

MIAMI-DADE COMMUNITY COLLEGE
College Admissions and Registration Procedures Committee

Minutes of the November 12, 2001, CARP Committee meeting. The meeting was held at the Kendall Campus in room 2206-2. Roll was called and a quorum was declared present.

MEMBERS PRESENT:

Mercedes Amaya, Registrar, MC
Cecilia Bermudez, Registrar, HC
Dulce Beltran, Assist. Registrar, KC
Alan Berkey, Associate Academic Dean, KC
Floris Giol, Int'l Student Advisor, KC
Harold Harper, Comp. Applications Prog., KC
Rulx Jean-Bart, Registrar, 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
Ron Vorp, Institutional Research, District WC

MEMBERS ABSENT:

Gerald Carley, Bursars, Dist, NC
Isabel De La Serna, Support Staff, NC
Steffi Durnberg, Advisement Director, KC
Armando Ferrer, Dean of Students, NC
Jocelyne Legrand, Faculty, WC
Allen McPhee, Faculty, NC
Kenneth Tague, Financial Aid Director, NC

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APPROVAL OF MINUTES: The minutes of the October 12, 2001 meeting were approved with corrections.

ANNOUNCEMENTS: No announcements

SPECIAL AGENDA ITEMS:

- Special course designator
- On line purge rolls for Faculty members

ACADEMIC AFFAIRS REPORT: Mr. Berkey reported that the college-wide CASSC last week passed an alternative medicine course.(HSC)

FINANCIAL AID REPORT: Ms. Perez reported that Ken Tague has accepted the position of College SAFE Administrator. Ferne Clary is the new Interim Director of Financial Aid at the Wolfson campus. And Virginia Ferguson is the Interim Assistant Financial Aid Director at the Homestead. Campus. The College Scholarship Coordinator and College Work Study Coordinator positions are open.

The department is currently working on a new procedure for book loans. The College is looking into the program Wolfpack to replace SAFE. No decisions have been made yet.

STAR SERVICE PROGRAM UPDATE: Mr. LaRoue reported that the program has been working properly

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ADMISSION OF NON-F-1 VISA STUDENTS: Ms. Power shared a concern Ms. Lero and herself have about students that have B1 and B2 tourist visas with their I-94 expired. It turns out that the students who have their I-94 up-to-date are allowed to register part-time only. The students who have their I-94 expired are classified as overstays and are allowed to register full-time. Ms. Power suggested establishing a program that will generate a report every term of all the students that fall on this category.

Ms. Power asked if the college is working with INS on these issues? Ms. Giol explained that INS at this moment cannot deal with these issues. Ms. Giol stated that there is nothing in the law that state the College cannot allow a student to register regardless of the status. After further discussion, the Committee decided to continue with the present college practice.

PURGE ROLLS FOR SHORT TERM CLASSES: Mr. Stewart commented that this item was placed on the agenda to make sure the campuses are doing whatever possible to cooperate with the faculty members by accepting late purge rolls. After a lengthy discussion, the Committee agreed to have two purge roll dates for sessions that are more than three weeks long. The first purge date should be 50 percent into the session and it will get rid of students who never attended. The second purge roll date should be 70 percent plus one day into the session. The second purge roll date should not be included if the date falls on or after the grade roster run date (date code 12). The date codes for each purge rolls need to be established.

Mr. Stewart informed the Committee that a faculty member requested the refund and drop dates to be included on the class rolls. After some discussion, the Committee approved the request and Mr. Harper will take care of it.

NEW PRINT CODE FOR SCHEDULE NOTES: Mr. Jean-Bart requested a code that will allow the suppression of class notes on the handbooks. After further discussion, the Committee agreed with Mr. Jean-Bart's request and Mr. Harper will work on it.

OPERATION PAYCHECK: Mr. Vorp asked the Committee how the accelerated credits are being captured and how are the students being identified. Ms. Power explained that the One Stop Center submits a form for each student to the admissions office and the clerk when inputting the information in the demographic screen will assign the code OP (operation paycheck). This code will help identify these students. Mr. Stewart added that the mechanism is in place to award credits.

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

- The port is ready to be tested and it is anticipated to have the usual amount of problems when a new port is installed and tested. This time the problems will take longer to be fixed because the College will be using in-house resources to do the tasks that were previously done by trained consultants.

The testing of the port will take place November 13, 2001 at the Kendall Campus in Room 6346 from 8:30 am to 4:00 pm. The implementation of the port will depend on the outcome of the testing. This port includes massive changes with data, which will take at least 10 hours to make the file changes. The movement of the programs from the port environment into production takes at least a day because it affects many modules.

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- Currently, the department is working on a modification for degree audit. The system will be programmed to check what degree the student qualifies for graduation. For the students who qualify, the system will automatically generate a graduation application and a notice will be mailed. As soon as the port gets installed, it will be ready for testing.
- The missing item program still pending.

Mr. Stewart submitted the following Odyssey report:

- Mr. Yanni submitted a proposal to the Consortium to change from a student ID (SS#) to a nine-digit number, which will be assigned by the system. This proposal will be discussed at the next consortium meeting.
- The students are required to change their PIN# the first time they use the Web to do anything relating to student information. At the time the student is changing the PIN#, the e-mail address and mother's maiden name will be asked.
- The Registrars were reminded the port is scheduled for testing tomorrow, November 13, 2001. For port security, call Mr. Stewart or Mr. Harper.
- Next Wednesday, the Consortium has an all day meeting to discuss degree audit and on Thursday, they will meet to discuss session codes.
- The web registration for non-credit students is ready. However, if the student has not attended before, the system will bounce him back and asked him to submit an admissions application

SPECIAL AGENDA ITEM(S):

Special Course Designator: Mr. Berkey informed the Committee that after the 100 percent refund the academic department wanted to get a hand on the average class size per course/ per campus. A list of special designators that needed to be removed from the pool was provided to the person in charge of the project. Unfortunately, the list was not useful because not every campus uses the same special designator. Mr. Berkey is suggesting eliminating one of the independent study designators and being consistent with the honors designators. After a lengthy discussion the consensus was to leave the independent study designators as is. The honors designators will be *used* ~~used~~ as follows: H1 will not be used. H2 will be used for stacking honor classes. H3 will be used for honors by contract. H4 would be used as stand alone honors class and everyone in that room is in the honors program.

Online Purge Roll: Ms. Power asked the Committee if there is any procedure in place for online purge roll? Where are the original purge rolls stored? After further discussion, the Committee suggested the academic department should keep the original purge rolls in their files just like they do with the grade rolls.

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Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the Wolfson Campus, Friday, January 18, 2002 from 1:00 to 4:00 pm, Room 5507.

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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