made:

- The Web page of the College and the InterAmerican Campus mailing address and phone number need to be added to the heading.
- Social Security Number needs to be changed to Student ID number.
- Course Approval: The word "eligible" should be included. The statement should read, "... student is hereby eligible and authorized to take ..." The lines for the column Title should be longer and the lines for column credit hours should be smaller.
- Date should be added to all signature lines.
- For international students, a statement should be added before the Int'l advisors signature that states, "This student is in legal status" Ms. Giol will provide the correct wording.
- At the bottom, non-Florida Alien should be changed to Non-Florida Resident.
- A note should be placed at the bottom asking the student to retain copies of the forms.
- The revision date should be added at the bottom.

The approval of the form was postponed until next meeting.

CREATING A COLLEGE-WIDE ANNUAL MASTER CLASS SCHEDULE: This item was discussed at the Registrar's meeting. The Executive Committee is discussing ways of letting faculty members select their schedules in a more timely fashion. They are trying to get this done either once a year or twice a year but essentially in March for both options The Registration handbooks will not be published earlier but the data will be ready much earlier.

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

- Mr. Stewart is working closely with a programmer who is working on the SLS1125 holds.
- There are two ports coming in the Fall. One of the Ports is 99% finance related. The release notes show there are very few impacts on other areas. However, in order to make the changes in the finance and purchasing areas, a Global Data change was made. This means the area needs to be tested. The release notes for the other port will not be available for a couple of months but it is scheduled for September 21st and the installation date is tentatively November 15th or 16th.

- Enrollment certification is being worked on and the deadline for completing is this weekend. Testing in acceptance will be done some time next week.
- A request was made for a couple of special report options to quickly retrieve data. One of the reports is 98 percent finished. Mr. Harper distributed a sample report. This report is selecting students by specific reference number. The job took 30 seconds for seven reference numbers. The Registrars were asked to look at the format. The report would be available in production probably by next week. Unlike some of the other programs, this one will check the input to make sure it is correct before execution. The Academic Chairs should have access to this report.

The other report requested was by program code. For this report, Mr. Harper asked the Registrars three questions. 1) Do they want an option to download? The answer was Yes. 2) The campus selection and up to four term of enrollment selection was required. As far as requesting the campus, which campus would be the selection? Is it based upon the student being at the campus in any of the four terms or the last of the four terms? Mr. Stewart suggested making it an option. 3) Concerning primary objective or any active objective, students who graduated would not have an active objective and they would not have a primary objective. Should these students be selected if they graduated in one of those programs for one of those terms? This information can be obtained by using the GAP report for graduate. This report would not run as quickly as the previous report because it has to read the AD SO MO plus the schedule. The report might run in 25 minutes.

Ms. Perez asked if there is a report that can exclude ESL students when selecting students with GPA of 3.5 or higher. Mr. Harper stated that it is based on how the table is set up. He agreed to look at the table next Wednesday.

SPECIAL AGENDA ITEM(S):

Status of Incoming Transcripts on FASTER – Mr. Harper reported that last week he identified a problem with base line in Odyssey. Since January, we had processed 5,300 applications for admission for students who had not graduated at the time they submitted the application for admission. The system should have asked for these 5,300 high school transcripts the evening of July 2, 200, but it did not. He made a special run to request these transcripts, but somehow these requests were submitted 5 or 6 times to the high schools. Kendall Campus is working an error list of transcripts on the TRR5 but not on Odyssey. However, the screen that should allow these transcripts to post to Odyssey is not working correctly. He will try to fix that problem.

Fee Tolerance: Mr. Stewart reported that there is a problem in the Odyssey system related to fee tolerance. The system was established with a fee tolerance of \$18.00, which means that Odyssey is not supposed to cancel a class if the student has paid for all of his classes and still owes \$18.00 or less. The problem is if a student registers for a class and the fee is only \$5.00, the schedule is immediately validated. This student is not allowed to pay on the web or on the phone because he does not owe any money for the term. Mr. Stewart is currently working with Diane Lake to find a solution to this problem.

FACTS - Mr. Stewart announced that FACTS is about to go in production and students will now be able to apply for admission to the College on-line through FACTS. The students should be able to apply the same way as they do on the College website except there would be more students rejected, which means more e-mails. Students who applied for admission to the college using FACTS would be given a confirmation number, which would be coded in such a way that it would identify the campus, the student, if the application was accepted, or if rejected, the reason why.

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the Medical Center Campus, Friday, August 10, 2001 from 8:45 am to 12:00 pm, Room 2304.



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:

Committee Members
Student Deans
Community Education Chairpersons