

MIAMI-DADE COMMUNITY COLLEGE
College Admissions and Registration Procedures Committee

Minutes of the September 14, 2001 CARP Committee meeting. The meeting was held at the Wolfson Campus in room 5620. Roll was called and a quorum was declared present.

MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC
Dulce Beltran, Assist. Registrar, KC
Armando Ferrer, Dean of Students, NC
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
Jackie Power, Registrar, NC
Tom Stewart, Col. Registrar, Chairperson, KC
Ron Vorp, Institutional Research, District WC

VISITORS/PARTICIPANTS:

Elizabeth Gonzalez, Transcript Evaluation, WC
Lourdes Delgado, Academic Advisement, WC

MEMBERS ABSENT:

Alan Berkey, Associate Academic Dean, KC
Cecilia Bermudez, Registrar, HC
Gerald Carley, Bursars, Dist, NC
Isabel De La Serna, Support Staff, NC
Steffi Durnberg, Advisement Director, KC
Floris Giol, Int'l Student Advisor, KC
Harold Harper, Comp. Applications Prog., KC
Lourdes M. Perez, Registrar, IAC
Kenneth Tague, Financial Aid Director, NC

DRAFT

APPROVAL OF MINUTES: The minutes of the August 10, 2001 meeting were approved with corrections.

ANNOUNCEMENTS: Ms. Power announced the hours of operation at the North Campus during off-peak registration were changed. The office will now be closing at 7:00 pm, Monday through Thursday instead of 8:00 pm. The lines cannot be closed until 7 o'clock pm. Friday hours will remain the same, 8:00 am - 4:30 pm. and Saturday hours will also remain the same, 9:00 am to 1:00 pm.

Mr. Jean-Bart announced the Transcript Evaluation Department will be certifying veterans. The Veterans' clerks of North and Kendall Campuses will be asked to assist with the certification.

Mr. Stewart announced his new secretary, Doris Teichner, extension is 7-0944.

Mr. Stewart also stated that sometime ago, the Committee received a proposal from a company by the name of "Ed Verify." This company provides services that verify certain pieces of directory information, i.e., whether or not a student has a degree. The proposal was approved by the Committee and forwarded with a recommendation to the Student Deans where it was rejected. The Student Deans suggested gathering research from other colleges regarding their experience with "Ed Verify" and to reopen the proposal at the conclusion of the research. The proposal was placed on the Student Deans' agenda for the second time alone with two competitors.

Credentials, Inc. is one of the competitors. They were invited to participate in the September 14th Committee meeting to give a presentation (no longer than 30 minutes). Due to the events of September 11th, the presenter could not get a flight to Miami and he agreed to make his presentation before the Committee via telephone later today.

D R A F T

SPECIAL AGENDA ITEMS:

- Non-Degree Seeking Student Without Proof Of High School.
- Grade Change Processes
- Notation Of NWSA Courses On The Transcript

Mr. Stewart informed the Committee that the Summer A/B schedule will be distributed to the Department Chairs for distribution to faculty. In addition, the Fall schedule will be forwarded to the faculty to review. The Spring schedule is due Wednesday, September 19, 2001 and it will include the final exam schedule.

ACADEMIC AFFAIRS REPORT: Mr. Stewart reported that some course numbers were changed. An updated list can be obtained from Karen Hodges. Since Ms. Hodges just made the changes, Mr. Stewart is recommending to be careful when doing the proofing because there might be no remark pointing to the old course numbers.

FINANCIAL AID REPORT: Ms. Amaya submitted the following financial aid report:

- The department is in the process of conducting the interview for the College-wide Scholarship Coordinator.
- Students are now automatically being billed through the student financial services.

STAR SERVICE UPDATE: Mr. LaRoue reported that STAR Service is working very well.

CHANGING PIN NUMBER: Discussion of this item has been postponed several times. Gabriel Yanni, Director of Quality Management, proposed to automatically change the PIN number. Mr. Stewart stated that he was opposed to this proposal because automatic changing the PIN number would cause problems for the staff/system. However, there was an incident that made him change his mind. This semester an employee of the College got a class roll and used the Web to drop students from a closed class so that a friend would be able to register for that class. In order to solve this problem for the future, at this time, the student (or students) should change their PIN number. Another solution to this type of problem is by reducing the number of college staff that have access to view or change student PIN numbers.

Ms. Amaya asked if the PIN could be reset if a student forgets the new PIN number. Mr. Stewart explained the new Port, which is coming out in November, will have a feature that would allow this process to be done. Ms. Amaya stated that at FIU, if a student forgets the PIN number, he/she must go in person to the admissions office in order to reset the number. Mr. Stewart mentioned that the problem is when it is not possible for the student to come in person; for example students in the virtual college program that are out of the state or country. Dr. Ferrer suggested assigning an individual to deal with those students. This individual either ask questions that only the student would know or request a written statement signed by the student. The signature would be compared to the signature in file.

After further discussion, the Committee agreed to proceed with Mr. Yannis' proposal

TECHNICAL MANUAL OF PROCEDURES: Mr. LaRoue stated that at the last meeting there was a consensus that the Registrars would have at least three procedures ready this month. The Registrars agreed to have a few ready for the October meeting. Mr. LaRoue said that the plan is to have the technical manual of procedures updated by the end of the academic year.

DRAFT

MILITARY TRANSCRIPTS: Ms. Gonzalez reminded the Committee that military personnel could request military transcripts on the Web. The veterans' clerks need to be reminded to request the transcripts from those students. Ms. Gonzalez distributed detailed information that gives all the different Web pages the students can go to obtain their transcript.

Additionally, Ms. Gonzalez asked the Committee if they agree not to post physical education credits from the military transcripts. She explained that by posting those credits, some students might be classified with excessive credit. After further discussion the Committee agreed not to post those credit unless the program requires them.

ACADEMIC AMNESTY FORM FOR FOREIGN TRANSCRIPTS: At the last meeting, it was decided the admissions and records area will be in charge of processing all amnesty forms. Mr. Jean-Bart distributed copies of the Request for Academic Amnesty form for the Committee to review and suggest changes. The following changes were recommended:

- A line should be added for the advisor to print their name
- At the bottom of the form in the approval box, a line needs to be added to write the campus
- Revision date should be changed.

Copies of the Evaluation of Foreign Transcripts form were also distributed for the Committee's review. The following changes were made

- The name of the form needs to be changed. Mr. LaRoue will provide the appropriate name.
- The Social Security line should be replaced by Evening phone number.
- Action Requested: Both selection should be changed to read as follows:
 - *I request that the course work from the following foreign institution not be evaluated or posted to my MDCC transcript _____ (name of institution)*
 - *I do not wish to submit a transcript from the following foreign institution. I understand if this institution is the basis of my admission as a transfer student, I will then be required to submit evidence of completion of secondary (high) school. _____ (name of Institution)*
- A line needs to be added for the advisor to print their name
- Approval Box
 - The Registrar should sign instead of the Student Dean
 - A line should be added to write the campus.
- Delete the following bullets from the instructions on the reverse side of the form:
 - Fourth bullet: "Courses less than 10 years old posted subsequent to fall term 97-1...."
 - Fifth bullet: "Credits that were posted prior to winter term 97-2"
 - Sixth bullet: "A revised transcript will be sent to students"
 - The remark "It is important to remember that acceptance of this request"
- Revision dates on both sides need to be changed.

Mr. LaRoue will bring the revised forms for the Committee's approval.

TRANSFER COURSES FROM PRIVATE SCHOOLS IN COMMON COURSE NUMBER SYSTEM: Mr. LaRoue distributed copies of a memo he received from Ann Stallings, Director of Statewide Course Numbering System of the Florida Department of Education. The memo talks about 27 non-public institutions that have chosen to participate in the Statewide Course Numbering System and according to Florida Statute 246.013(1), the college has to accept their credits. The Committee agreed the College should immediately begin accepting credit that has been reviewed and accepted by the state.

DRAFT

CONFERENCE CALL WITH CREDENTIALS, INC. . The representative briefly went over the company's history, purpose and services. The Committee compared both companies, Credentials, Inc and Ed Verify and decided to accept the Ed Verify offer. A motion was made by Mr. McPhee to recommend Ed Verify, seconded by Mr. Vorp.

TRANSIENT FORMS FROM OTHER INSTITUTION: This item will be discussed at the next meeting.

OVERRIDE CARDS: Mr. Jean-Bart wanted to reaffirm an agreement reached at a previous meeting not to accept override cards that are more than 2 working days from the date of the signature on the cards. If the card has no date, then it would be effective the date received at the Registration office. Dr. Ferrer shared a concern that he has for evening students having only two working days. He is suggesting a five-day time frame instead of two days. After further discussion, the Committee agreed for the Registrars office to accept the override cards two days after the latest date on the card. Mr. Stewart reminded the faculty present to make sure they expire their overrides.

TRANSFER OF INCOMPLETE GRADES: Mr. Jean-Bart shared with the Committee a situation that happened at the Wolfson Campus. A student was graduated by the system and that had transferred to MDCC with some incomplete grades. The college policy states that if a student has an incomplete from MDCC, the "I" grade needs to be changed before graduation.

Mr. Stewart stated that AACRAO guidelines state that grades from other institution should not be changed. Ms. Amaya suggested treating that transcript as an incomplete transcript since the student is still attempting to finish that class. After a lengthy discussion, the Committee was unable to reach a solution at this time. Dr. Ferrer suggested finding out what other institutions are doing in this situation.

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

- Mr. Harper created a new program that will be in production next week. With this program, the system can produce a list and/or mailing labels for students enrolled in a term who are in a specific program.
- SLS1125 hold is ready and will be installed next Monday.
- The top two priorities for Mr. Harper to work on are:
 - Two-year rule in testing. This feature will be ready in two weeks
 - Missing items notice. These notices will inform the students of items missing in their records that will stop their registration process.
- The next port will be implemented October 8th. This port will have nothing relating to the student system. This port is a total rewrite of the purchasing and finance systems.
- Port 6.2 will be implemented in the middle of November; hopefully the weekend before the Thanksgiving break. With this port, on the registration screen the student major can be changed if necessary.
- Enrollment certification is currently working.

D R A F T

SPECIAL AGENDA ITEM(S):

Grade Changes – The Registrars met earlier today and submitted the following recommendations to the CARP Committee concerning the approval process of grade change appeals:

1. Grade change appeals initiated by the student must be processed no later than the end of the next major term.
2. Grade change appeals initiated by the instructor from one valid grade to another valid grade that are processed within two weeks after grades are processed must be submitted on the grade verification report or on a grade change form. The instructor and the department chair must approve these changes. Valid grades are A, B, C, D, F, NR, P, S, and I.
3. The instructor, department chair and the supervisor of that chair must approve grade change appeals initiated by an instructor from one valid grade to another valid grade processed by the end of the next major term.
4. Grade change appeals initiated by an instructor from one valid grade to another valid grade processed after the end of the next major term must be approved by the instructor, the department chair, the associate dean or school director and the Campus Dean Of Academic Affairs.
5. The instructor, department chair, associate dean, and both the Campus Dean Of Student Services and the Campus Dean Of Academic Affairs must approve grade change appeals initiated by an instructor from no grade to a valid grade.
6. Grade change appeals from "F" to "W," from "F" to a no grade (refund), or "W" to a no grade (refund) initiated by the student must be approved by the Campus Petition Committee or the Dean of Student Services.

After further discussion the Committee agreed with the Registrars' recommendations and decided to forward them to the Student Deans.

Notation Of NWSA Courses On Transcripts - Mr. Stewart stated that in the Legacy system NWSA courses were posted on the transcript with the location code of NWSA and in the Odyssey system those courses are not reflected. Mr. Stewart asked the Committee if they would like those courses to be reflected on the transcript as NWSA. After further discussion, the Committee agreed.

Imaging: Ms. Amaya asked the Committee if the Schedule Change Cards should be imaged. Mr. Stewart stated those cards should not be imaged but they must be kept. Ms. Amaya also asked if they should continue with the practice of forwarding the original transcripts to the evaluators after imaging. Mr. Stewart suggested discussing this issue in a couple of months after all the campuses have their imaging equipment available.

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the InterAmerican Campus, Friday, October 12, 2001 from 1:00 to 4:00 pm, Room 401.

Ana Lien Montero, Recorder

D R A F T

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