

# **Miami Dade College**

## **College Admissions and Registration Procedures Committee**

### **Meeting Minutes – September 16, 2005**

The monthly meeting of the College Admission & Registration Procedures Committee was held at the InterAmerican Campus, Room 3102 1:00pm – 4:00pm on Friday, September 16, 2005

#### **MEMBERS PRESENT:**

Alex Baez, Registrar, IAC  
Dulce Beltran, Adm/Registration, KC  
Nora Cooper, Advisement, KC  
Ferne Creary, Assist Col Registrar, District, KC  
Rosa Ferrer, Bursar – District Admin  
Regina Ferguson, Adm/Registration, HC  
Floris Giol – International Students, KC  
Harold Harper, Applications Development, KC  
Marina Hernandez, Adm/Registration, Hialeah  
Steve Kelly, College Registrar, District, KC  
Lily Lindo, Adm/Registration, MC  
Jackie Power, Adm/Registration, NC  
Ana Sarasti, Financial Aid – District, KC

#### **MEMBERS ABSENT:**

Rulx Jean-Bart, Adm/ Registration, WC  
Armando Ferrer, Dean of Students, KC  
Toni Bilbao, Assoc Provost, District, WC  
Pat Lassiter (CASSC), Allied Health, MC  
Josie Llarena, School of Education, IAC  
Isabel De La Serna, Registration, NC  
Jocelyn Legrand, Soc Sciences, WC

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

#### **Approval of Minutes**

- Minutes from the July 22, 2005 meeting were recommended for approval, seconded, and approved, as amended.

#### **Introductions and Announcements**

- CARP members welcomed new members Ana Sarasti – District Financial Aid - Kendall and Luis Hechavarria District – Admissions and Registration - Kendall.
- Jackie Power announced the new Bachelor's in Applied Science for Homeland Security at North Campus' School of Justice.

#### **Special Agenda Items**

- Revision of Amnesty Forms.
- Foreign degrees and Substitution and Graduation.

#### **Academic Affairs Report**

- No report available.

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### **Financial Aid Report**

- Ana Sarasti discussed the way Awards were being adjusted, in order to avoid giving financial aid to students who do not qualify.
- Ms. Sarasti also mentioned her efforts to automate the financial aid system, to alleviate manpower.

### **International Students Report**

- Floris Giol demonstrated the new MDC website for International Students.

### **IW / W not showing on RG – RG screen**

- Harold Harper gave two solutions on how to correct this problem.
- Post-meeting note: this problem has now been fixed.

### **Academic & Administrative Calendar Update**

- New rows (6 & 10) added to Calendar.
- Line 10: Progress Alert Rolls. Instructors can go online, call up course and input progress, and add comment for each student, thus generating an e-mail to the student.
- Corrections to be done on Holiday Schedule.
- This is Revision # Six of the Calendar, and it will be redistributed.

### **Online Purge Rolls**

- Steve and Dulce reported on problems experienced during the online purge roll exercise at the beginning of the semester.
- An interim testing will be done on this by Dulce, Steve, web & computer operations, and volunteer faculty members.
- Once testing is satisfactory, purge rolls will again be made available online until the 70% completion date.

### **Progress Alert Update Windows / Process**

- Reported that Sol Maury, Director of Kendall's New Student Center, had demonstrated this new process at the Campus Registrar's meeting this morning. At this point, it is a voluntary offering which allows faculty to give students, through web application, a report on progress in the course. There will be two windows each semester (fall and spring).

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**Multiple Repeats and Transferred In Courses**

- Student takes a course at MDC twice, then transfers in previously taken (twice) same course from another CC – what to do?
- Issue to be discussed in October's Florida Community College Registrars and Admissions Officers (FCCRAO) meeting.

**Odyssey Report**

- The Port for 2005.1 to be tested in its entirety. This should take approximately one week.
- Suggested date for testing is February 6, 2006.
- New Software changes to be implemented with this Port.

**Special Agenda Items**

- Nora Cooper recommended the update of Amnesty Forms; she will work with Ferne Creary and Luis Hechavarria to see this through.
- Ms. Cooper also informed the committee about the Substitution and Graduation workshops.
- Accreditation of Foreign Degrees was also discussed.

**The CARPC Meeting was adjourned at 3:35 pm. The next meeting is scheduled at North Campus on Friday, October 14, 2005.**