

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – January 2005

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Kendall Campus, Room K413; 1:00 – 4:00 p.m. on Friday, January 21, 2005

MEMBERS PRESENT:

Steve Kelly, College Registrar, District – KC
Alex Baez, FA/Adm/Registration, WC
Jackie E. Power, Adm/Registration, NC
Lily Lindo, FA/Adm/Registration, MD
Rosa Ferrer, Bursar – District Adm.
Harold Harper, Applications Development, KC
Floris Giol, International Students, KC
Regina Ferguson, FA/Adm/Registration, HC
Ferne A. Creary, Assist. College Registrar, District – KC
Rulx Jean-Bart, Adm/Registration, WC
Dulce Beltran, Adm/Registration, KC
Armando Ferrer, Dean of Students, KC

MEMBERS ABSENT:

Josefina Llarena, IAC

VISITOR (S):

Bethany Ladd

The meeting was called to order and a quorum was declared present.

Approval Minutes

The minutes from the September 17th, 2004 meeting were approved with corrections.

Introductions and Announcements

Special Agenda Items

Air Force ROTC
Request by Campus Drop/Refund Report
Academic Amnesty
Undergraduate
CLEP & Graduation

Academic Affairs Report

Financial Aid Report

- All connections on line – not thru SAFE three to four days turn around FAA online – much quicker process
- February 7 – 11 Financial Aid Awareness College wide 2005-06 FAFSA Showcase programs. Lenders – 10-1, 5-7
“Got money” - Theme; T-shirts donated by lenders.

- February 20, 2005 Scholarship's deadline. Prior deadline for Financial Aid applications.
- Financial Aid reports to E-TL Levering – Business Affairs.

Drop for Pre-req. failure (Math) Summer A/B

- Report is not run during summer
- Manual report – no time to work the report
- Same mystical term
- Students will receive letters too late

Drop for Co/prereq at end of term (when allowed to register)

- If student is registered in College Prep and a 2000 college level class allowed to register but if fail C, P will drop both class.
- The system Assumption will pass class. College Prep. Course work or test scores
- Registration edit – Harold will research, will help from examples.

TBA on schedules; Room usage Implications

- TBA per state, not allowed on class schedules – open labs are Okay. Most of problems were non-credit.

Technical Manual of Procedures – Aviation Programs

- New programs at Homestead – ready for Provost signature. Split from old TMOP

ODYSSEY Report

- Student ID changed, minor problems being addressed, 3rd party software not accepting new student ID, also not state reports.
- Problems to students and employee getting same number, it is being resolved by Human Resources.
- Port was implemented with minor problems
- Next point release March 18 & 19 will take and decide whether to install or not install. Fall term Oct. – Nov. 2005 Course dictionary problems – 3rd & 4th attempt.
- Degree Audit- finished except Bachelors State has approved submission B program.
- Graduation- issue with 2.0
- Point problem- adjusts with data, 16 students receiving 2nd AA degree.
- Program night grades run muddle of run – timed out – program failed. Restart to pickup where left off – students started with J29 – J92 skipped point testing, stand-alone.

International Transcripts first semester

- Browse once student met requirements, image translation
- Once students complete 12 credits. Transcripts will be evaluated, results in a two-term delay.
- Can we modify? Can modify to check after the refund and student is in an active status and has paid instead of register.
- Students are college ready

Grade Point Values on transcripts vs. Degree Audit

- Degree Audit – precise calc. of GPA; know what to include and exclude.
- Transcript – uses a generic routine – sent out- we invoke a degree audit while generating a (DT) transcript.
- Need to be consistent – same GPA on official, unofficial. Problem surfaced with consortium.
- Degree audit – for graduating purposes, problems since 1999 – come to light as degree audit are more fine-tuned. Came to light – post problem will take longer to retrieve transcript. CUM – GPA same on both. Harved will examine a process to invoke correct GPA in the transcript.

Graduation Campus and Reject lists

- Medical Campus comes up on all lists. Based on home campus not campus on housing graduates with specific program objectives.
- Automatically applied defaults to home campus.
- List of programs by Campus
- Regardless of Campus on application screen – list of programs that need to be reviewed by the campus and program codes – program reject codes to override and send list to campus where programs housed.

TMOP 1100.202000b Guidelines Regarding Documentation of Public and Private School Graduates

- Proposing to add recommending additions or deletions, currents DETC – has an approved list.
- CITA – recognized by SACS has high standard, recommended added to list. Remove 24 credits find out 22 comm. Colleges – no by colleges – next student dean.

Suspension/Dismissal Notification Appearing on Transcripts

- Defined on a table – pre post – what should appear and how long. ACCRO's guidelines TABLED – Nora will study.

Sharepoint

International Students

- Florida Department of Education require students to be screened, fingerprinted and with their social security number.
- Identification number changed as of Sept., now students have new to be in legal states for one year.
- Letter from Education Department required. Florida Department of Education – use citizen.

Air Force ROTC

- ✓ Research and make a recommendation to the Student Deans

Academic Amnesty

- ✓ Program to see the pre amnesty credit totals, 150% rule. RG, MT, VI, F4 to calculate total number of credits. Tenance Hahn Financial Aid programmer address.

Undergraduate

- ✓ Student wants to be undergraduate for Financial Aid purposes. If students has not been graduated and request not to be graduated we should honor students request a letter. Your application for graduation has been processed – if they do not come in, we should not graduate. Case by case basis.

CLEP & Graduation

- ✓ CLEP appears on record – date student completed CLEP successfully.

New Business, Next meeting, Adjourn

Next Meeting

The next meeting has been scheduled for Friday February 18, 2005 at Wolfson Campus.

Today's CARP meeting adjourned at 4:00 p.m.